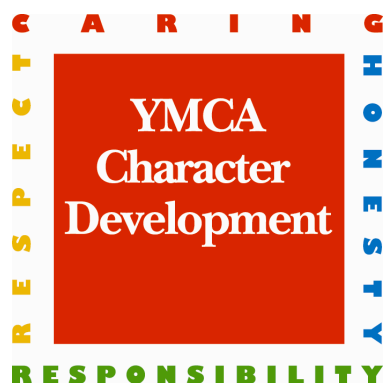


Mt. Madonna YMCA
After School Program
Charter School of Morgan Hill
Parent Handbook



Mt. Madonna YMCA
17666 Crest Ave.
Morgan Hill, CA 95037
(408) 762-6000



For use with: Charter School of Morgan Hill

Table of Contents

Mt. Madonna YMCA
YMCA of Silicon Valley

| | |
|---|----|
| YMCA Mission Statement | 3 |
| YMCA of Silicon Valley After School Philosophy | 3 |
| YMCA After School Staff | 3 |
| YMCA of Silicon Valley Curriculum Philosophy | 4 |
| Curriculum Components | 4 |
| YMCA Membership | 4 |
| Parent Volunteer Opportunities | 4 |
| Other YMCA Information/Programs | 4 |
| Sign In/ Sign Out Procedure | 5 |
| Optional Services | 5 |
| Consulting Services Statement | 5 |
| Administration and Staff | 5 |
| Program Hours | 5 |
| <i>Holiday Closure</i> | 5 |
| Enrollment and Registration | 6 |
| <i>Special Needs</i> | |
| <i>Family Orientations</i> | |
| Fee Policies | 6 |
| <i>Refunds</i> | |
| <i>Terms of Agreement</i> | |
| Payment Policies | 7 |
| <i>Payment Structure</i> | |
| <i>Fee Changes</i> | |
| <i>Late Pick-up Charges</i> | |
| Financial Assistance | 8 |
| Arrival and Check In | 8 |
| <i>"Lost Child" Procedures</i> | |
| Picking your child up | 8 |
| <i>Divorce/Separation</i> | |
| <i>Concerns for Safety</i> | |
| Transportation | 9 |
| Injury and Illness Policy | 9 |
| Child Abuse Prevention | 9 |
| Disaster Plan | 9 |
| <i>Emergency Closing Procedures</i> | |
| Parent Involvement | 10 |
| Discipline | 10 |
| Food | 10 |
| Homework | 10 |
| Toys from Home | 11 |
| Other Information | 11 |
| Expectations | 11 |
| Contact Page | 12 |

**Welcome to the YMCA of Silicon Valley
School-Age After School Program !**

Mt. Madonna YMCA
YMCA of Silicon Valley

This handbook serves as part of the admission agreement and is designed to help inform you of admission policies. Please feel free to talk with your program staff regarding any further information you may need regarding our care of your child.

Mission Statement

The mission of the YMCA of Silicon Valley is to strengthen our community by improving the quality of life and inspiring individuals and families to develop their fullest potential in spirit, mind and body.

YMCA of Silicon Valley After School Philosophy

The YMCA believes that after school programs should provide opportunities and experiences that stimulate a child's physical, intellectual, emotional, and social development. The program must meet the developmental needs of particular age groups and, more importantly, the individual needs of each child. The scheduling, pacing, and rhythm of each activity should be consistent with recognized principles of early childhood education, which state that each child develops at his or her own unique rate within the general needs of his or her own age group.

GOAL

The YMCA of Silicon Valley will operate quality after school programs that demonstrate and teach values. Each child will be able to understand and demonstrate the four values of honesty, caring, responsibility and respect.

OPERATING PRINCIPLES

- ❑ The YMCA of Silicon Valley After School programs will support and assist the parent, strengthen parent-child relationships, and increase the importance of the family unit.
- ❑ The YMCA of Silicon Valley believes that staff will be able to accept, demonstrate and teach the YMCA Character Development Values of Caring, Honesty, Respect and Responsibility.
- ❑ The YMCA of Silicon Valley believes that it is important to work in collaboration and cooperation with other organizations, such as schools, churches, social service agencies and other non-profits, that are committed to serving the needs of children and families and who have goals similar to those of the YMCA.
- ❑ The YMCA of Silicon Valley will operate quality, standards-driven After School programs.
- ❑ The YMCA of Silicon Valley believes that the program curriculum should be based on the needs and interests of children. The programs will be child-focused with an emphasis on fun!

