



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BUILD LEARN GROW



Teen After School Program Parent Handbook ANN ARBOR YMCA

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Teen After School Program

The Ann Arbor YMCA Teen After School Program provides teens with a safe and nurturing environment where they can develop healthy relationships and learn foundational skills through the Y core values of caring, honesty, respect and responsibility.

The key components of the Teen After School Program include:

Providing a Safe Environment with Caring Adults –

The Teen After School Program is staffed with caring and qualified adults, who model the Y core values.

Character Development – YMCA Character Development is an important part of every YMCA program. The values of caring, honesty, respect and responsibility are modeled by staff and encouraged of all participants. Activities are specifically chosen to foster understanding and practice of these character values.

Personal Discipline – The program helps teens learn responsible behavior and self-control through an environment in which activities are presented, but not dictated. Guidance is offered to promote teens' self-confidence. Rules are determined by staff, accepted by the teens, and consistently applied.

Social Development and Emotional Well Being –

The program will meet teens' social and emotional needs by helping them make friends through activities that require varying numbers of participants, as well as allowing free time for friendships to develop. Activities and community service projects provide the social learning teens gain from exposure to the larger community.

Promote Healthy Lifestyles – The program meets teens' physical needs by providing space and scheduled times for physical activities and supervision to ensure safety. All activities emphasize healthy lifestyles.

Enhance Academic Performance/Commitment to Learning

– The program provides students with designated homework sessions and ongoing academic assistance.

Age-appropriate activities are available to Teen After School Program participants each day. The Y's Teen Center is designed with teen interests in mind, including a refrigerator, microwave, foosball table, ping pong table, Wii gaming system, and a projection TV. A designated homework area is available at all times for teens who wish to work on homework. A curriculum plan is available for parents to review.

DEVELOPMENTAL ASSETS

Attached to this packet you will find a copy of the 40 Developmental Assets. According to research conducted by the Search Institute, young people need at least 31 of these assets to grow into healthy, caring, and responsible adults. All of the teen programs at the Ann Arbor YMCA incorporate as many developmental assets as possible. We believe that the more developmental assets we can introduce and contribute to the lives of teens, the more successful and happy they are and will become. We take this research very seriously at the Ann Arbor YMCA and do our very best to introduce these elements into our programming. If you have further questions regarding the Search Institute's 40 Developmental Assets we are happy to discuss them in greater detail with you.

Dear Parent/Guardian,

Welcome to the Ann Arbor YMCA's Teen After School Program. We are looking forward to your teen's participation in the program and believe that you and your teen will find the program both fun and rewarding. Please review the following information to help you through the registration process.

- Please return completed forms to the membership desk along with payment for the first month.
- Tuition is \$140.00 per month for members and \$200.00 per month for non-members. Tuition is not prorated based on days attended.
- Monthly tuition will be charged on the 20th of each month for the following month's program. Tuition is considered late on the 1st of the month. Payments not received by the 2nd will result in the termination of services until payment is received.
- All tuition payments are made by credit card/bank draft or by statement. A \$25 administrative fee will be assessed annually for statement billing.
- **Bus availability will be limited to schools in which enough participants have enrolled to qualify a trip. We will inform you of bus availability and pick-up services by the 19th of August. If your child attends a school that we are unable to pick up from, you are welcome to arrange another form of transportation to bring your child to the program.**

The Ann Arbor YMCA Teen Membership (**ages 12–18 ONLY**) is \$10.00 a month. With a teen membership, your teen would qualify for the membership rate of \$140.00 per month for the Teen After School Program. A Teen Membership also gives your teen affordable access to the YMCA's health and wellness center, pools, gym, and classes.

The YMCA also offers many other teen programs, including Michigan Youth in Government, Leaders Club, Teen School Days Off, The Youth Advisory Council, Teen Outings and the Youth Volunteer Corps. Please feel free to give me a call at (734) 661-8012 to discuss any of these teen programs in greater detail or if you have any further questions or concerns.

