



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

ACHIEVEMENTS

FRIENDSHIPS

BELONGING

**TEEN AFTER SCHOOL PROGRAM (TASP):
PARTICIPANT & PARENT HANDBOOK**

**ANN ARBOR YMCA
2018/2019 SCHOOL YEAR**

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TEEN AFTER SCHOOL PROGRAM

The Teen After School Program (TASP) provides teens with a safe and nurturing environment where they can develop healthy relationships and learn foundational skills through the Y core values of honesty, caring, respect and responsibility. Join us daily for activities focused on leadership, teamwork, individual growth and healthy lifestyles. We are committed to increasing academic success, personal growth and fostering a culture of belonging. Through club activities, field trips, workshops, guest speakers, community engagement and meaningful conversation, each participant has the opportunity to learn, grow and thrive .

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Teen After School Program



Welcome,
Snack &
Attendance

Health &
Wellness

Academic
Support

Global
Learning

Leadership

Enrichment

Dear Parent/Guardian

Welcome to the Ann Arbor YMCA's Teen After School Program (TASP). We are looking forward to your participation and believe you and your teen will find the program to be engaging, fun and rewarding. Please review the following information to assist you through the registration process.

PROGRAM GOALS

PROVIDE A SAFE ENVIRONMENT WITH CARING ADULTS

The TASP is staffed with caring, trained and qualified adults. Staff are trained in the policies and procedures of the Ann Arbor Y and are instructed in caring for the well-being of all participants.

PROMOTE CHARACTER DEVELOPMENT

The Ann Arbor Y is committed to strengthening teen character development. Weekly activities concerning global engagement, social justice and empathy building.

DEVELOP PERSONAL DISCIPLINE AND TIME MANAGEMENT SKILLS

The TASP fosters responsible behavior and self management by creating an environment where activities are presented, but not dictated, and in which guidance is offered to promote self-confidence and youth empowerment. Teen Center rules, activities and curriculum are created with a collaborative effort between participants and staff. Participants create ownership of Teen Center through delegated responsibilities. Each participant achieves time management skills are exercised through planning and delegation of time by each participant.

POSITIVE YOUTH DEVELOPMENT

Youth development is the social, emotional, cognitive and physical process that all youth uniquely experience from birth to career. A successful developmental process fulfills children and teens' innate need to be loved, spiritually grounded, educated, competent and healthy. The Developmental Asset Framework is used to underpin the Y's approach to positive youth development (see page 9 for more information on Development Assets). TASP exercises positive youth development, daily.

PRIMARY DRIVERS

To incorporate a more holistic approach to youth development, we are intentional about three specific dimensions of well-being:

- ◆ Achievement: Discovering skills to help teens realize their passions, talents and potential.
- ◆ Relationships: Building friendships to demonstrate the role positive relationships play in the well-being of a child.
- ◆ Belonging: A place where kids feel safe, welcome and can express their individuality.

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TEEN AFTER SCHOOL CURRICULUM COMPONENTS

All participants have the opportunity to discover who they are and to express themselves in a fun and safe environment. We provide a healthy snack, physical activity time, academic support and a variety of other activities for participants to exercise their creativity.

We believe in empowering young people. TASP participants have the opportunity to provide input and influence curriculum components in areas where creativity is fostered.

Welcome, Snack & Attendance: When participants arrive each day, they receive a healthy light snack while attendance is taken and daily announcements are made.

Health & Wellness: The Ann Arbor Y includes **Healthy Eating and Physical Activity** standards in all after school programs. These standards include 30—60 minutes each day of physical activity with moderate to vigorous activity and will take place outdoors whenever possible.

Academic Support: Homework time is offered Monday - Thursday for 45 - 60 minutes (please notify staff with details on academic support plan). While TASP is not a tutoring program, academic success is a priority and our staff are trained in providing resources and tools for participants to achieve academically. Volunteer academic enrichment volunteer coaches from nearby universities do serve to help TASP participants reach academic goals.

Global Learning: Participants will learn about global issues as they become champions of diversity, inclusion and global engagement.

Leadership: The Ann Arbor YMCA is committed to ensuring passionate cause-driven leaders of the future. TASP staff are trained to build leadership skills that help individuals grow and achieve their greatest potential.