YMCA After School Staff

Our YMCA hiring practices meet and exceed usual licensing requirements. Each staff is individually interviewed and a minimum of three (3) references are checked and documented. All experience working with children is referenced. All staff have fingerprint checks and child abuse index checks through the Department of Justice, as well as a national FBI fingerprint check is conducted.

All staff meet the basic educational requirements for their positions. Our Site Directors have at least an Associate's Degree in Child Development or a closely related field, and have been working with the YMCA for at least five years. Our Program Leaders are pursuing their college education in Recreation or Child Development, and have at least two years working with children in a group setting. Staff have also been certified in First Aid and CPR for children.

In addition to After School program staff and Branch Youth Program staff, the YMCA Silicon Valley employs a nationally recognized Child Care and After School Specialist to consult with and oversee the after school program. The key components to the Child Care and After School Specialist position are:

- Assist in shaping monthly curriculum
- Provide inservice training
- Conduct Quality Check Visits to each After School program a minimum of three times a year
- Consult with centers on Licensing and/or Accreditation process
- Serve on boards and committees of local and state child care consortiums and advocacy groups

YMCA of Silicon Valley Curriculum Philosophy

Mt. Madonna YMCA
YMCA of Silicon Valley

After School programs should be safe, fun, and offer interesting, age-appropriate learning activities. The programs exist for the purpose of promoting, nurturing, supporting, and enhancing all areas of children's development. School-age children require space furnished with materials and equipment chosen specifically for their interests and activities designed to meet their developmental needs.

Curriculum should assist children in building bridges from early childhood to adolescence. This is the time when children develop hobbies and interests that often develop into lifetime activities and/or lead to career choices. Therefore, children need many opportunities to make choices concerning their individual activities. The curriculum provides a framework for teachers to work with. Teachers need to communicate, be responsive, and individualize to accommodate the needs of the school-age children in their center. The program should provide a balance of physical, intellectual, emotional, and social opportunities. It should establish partnerships with children's parents, schools, and communities to ensure that the program meets the needs of the whole child.

Curriculum Components

Daily Curriculum:

- Group Assembly Time
- Character Development
- Child Choice Activities
- Homework Support
- Youth Fitness
- Snack Time

Three or more times per week:

- Art/Craft
- Group Leadership/Teambuilding Games
- Literacy
- Cultural Diversity

One or more times per week:

- Cooking Project
- Science Activity/Experiment
- Performing Arts activity: music, drama, dance, mime, etc.
- Environmental Awareness

Three times per year:

- Family Night or Family Event
- Program Evaluation surveys

YMCA Membership

The YMCA is a membership based organization dedicated to the development of spirit, mind and body. The goal encourages a lifelong commitment to physical health, supportive family relationships, and personal development. Each participant is required to be at least a program member of the YMCA. For information on upgrading to a Facility membership, please call the Mt. Madonna YMCA branch office at (408) 762-6000.

Parent Volunteer Opportunities

The strength of the YMCA is in people. Volunteerism is the foundation of the YMCA. Volunteers develop policies, assist in programs, and raise funds for financial assistance and program subsidy. We invite you to participate as a volunteer in your child's center as a program volunteer or member of the Parent Advisory Committee. Please see your center director for more details.

Other YMCA Information

The Mt. Madonna YMCA has a variety of programs for school-age children and their families. As a member of the YMCA, you are invited to participate in our programs such as: Youth Basketball, Youth Soccer, Youth T-ball, Day Camp, Summer Resident Camp at Camp Campbell, and Kinder Readiness.

For more information, please check with your site director or call the Mt. Madonna YMCA at (408) 762-6000.

Sign-In/Sign-Out Procedure

Mt. Madonna YMCA
YMCA of Silicon Valley

Parents must sign the child in and out each day, **using a full signature**, or designate a person 18 years of age or older to do so for you. If your child is to be picked up by a minor, you must sign the Walk Home Permission Slip. A person designated to sign in/out your child must be listed, in advance, on the emergency release form.

Parents often desire that their children participate in clubs or school activities after school. These programs are separate from YMCA activities. Please provide a schedule of extra-curricular activities to the program staff so they will know when to anticipate your child at the site. If the activity is directly afterschool, your child will be expected in the after school program after the activity is over. If the activity is later in the afternoon, your child will be expected to sign in at the center for the time preceding the activity. After school staff will sign out your child to the activity at the appropriate time. Please ask the program staff of the extra-curricular activity to pick-up and/or return your grade-school student to the after school program.

Optional Services

At times, the YMCA will provide optional services to the children of the after school program. These services may take the form of a food program, youth sports league, enrichment course, etc. These services are strictly optional and information about fees and schedules is available on each service on a separate form or flyer.