Sincerely,

Josh Humbel
Youth and Teen Director
Ann Arbor YMCA
(734)661-8012
jhumbel@annarborymca.org

CLOTHING

We ask that your teen come to the After School Program dressed comfortably and appropriately. Shirts with tobacco, alcohol, bad language or sexually explicit logos or wording will not be permitted. Also, we expect clothing to cover one's body appropriately. Extremely short shorts and half shirts are not appropriate. We encourage your teen to wear or bring tennis shoes and a change of clothing appropriate for use in our gyms.

Swimming: Your teen will have the option to swim on a predetermined day. Please supply him/her with a swimsuit and towel.

LICENSING

The program is licensed by the Department of Human Services. The rules of the license are available for review in the YMCA's Child Care office. The program's licensing records are available upon request from the DHS. Our license sets the number of participants allowed in the Child Care / Teen Department.

The Teen After School Program is mandated by the Child Protection Law and will report to the Department of Human Services any suspected cases of child abuse, neglect, child sexual abuse or sexual exploitation. If you have any questions or a concern regarding the Child Protection Law and the Program's reporting guidelines, please contact Josh Humbel at (734)661-8012 Director

AGE REGISTRATION

The Ann Arbor YMCA Teen After School Program is open to students in 5th through 8th grade. Teens are enrolled on a first-come, first-serve basis. Others are placed on a waiting list and accommodated as space becomes available. Teen After School Program registration packets are available through the Membership Desk and Teen Department. The proper registration forms must be completed and the fee **must be paid prior to the first day your teen attends.**

To complete enrollment of your child, you will need to fill out and return the following information:

- Registration Form
- Health & Permission Form
- Parent Handbook Acknowledgement
- Sign In / Out Consent Form (if applicable)
- Automatic Payment Form (if applicable)

FEES AND FEE COLLECTION POLICY

You may choose to have a monthly bank/credit card draft or statement billing. Fees will be due on a pre-pay basis, due on the 20th of the month for the following month's care. For example, a payment for October 2011 will be due on September 20, 2011. Payments are considered late on the 1st of the month. Payments not received by the 2nd of the month may result in the termination of services.

WITHDRAWAL

Written notice of intent to withdraw your teen from the Teen After School Program must be submitted prior to your automatic draft date. Payments will not be refunded after a draft is completed. Please call Josh Humbel to confirm cancellation.

LATE FEES

Late Payments – Payments are considered late on the 1st of the month. Payments not received by the 2nd may result in the termination of services.

Late Pick Up – Parents may be charged a late fee of \$10 at 6:15. After that, an additional \$1 per minute may be charged until the teen is picked up by a parent or guardian. If a parent has not arrived by 6:15 PM, and has not contacted the teen staff, staff will call the adults listed as emergency contacts on the teen's information card to pick up the teen.

No Call No Show – A \$10 fee may be charged each time your child is absent from a scheduled pick up by YMCA transportation and notification is not received via phone call prior to 10:00 a.m.

Returned Check, Credit Card or Bank Draft Fee – There is a \$25 fee for all returned forms of payment. Recurrent returned checks may result in automatic payment only.

TAX INFORMATION

The tax identification number for the YMCA is 38-152-5162. Annual tax letters are available upon request.

TEENS WITH SPECIAL NEEDS

It is the intent of the Ann Arbor YMCA to include persons in current programs and activities to the greatest extent possible. Recognizing limitations due to an individual's special need is important and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the

accommodation imposes hardship on the YMCA. If your child requires an accommodation, please discuss it with the Youth and Teen Director.

It is recommended that a family member (or caregiver) tour the facility with the appropriate YMCA staff along with the child with the special need before the first day of child care services. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the person's involvement in the program.

BEHAVIOR MANAGEMENT POLICY

The Ann Arbor YMCA Teen After School Program takes a positive approach towards discipline. This means that the staff of the Teen Center work to prevent behavioral issues through positive and cooperative expectation setting, as well as role modeling. Boundaries and rules shall be determined by both the staff and participants. When this is done all individuals involved feel a sense of ownership over the Teen Center and what happens in it. In general, all appropriate rules are covered by the participants but the staff will fill in any that are left out.