Enrichment: Selected activities and club opportunities allow teens to explore the unknown and strengthen skills and include workshops, specialized projects (interest-based), games, guest speakers, field trips, Teen Nights Out and special events.

TASP: DAILY SCHEDULE

A DAY IN THE TEEN CENTER:

Every day in the Teen Center includes a variety of activities. We believe in empowering young people and strongly encourage participation in program design. Teens will have the opportunity to provide input and influence curriculum components in areas where creativity is fostered. Each day will consist of a healthy snack, 30 minutes of physical activity, homework time and either an activity, workshop or special event.

Please see below for an example schedule for a week of TASP:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:30-3:45	Welcome, Snack, Community Conversation	Welcome & Snack	Welcome & Snack	Welcome & Snack	Welcome & Snack
3:45-4:15/ 4:30	Homework/ Productive Time	Active Time (gym)	Committee Meetings	Homework	Active Time (Pool)
4:30-5:15	Active Time (outside)	Homework/ Productive Time	Active Time	Active Time	Hang Time (group games)
5:15-6:00	Hang Time (group Games)	Global Engagement	Homework	Enrichment Activity (art, language, cooking, etc)	

ACADEMIC SUCCESS AND THE Y'S COMMITMENT

TASP participants have the opportunity to work on homework Monday - Thursday for 45 - 60 minutes.

Please notify Teen Center staff about your child's academic needs. If your child needs more than 45—60 minutes to complete homework, we will do our best to find time and space for your child to complete their homework. Please be conscious of program goals and curriculum components, as we do ask that participants are active in all activities.

TASP: SCHOOL DAYS OFF AND DIVERSE-ABILITIES

EXTENDED CARE PROGRAM (SCHOOL DAYS OFF, HALF DAYS & SNOW DAYS)

COVERAGE AND EXTENDED CARE

The monthly fee covers 3-6 p.m. on all AAPS scheduled school days within participating month. As an added benefit, the Teen Center offers extended care on school days off, half days and snow days. All arrangements to utilize the Extended Care Program must be made in advance (please see "Extended Care Program" form). Extended Care Program dates will be cancelled 48 hours in advance if a minimum number of registrations is not met.

SCHOOL DAYS OFF

The Ann Arbor YMCA TASP offers full-day care on all AAPS days off (8 a.m.—6 p.m.). This service is open to all TASP participants, as well as Teen members for an fee of \$35 per day. This additional fee covers 8 a.m. - 3 p.m. time frame, not included in the TASP participants' monthly fee.

HALF DAYS

The Extended Care Program provides care on AAPS scheduled half days. Transportation will be provided from designated schools at time of early dismissal. An additional fee of \$25 per half day is required upon registration.

SNOW DAYS

Snow days are also offered in our Extended Care Program. On an announced snow day, care is offered 9 a.m. - 6 p.m., provided Teen Center Staff can arrive safely to work and the Ann Arbor Y is open (please note that when necessary, a delayed start time of 10 a.m. may be implemented). An additional fee of \$35 per snow day is required upon registration. To register, call the Front Desk beginning at 7 a.m. of the snow day to place your name on the list. If a minimum number of participants are not registered by 8 a.m., the program will be cancelled and registrants will be notified.

DIVERSE-ABILITIES & MEDICAL NEEDS

TEENS WITH DIVERSE-ABILITIES

It is the intent of the Ann Arbor YMCA to include people of all abilities in current programs and activities to the greatest extent possible. Recognizing limitations due to an individual's ability 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 contact Teen and Volunteer Director.

MEDICAL NEEDS

If your child requires distribution of medication during hours of operation of TASP, has severe asthma or potential life-threatening allergy, please notify Teen Center Staff and Program Director and provide detailed process of distribution in written form.

Staff members are trained in CPR and First Aid. Minor cuts and scrapes are treated routinely, but guardians will be notified in cases where a teen may need more medical attention than staff can provide. In all cases of injury, an incident form will be completed and available upon request of the parent/legal guardian. If medical needs are extreme and the parent/guardian cannot be reached, the previously signed health form authorizes Y Staff to secure proper medical attention.

Please respect everyone's health. Participants with any form of contagious infections or conditions (lice, fever, pink eye, vomiting, etc.) will be sent home and will be able to return once symptoms subside. Teen Center Staff to return to regular programs may require a doctor's permission.