Consulting Services Statement

The YMCA of Silicon Valley does not use or provide ongoing consulting services (i.e. access to a therapist, psychologist, etc). Our YMCA also does not provide 1-1 instructional aides for students with special needs at this time. However, our program can accommodate outside agency representatives provided by the enrolled parents.

Administration and Staff

The YMCA After School program is administered by the Mt. Madonna Branch of the YMCA of Silicon Valley. The YMCA utilizes multiple spaces across the school campus for various program elements. When questions or concerns arise, which can not be addressed at your After School site, or you require additional information, please feel free to contact the staff at the YMCA office at:

| | | |
|-----------------|------------------------|--------------------------------------|
| Robert Hamilton | Program Director | 408-762-6017 or rhamilton@ymcasv.org |
| Chris Ghione | Executive Director | 408-762-6013 or cghione @ymcasv.org |
| Jane Lhermine | Administrative Manager | 408-762-6014 or jlhermine@ymcasv.org |

The After School program is staffed by trained, qualified and experienced personnel. We hire staff through careful selection and do our best to maintain staff stability, minimizing transition as much as possible. The After School leaders plan a regular daily routine of activities to provide the security of a predictable day. Our staff help children to grow physically, intellectually, socially, and emotionally. All staff attend child abuse prevention training as well as ongoing training sessions that focus on group building, creative programming, character development, communication, positive discipline techniques, crafts, games and other leadership activities. Staff are also CPR and First Aid certified. Normal staff ratios required by State Licensing are 1:14. However, the Mt. Madonna YMCA strives to meet a ratio of approx. 1:10 for our After School program time.

Program Hours

Our hours of operation are from 2:45pm to 5:45pm, Monday through Friday on days that school is in session. On minimum days, the program will be open on campus at no additional cost. On teacher in-service days and non-regular school breaks, the program will be combined with our other Child Care Centers at Paradise Valley Elementary (1400 La Crosse Dr. in Morgan Hill) at no additional cost. During summer, spring, and winter vacation days, the program is available as a holiday camp for an extra fee.

YMCA Child Care centers and After School programs are closed in observance of the following holidays:

| | | |
|---------------|------------------------------------|---------------|
| Labor Day | Thanksgiving (Thursday and Friday) | Christmas Day |
| New Years Day | Martin Luther King Jr. Day | Memorial Day |

Enrollment

Mt. Madonna YMCA
YMCA of Silicon Valley

All children must be registered before they attend the YMCA's After School program. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

Special Needs

The fundamental precept of the YMCA after school program is based on group work and group interaction. The YMCA after school program operates with ratios of 1:10. Children with special needs will be considered for admission on a case by case basis. Staff will meet with parents prior to enrollment to determine if the center is the right environment for the child. Reasonable accommodation will be made to include the child in the program. Upon enrollment into the program, staff and parents will continue to meet regularly to monitor the child's progress.

Registration

Registration packets can be picked up at the after school program, the Mt. Madonna YMCA branch office, or the Centennial Recreation Center. All registration fees must be turned into the Mt. Madonna YMCA branch office. Money cannot be accepted at the program site. Registration priority is given to current participants and siblings and is then taken on a first come, first served basis. Priority will also be given to full-time enrollees. The registration packet (completed in full) along with a registration fee and first month's payment is required to complete enrollment. A current YMCA Program Membership or Centennial Recreation Center Facility Membership is also necessary to enroll for any YMCA program.

It is EXTREMELY important to your child's safety and well-being that your Site Director is informed of changes in your address or phone number. We must be notified within 24 hours of any changes. In an emergency, it is vital that we are able to reach you. The YMCA assumes that addresses and phone numbers are correct as given on your registration form unless notified in writing and assumes no responsibility from problems or hardships arising from missed communication due to incorrect or non-current addresses or phone numbers.

The parent signing the admission agreement (contracting parent) is responsible for all paperwork. The contracting parent is the only person that can make changes on the enrollment forms, emergency form, and child release authorization. For dual custody situations, a separate registration form may be required.

Family Orientations

Upon initial enrollment, it is recommended that each family attend an orientation. Families can attend a group orientation or meet individually with the site director or program director. The orientations are designed to familiarize the families with the YMCA, program site, staff, policies and procedures.

Fee Policies

The Mt. Madonna YMCA School-Age After School program is a fee-based program. Each monthly program option (2, 3 or 5 days/week) is listed on the registration rate sheet. We charge monthly by component, and only pro-rate for new enrollments. It should be noted that each after school program must meet a minimum enrollment during each month in order to stay open.