The Teen After School Program of the Ann Arbor YMCA provides a safe environment for teens to develop spirit, mind, and body. The overriding principle of the YMCA's discipline policy is to help teens become individuals who make their own choices and who take responsibility for their actions. The primary basis of this policy is that discipline is a function of engaging teens in meaningful and stimulating activities, focusing on positive role models, and promoting the core values of the YMCA: Honesty, Respect, Caring and Responsibility.

Though the participants will be involved in the process of setting boundaries for the Teen Center, there are certain rules that are non-negotiable. These specific policies are listed below.

- The teen will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as fighting, verbal "put-downs", swearing, and other similar inappropriate behaviors will not be tolerated.
- The teen will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- The center strictly prohibits the use and/or possession of alcohol, tobacco, and drugs.

- It is the policy of the Ann Arbor YMCA that behavior that would be classified as any kind of harassment or abuse will not be tolerated by staff or participants. Such behavior results in dismissal or termination and, if applicable, contacting of authorities.
- Participants/Staff will respect the private property of others and will understand that stealing or vandalism will not be tolerated.

BEHAVIOR MANAGEMENT PRACTICES

When a teen engages in inappropriate behavior or threatens their health and safety or others, the YMCA staff will do the following:

- Take immediate action to stop the behavior.
- Separate the individual from the situation and calm down all involved.
- Debrief with each individual involved to understand all sides of the situation.
- At this time the staff will initiate a conversation as to why the choices made were not acceptable. Redirection from the activity or situation may be needed. If necessary, a discussion of consequences will also take place. Many small issues will not need to go beyond this point.
- If necessary, call the parents/guardians of the individual to inform them of the incident and/or the consequences being instituted. In these cases an incident form will be filled out for the parents and YMCA's record.
- If the severity of the inappropriate behavior warrants or the participant refuses to stop the behavior when asked, parents/guardians will be asked to pick up the teen for the rest of the day. In some cases the inability or unwillingness to conform to the standards of the YMCA and the Teen Center can result in expulsion from the program.
- Additionally, staff will attempt to learn the causes of the behavior and will do everything in their power to help the teen understand the problem and learn from their decision.

Finally, the Ann Arbor YMCA Teen Center reserves the right to dismiss any participant if he/she fails to uphold the standards of the program.

MEDICAL ISSUES

We will do our best to make your child's experience accident and illness free. However, in the event something does happen, we are prepared. Our staff members are trained in CPR and first aid. We treat minor cuts and scrapes at the YMCA, but guardians will be notified in cases where a teen may need more medical attention than our staff can provide. In all cases of injury, an accident form will be completed and made available to the guardian/s. If the medical needs are extreme and guardian/s cannot be reached, your signature on the health form authorizes us to secure medical attention, i.e. 911.

If your teen has severe asthma or a potentially life-threatening allergy please speak with the Teen Center staff prior to attending.

A teen who is sick should be kept home for his/her own sake and that of others. Many communicable diseases begin with cold-like symptoms. For the health and safety of all teens, participants with any form of contagious or infectious conditions (lice, fever, pink eye, vomiting, etc.) will be immediately sent home. These teens are welcome to return to the program when they are feeling better and are no longer contagious.

PERSONAL BELONGINGS

Unfortunately the YMCA is not immune to theft. We do not suggest bringing valuables to the Teen Center. The YMCA will not be held responsible for lost or stolen items.

PHONE USE

The Teen Center has a phone that is available for teens and parents to use at anytime. Use of the phone by participants is limited to calls to parents. Parents are welcome to call the room to speak with their child or a staff member.