TASP: POLICIES AND PROCEDURES

TRANSPORTATION & DAILY RELEASE

TRANSPORTATION TO ANN ARBOR Y TASP

Transportation availability is limited to schools where majority of enrolled participants attend. Registered families will be informed of sites where bus transportation is offered by July 7th, 2017.

- Seats on the Y bus are limited and are available upon request on a first-come, first-served basis. Availability is decided based on order or registration and request of bus transportation.
- Schedule for bus transportation must be indicated on registration form. Permanent or foreseen changes to participant's schedule should be reported to the Teen Center staff before the start of a new week.
- Given that the Ann Arbor Y buses pick up in multiple locations, punctuality is very important. Participants have 10 minutes to board the bus. After 10 minutes, Y staff (driver) will notify parent/guardian of participant's absence and continue route.
- The Ann Arbor YMCA is not responsible for teens behavior prior to their checking in on the Y bus.
- All participants MUST wear seatbelts provided on Ann Arbor YMCA buses.

DAILY RELEASE OF PARTICIPANT

The TASP protocol requires written authorization and completion of "Sign In/Out Consent Form" located in the TASP Parent Handbook & Registration Packet. Participants will be released only to those identified on the registration forms. VALID PHOTO IDENTIFICATION must be presented before participant release. No child will be released without prior written authorization.

TASP participants may sign themselves out, at 5:00 p.m. or after. This option is made available in the TASP Registration Packet.

RELEASE BY PHONE:

Parents may call the Teen Center to release child from program. Parents/guardians must contact TASP staff directly by calling the Teen Center at 734.661.8021 or the Front Desk at 734.996.9622. Participants will not be released without direct communication with TASP staff on a Y phone.

PLEASE NOTE:

Participants and staff may not be in the Teen Center prior to 5:15 p.m. Should you need to pick your child up prior to 5:15, please notify TASP staff ahead of time, if possible, so that we make sure your child is ready to depart at designated time.

TECHNOLOGY IN TASP

TEEN PROGRAM CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

The Ann Arbor Y is dedicated to providing safe and productive environments for teens that promote participants to lead with empathy, build healthy relationships, effectively manage emotions, take responsibility for actions, and develop personal skills for success. All teen programs encourage interactive participation, hands-on learning experiences, character exploration, and active citizenship.

With the rising use of cell phones and other electronic devices and commitment to Healthy Eating and Physical Activity (HEPA) standards, the Ann Arbor Y Teen Programs prohibit the use of personal electronic devices during all program hours. All personal electronic devices should be tucked away into backpacks, pockets, or in the possession of Y staff. Permission to utilize electronic devices may be granted by program lead and on an individual needs basis to enhance program experience.

Ann Arbor Y staff will temporarily confiscate cell phone or other electronic device should participants not be able to adhere to Teen Program Cell Phone and Personal Electronic Device Policy.

TASP: TUITION AND REGISTRATION

TUITION & FEES

TUITION

Tuition for members: \$200 per month

Tuition for non-members: \$260 per month

Tuition is calculated monthly and will not pro-rated based on attendance days.

The Ann Arbor YMCA teen membership (ages 12 - 19 ONLY) is offered at a rate of \$16 per month. The Teen Membership gives teens affordable access to all YMCA membership opportunities including gym, pool, weight room, work-out equipment, outside of Teen After School Program hours. Participants are also able to receive discount on all classes.

Financial assistance is made available (see application in registration packet for more details).

FEES AND FEE COLLECTION POLICY

All payments must be paid using debit or credit. Payments will be made on the 1st. Any cancellations must be made prior to the 1st of the month. Once charges are processed, refunds will not be granted. It is the responsibility of the parent to notify Teen and Volunteer Director if there are any changes to the card on file.

LATE FEES

An additional \$25 late fee will be charged to account. Payments are considered late by the 1st of the month.

Late pick up - Parents/guardians may be charged a late fee of \$10 at 6:15 p.m. 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 p.m., and has not contacted the Teen Center Staff, staff will contact the emergency contact of participant and inform them to pick up the child.

No call/no show - A \$10 fee may be charged each time your child is absent from a scheduled pick up by Teen Center transportation and notification is not received via phone call or email prior to 2:30 p.m.