CELL PHONE USE

While we understand that cell phones have become a useful tool for many families, we seek to limit use of cell phones to communication with parents when the teen center phone is not available or we are away from the room. Use of phones (or other internet capable devices) for games, taking pictures, accessing social media sites, accessing the internet, listening to music, texting with friends or other "recreational" purposes is not allowed. While bullying and put-downs come in many forms, the use of phones as a tool for both has become a real problem for any youth program. Use of cell phones in this manner can disrupt teen center activities, damage group

dynamics and create a means of communication between participants that our staff cannot monitor. We appreciate your help in communicating this to your teen.

INTERNET ACCESS

The T.A.S.P. no longer allows internet access in the Teen Center. If your child's homework depends on the use of the internet, that particular assignment will have to be completed elsewhere.

ATTENDANCE

Parents will be asked to submit a schedule for their teen before the beginning of the program (see registration sheet). Any changes to that schedule should be approved by the Program Lead at least one week in advance. Absences should be reported by 10:00 a.m. on the morning of the absence. You may call the Teen Center at 661-8021 and leave a voice message. Please see the transportation policy for penalties related to late and non-notification of absences in relation to the bus pick up.

DAILY RELEASE OF PARTICIPANT

Staff will release teens to parents or guardians. The parent may designate another responsible adult to pick up or drop off the child **if previous written authorization has been supplied to the program or has been previously stated in the individual records.** VALID PHOTO IDENTIFICATION must be presented before releasing the child to anyone. No child will be released to anyone without prior written authorization.

You may sign a Parental Consent Form giving your teen permission to sign him or herself out of the program. Please read the Parental Consent Form carefully and be prepared to follow all guidelines outlined within it if you choose to sign it. The Parental Consent Form is located in this packet.

SNACKS

Healthy snacks are provided by the YMCA for the Teen After School Program.

Please note any food allergies on the health form and advise the staff.

TERMINATION OF SERVICES

The YMCA reserves the right to discontinue services under any of the following conditions:

1. Failure to abide by any of the registration agreement conditions as itemized in the Parent Statement of Understanding, or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.
2. Behavior by the teen which disrupts the group and/or program. This includes but is not limited to repeated instances of failing to listen to staff, refusal or repeated failure to follow program and YMCA rules, or physical/verbal abuse towards other participants or staff.
3. Failure of parents/guardians to treat staff, other parents or teens respectfully. Disrespect includes inappropriate or abusive language, behavior or threats.
4. Teen After School Program follows a zero-tolerance policy in regards to weapons. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the Teen After School Program.

TRANSPORTATION OF CHILDREN

If your child is picked up from school by our buses there are a few things to remember:

- Bus pick up services will only be available to schools in which enough participants have registered. This decision will be based on the number of teens being picked up, the availability of the buses, the location of the school and other logistical factors. The Youth and Teen Director will contact you by August 20th to inform you of bus availability.
- If we are able to pick up from your school, seats on the bus can still be limited. availability will be decided based on order of registration.
- Permanent or foreseen temporary changes to your child's schedule should be reported to the Teen Center Staff before the start of a new week.
- Unforeseen absences including illness, emergency, etc. should be reported by 10:00 a.m. the day of.
- Please instruct your teen to arrive to the bus on a timely manner. In most cases the buses must pick up from several schools so timeliness is important. Repeated failure to arrive to the bus on time after previous warnings to both the participant and their guardian will result in the termination of bus use.

- If your child does not arrive at the YMCA bus, the staff member will call the parent to see if there has been an error in communication.
- In a case where a teen has not arrived to the bus within 15 minutes and has been reported to have been in school that day by the school staff and the guardian is unreachable, the YMCA bus **will leave**. When the bus returns to the YMCA, a staff member will continue to call the guardian/s and emergency contacts of said teen until a message has been left for every contact number.
- The Ann Arbor YMCA is not responsible for teens prior to them stepping foot on the bus. Behavior prior to checking in on the bus is not the responsibility of our drivers. Observing this fact, the bus will wait only 15 minutes. Teens who are socializing and holding up the bus may be left. The YMCA staff will attempt to contact the parent or guardian, but will not return to pick up the participant(s).

SUPERVISION/SAFETY POLICIES

- No teen is to be left alone or unsupervised while under the care of Teen After School Program staff.
- If teens leave the program to participate in YMCA classes, parents will notify the staff of the day, beginning time, end time, and destination prior to the start of that week.
- Teens taking classes within the YMCA will be picked up after their class by YMCA staff unless the class ends after 6:00 p.m. or the parents have signed a parent release form allowing their teen to sign themselves out after 5:00 p.m.
- In accordance with Michigan State Law, the school age programs hold seasonally scheduled fire drills. It is crucial to the safety of the teen that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions, during fire drills, teens are required to exit the building dressed as they are for a few minutes. The fire emergency evacuation plans are posted in each classroom. In the unlikely event that the YMCA is ever severely damaged or declared unsafe, the staff will evacuate all teens to a designated emergency shelter to await the arrival of a parent or guardian.
- A lifeguard will be supervising the pool whenever swimming is a part of the program.
- An Incident or Accident Report Form will be completed when an injury or accident occurs. A copy of the completed form will be given to the parent/guardian.

- The administrator and each employee are required to immediately notify the local public children services agency when they suspect that a teen has been abused or neglected. The center policies are created to prevent and protect children from abuse or neglect while the teen is in the center's care.

SCHOOL DAYS OFF PROGRAM

Your monthly fee covers the 3–6 p.m. TASP timeframe. As an added benefit, the YMCA provides full day (9 a.m.–6 p.m.) programming on many occasions when the Ann Arbor Public School system is closed due to parent/teacher conferences, in-service days and reporting days. This service is open to all program participants for an additional fee of \$25 a day. This additional fee covers the 9–3 p.m. timeframe not included in your monthly fee. You will be offered a chance to register at least one week in advance. Please note that on some days off (including major holidays and all half days) we will not be offering care. You will be notified in advance of these dates via a mailing each semester.

SNOW DAYS

On days when school is canceled due to snow or inclement weather, the YMCA may provide a day of care. Please call the Membership Desk at 996-9622 to check if care will be available. Availability and start times will depend on when a staff member can safely arrive at the YMCA. Care will continue until 6 p.m.

HALF DAYS

Due to limited bus service and conflicting bus runs, we will be unable to run the program on all scheduled AAPS half days. This includes the last day of the school semesters. Please pay attention to all School Day Off mailings for updates on available care.

DONATIONS TO THE SCHOOL AGE PROGRAMS

The Ann Arbor YMCA is a non-profit organization. All gifts of new and used equipment and supplies are tax deductible. Our program needs board games, books, movies, arts and crafts supplies, computers, and any other equipment for school-age teens. In return, you will receive a letter of acknowledgement for donations.

IMPORTANT PHONE NUMBERS

Questions about program:

Josh Humbel (734) 661-8012

To report an absence:

Teen Center (734) 661-8021

Thank you and welcome to the YMCA Teen After School Program!

REGISTRATION FORM

Teen Programs 2011–2012 (5th–8th Grade)

Child's Name: _____ School: _____ Start Date: _____

Grade (2011–2012): _____ Date of Birth: _____ Gender: M F

Child's Address: _____ City: _____ Zip: _____

Custodial Parent/Guardian Name: _____

Home Phone Number: _____ Work Phone Number: _____

Secondary Parent/Guardian Name: _____

Home Phone Number: _____ Work Phone Number: _____

FEE PAYMENT INFORMATION:

I plan to pay my fees next year using the following method:

Automatic Monthly Payment

Monthly payments will be taken by credit card draft or bank draft, monthly. A draft authorization form must be on file at the Ann Arbor YMCA.

Payment by Statement

This requires a statement be mailed to your home to be returned with payment. All payments are due on the 20th of the previous month, late fees assessed on the 1st.