Declined credit card fee - a \$10 fee will be charged to all payments that are declined at scheduled time of transaction.

WITHDRAWAL/CANCELLATION OF PROGRAM PARTICIPATION

Written notice of intent to withdraw teen from the TASP must be submitted 14 days prior to the 1st of the month in which you would like to cancel care. Payments will not be refunded after payment has been processed. Please contact TASP Coordinator to confirm cancellation.

Should you need to withdrawal or cancel care once your child has been accepted into the TASP program, it is not guaranteed that care be provided in future months. If you choose to pause care for a month and there is a waitlist, half tuition is expected to hold space in the program.

REGISTRATION & ENROLLMENT

PAPERWORK

TASP registration packets are available at the Front Desk, downloadable from the website and sent via electronic mail upon request. Please contact the TASP Coordinator if you have any questions about the registration process.

Please complete and return all enclosed documents to the Front Desk with "Attn: TASP Coordinator or Teen Department". Confirmation is sent to the email address indicated on registration form.

Forms to be completed:

- Registration Form
- Parental Acknowledgement Form
- Participant Code of Conduct - Behavior Policy Acknowledgement Form
- Parental Sign Out Consent Form
- Monthly Automated Payment Agreement
- Behavioral Code of Conduct (signed by participant)
- Permission & Health Form (back and front)
- First month's payment attached to registration

ENROLLMENT

The Ann Arbor YMCA TASP is open to all students in 5th through 8th grades. Teens are enrolled on a first-come, first-served basis. Others are placed on a waiting list and accommodated as space becomes available.

ATTENDANCE POLICY

Parents/guardians will be asked to submit a schedule for their teen before beginning the program to ensure proper care, supervision and transportation of participant.

Please notify TASP Coordinator as soon as possible in order to ensure space and availability on buses.

Please report absences to Teen Center by phone (734.661.8021) prior to 2:30 p.m. on the day of absence. (Please see "Late Fees" section of this handbook). Scheduled absences may be sent to TASP Coordinator via email.

TAX INFORMATION

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

TASP: LICENSING AND DEVELOPMENTAL ASSETS

LICENSING, SUPERVISION, AND SAFETY

LICENSING

TASP is licensed by the Department of Health and 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.

The TASP is required to report to the Department of Health and Human Services with any suspected cases of child abuse, neglect, child sexual abuse or sexual exploitation. Should you have any questions or concerns regarding the Child Protection Law and the program's reporting guidelines, please contact Teen After School Program Coordinator at 734.661.8021.

SUPERVISION/SAFETY POLICIES

- No teen will be left alone or unsupervised at any time under the care of TASP staff.
- In accordance with Michigan State Law, school aged programs hold seasonally scheduled fire drills. It is crucial to the safety of participants that the proper emergency evacuation procedures are identified and practiced. In our effort to simulate emergency conditions, during fire drills, participants are required to exit the building. The fire emergency evacuation plans are posted in each room.
- In the unlikely event that the Ann Arbor Y is ever severely damaged or declared unsafe, the staff will evacuate participants to a designated emergency shelter to await arrival of parent/guardian.
- A lifeguard will be supervising the pool at all times of operation.
- An incident or accident report form will be completed when injury or accident occurs. A copy of completed form will be held at the Y and available upon request by parent/legal guardian only.
- Administration and employees are required to immediately notify the local public children services agency when they suspect that a TASP participant has been abused or neglected. Program policies are created to prevent and protect children from abuse or neglect while in the care of the Ann Arbor Y.

DEVELOPMENTAL ASSETS IN ACTION

40 DEVELOPMENTAL ASSETS

Developmental Assets are **building blocks of healthy development** that include 40 different ways to empower kids to grow as healthy, responsible, and caring people.

Search Institute is a nonprofit research organization in Minneapolis, Minnesota. Through studies involving more than 200,000 young people across the country, Search Institute has found 40 factors that are essential to young people's success. They call these 40 factors developmental assets. These assets aren't financial. Instead, they are opportunities, skills, relationships, values and self-perceptions that all young people need in their lives.

On one level, the 40 developmental assets represent common wisdom about the kinds of positive experiences and characteristics that young people need and deserve. But their value extends further. The surveying of young people in grades 6-12 reveals that assets are powerful influences on adolescent behavior. Regardless of gender, ethnic heritage, economic situation, or geographic location, these assets both promote positive behaviors and attitudes and help protect young people from many different problem behaviors.

Search Institute's 40 Developmental Assets are concrete, common sense, positive experiences and qualities essential to raising successful young people. These assets have the power during critical adolescent years to influence choices young people make and help them become caring, responsible adults.

All teen programs at the Ann Arbor Y incorporate as many of the 40 Developmental Assets as possible. We believe that the more Developmental Assets we can introduce and contribute to the lives of youth, the more successful and happy they will be. According to the latest research, a young person requires 31 of the 40 assets to grow into a healthy, caring and responsible adult. We take this research very seriously and do our best to introduce elements into each program curriculum.

For more information, check out our online training on our website at www.annarborymca.org.)

TASP: BEHAVIOR EXPECTATIONS

BEHAVIOR & EXPECTATIONS

BEHAVIOR MANAGEMENT POLICY

The Ann Arbor Y TASP takes a positive approach towards discipline by providing a safe environment for teens to develop a healthy spirit, mind and body. This means that Teen Center staff, Director, parents and participants work together to prevent behavioral issues through positive and cooperative expectation setting, as well as role modeling. Boundaries and rules are determined by both the staff and participants to promote a sense of ownership within the Teen Center. The overriding principle of the YMCA's discipline policy is to assist teens in becoming responsible individuals who make good choice and take responsibility for their actions.

Though participants are involved in the process of setting boundaries with the Teen Center, there are certain rules that are non-negotiable and can result in dismissal or suspension of program. These specific policies are listed below:

- Participant will respect the rights and feelings of all Teen Center participants, Ann Arbor Y staff and members, as well as community members. Disruptive behavior that interfere with program activities will be addressed immediately and in a professional manner.
- Aggressive behavior such as physical violence of any kind, verbal "put-downs", inappropriate language, and disrespectful behavior will not be tolerated.
- Participant will follow directions given by Teen Center and Ann Arbor YMCA staff regarding safety procedures, program rules and regulations.
- The use and/or possession of illegal substances (drugs, alcohol, tobacco) or weapons of any kind is strictly prohibited.
- The Ann Arbor YMCA has authority to terminate or dismiss any person in the building whose behavior classifies as any kind of harassment or abuse to either themselves or another person.
- Participants and staff will respect private property and privacy of others and understand that stealing or vandalism will not be tolerated.

BEHAVIOR MANAGEMENT PRACTICES

Should a TASP participant fail to abide by Behavior Management Policy and/or threaten his/her own health or the safety of others, Ann Arbor Y staff may carry out the following practices:

- Take immediate action to discontinue behavior.
- Separate or isolate the individual from the situation.
- Debrief with each individual involved to understand all sides of the situation.
- Initiate conversation as to why choices were made and give a detailed explanation as to why choices are not acceptable.
- If necessary, notify parents/guardians of the situation and informed with details and future plan of action.
- If the severity of inappropriate behavior warrants or participant refuses to stop behavior when asked, parent/guardian will be asked to pick up teen from program and assessment of continued participation will be made.
- If needed, staff will implement a behavior action plan shared with participant, parent and staff.

TERMINATION OF SERVICES

The Ann Arbor YMCA TASP reserves the right to terminate services under any of the following conditions:

- 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 TASP Participant and Parent Handbook
- Continuous disruptive behavior by participant that negatively impacts program goals. This includes, but is not limited to, repeated instances of failing to listen to staff, refusal or repeated failure to follow program rules and regulations, or physical/verbal abuse towards other participants or staff.
- Failure of parents/guardians to treat staff, other parents or participants respectfully including inappropriate or abusive language, behavior or threats.
- TASP follows a zero-tolerance policy in regards to weapons and illegal drugs. Any person that uses, possesses or threatens will be permanently expelled from use of the Ann Arbor YMCA facility and programs.

YOUTH DEVELOPMENT

All kids deserve the opportunity to discover who they are and what they can achieve, under the guidance of adults who care about them and believe in their potential. We see every interaction with young people as an opportunity for learning and development.

**ANN ARBOR YMCA
Teen After School Program
Participant and Parent handbook
2018-2019 Academic year**

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