We accept publicly funded childcare subsidies. If you are on DHS, a current DHS Form must be on file naming the YMCA as care provider. If you receive funds from Child Care Network, a current contract needs to be on file naming the YMCA as care provider. See the Parent Handbook or call our office for more information on these services.

The registration process is not complete until your registration and deposit fees are paid and the following forms are completed and returned to the Ann Arbor YMCA:

- Registration Form Parent Handbook Acknowledgement Automatic Payment Form (if necessary)
 Health & Permission Form Consent Form (if necessary)

ATTENDANCE DAYS:

Monday Tuesday Wednesday Thursday Friday

First Month's Payment Enclosed. Member (\$140): _____ Non Member (\$200): _____

PARENT PLANNER ACKNOWLEDGMENT

I acknowledge that I have read the parent handbook and I am fully aware of the Teen After School Program's philosophy, policies and procedures.

I have read and understand the tuition and fee arrangements as well as all of the conditions detailed in this handbook.

I understand that bus pick up availability will be determined by August 19, 2010 after the Teen After School Program has received more registrations. I will be contacted at that time and be told whether bus service will available to my teen.

Parent/Guardian Signature Date

Director Signature Date

PARENTAL CONSENT FORM

I the parent/guardian understand that by signing this consent form I agree to the following terms:

Check One:

- My child may sign him or herself out of the Teen After School Program anytime after 5:00.
- I must pick up, or have someone designated in writing, pick up my child. They do not have permission to sign themselves out.

Once my teen has signed him or herself out I release the Ann Arbor YMCA, the T.A.S.P, and its staff from any responsibility related to my teen.

I understand that when my teen signs him or herself out I am taking full responsibility for their actions from that point on.

I understand that disregarding the terms outlined herein may result in the dismissal of my teen from the Teen After School Program.

Parent/Guardian Name

Parent/Guardian Signature

I the participant understand and agree to follow the expectations outlined above.

Participant Name

Participant Signature

CHILD CARE SERVICES MONTHLY AUTOMATIC PAYMENT AGREEMENT

Child(ren) Name(s): _____

School/Child Care Site Name: _____

Name(s) of Parent(s)/Guardian(s): _____

Mailing Address: _____

City: _____ MI Zip: _____ Phone: _____ Amount of Child Care Fee: \$_____ per month

AGREEMENT:

1. The Ann Arbor YMCA monthly debit is a continuous payment plan and will be processed on the 20th of each month. I understand that this plan will remain in effect until I wish to terminate my YMCA Child Care or until the end of the school year (school-age care only).
2. I authorize the Ann Arbor YMCA to draft my account for any late pick-up charges which I may incur while participating in the Child Care programs.
3. It is to my complete understanding that if I wish to terminate or change my child care in any way, I must give the Ann Arbor YMCA Child Care Office 30-DAYS WRITTEN NOTICE prior to my next debit date. If proper notice is not received, I will be held responsible for tuition regardless of whether or not my child attends the Ann Arbor YMCA Child Care program.
4. Should any debit not be honored by my bank/credit card company for any reason, I understand that I am still responsible for the payment, plus a \$20.00 service charge applied by the YMCA. This is in addition to any service fee my bank/credit card company may require.

PAYMENT: Please select one of the following automated payment types:

CREDIT CARD DRAFT:

Credit Card Type (please circle): VISA MASTERCARD DISCOVER

Name of Cardholder (as it appears on the card): _____

Card Number: _____ - _____ - _____ - _____ Exp. Date of Card: _____

I (we) hereby authorize the Ann Arbor YMCA to debit the above credit card on the date and for the amount indicated each month for my child care services.

Authorizing Signature

Date

BANK DRAFT:

Depository Name (Bank): _____ Account Number: _____ Routing/Transit Number: _____

Name(s) on Account (please print): _____

I (we) authorize the Ann Arbor YMCA to initiate debit entries to my/our account on the date and for the amount indicated each month for my child care services. Please provide the Ann Arbor YMCA with a check marked VOID.

Authorizing Signature(s)

Date

Ann Arbor YMCA Staff Signature

Date