Refunds

All fees are charged on the basis of enrollment, not attendance. Refunds/prorates cannot be granted for absences due to illness or vacation. When you enroll, you are reserving time, space, staffing, and provisions, whether or not your child attends. Refunds will be given for overpayment of fees, or any paid time after a two week program cancellation notice. Refunds will not be given if your child is suspended or terminated from the program.

Terms of Agreement

You are bound to the terms of the admissions agreement until we receive in our main branch office (Mt. Madonna YMCA, 17666 Crest Avenue, Morgan Hill, CA, 95037) a dated, written notification of any scheduling changes, including withdrawal from the program. This written notice must be received a minimum of 2 weeks in advance of the desired change. The site director will have change and cancellation forms available for your use.

Regular School Day

Mt. Madonna YMCA
YMCA of Silicon Valley

Registration can be on a full-time or part-time basis. Attendance must be specified on the registration packet.

Teacher In-Service/Minimum Days

On days when school is not in session (other than holidays), these days are included in your plan. If your child regularly attends on days when minimum days are scheduled, the earlier care is included in your fees.

Winter/Spring Recess

Enrollment will be opened to YMCA program participants prior to the rest of the school district. After this time, because of limited space, we cannot guarantee a place in our program. Unless you are on the "Plan B" payment schedule, these programs are not part of the regular school – you must register and pay in full prior to participation.

Summer Vacation

The summer program is not part of the regular school year program; you must register and pay prior to participation.

Payment Policies

There is a \$25 annual Program Membership (waived for members of the Centennial Recreation Center) required for each child enrolling in the program. There will also be a partial month payment due upon initial enrollment for the pro-rated care during the first month. These costs are *nonrefundable*.

After School fees via EFT may be automatically drafted from your bank account (checking, savings, credit union) on the 1st day of the month of service or you may elect credit card draft on the 20th of the month prior to service. If your credit card is declined or bank draft is rejected, a \$20 service charge will be applied to your account. If you elect not to use EFT, your payments must be made either to the local branch office or mailed to the Business Resource Center, YMCA of Silicon Valley, 1922 The Alameda, 3rd Floor, San Jose, CA 95126. We do not accept payment at the After School program sites. Your bill must be paid by the 20th of the previous month. Please make checks payable to the "YMCA", and note on the check your child's name, if different from your own. A \$20 bank service charge will be assessed for returned checks. Late payments will be charged \$35.00 if fees are not paid by the 1st of the month.

Listed below is the payment structure:

| | |
|------------------------|---|
| 20th | Payment due date (check or EFT credit card) (i.e. Aug. 20 for September) |
| 1st | EFT Bank Draft (i.e. Sept. 1 for September) |
| 1st | \$35 late fee added to monthly payment (if not received) |
| 5th | Child no longer accepted in program. Enrollment is terminated immediately. Child will need to be re-enrolled with full month payment and registration fee. |

Fee Changes

The YMCA will provide a 30-day, written notice in advance of any fee changes.

Late Pick-up Charges

All children must be picked up by closing time. YMCA staff are required to remain with the children until they are picked up by a designated adult. Parents will be charged \$1 per minute per child past closing time (\$60/hour).

If there is a problem and you know you will be late, please try to make arrangements for someone else to pick up your child, then call the program staff to inform them. Consistently being late is grounds for termination from the After School program.

If your child remains at the center past 7:00 pm:

If a parent or guardian has not contacted the YMCA staff to notify them of an unavoidable delay, and after all attempts are made to contact the parent and authorized adults, the Sheriff's Department and Child Protective Services will be contacted. Further appropriate action will be taken.

Mt. Madonna YMCA
YMCA of Silicon Valley

Financial Assistance

Annually, during the YMCA Community Support Campaign, the Mt. Madonna YMCA raises funds for Financial Assistance and Scholarship support. These funds are used to assist families that demonstrate a financial need. Contact the Mt. Madonna YMCA or your Site Director for more information. We encourage you to apply for all sources of aid available in addition to applying for YMCA funds. Financial assistance will be granted for care only during the hours that the parent is in school or working.

Arrival and Check In

After School Dismissal:

Your child should go directly to the primary YMCA program area (usually the cafeteria/multipurpose room). Kindergartners will be picked up by YMCA staff at their classroom. Staff will take roll and sign-in children within 5 minutes after school dismissal. Please notify staff if your child will not be attending the program for that day.

“Missing Child” Procedures:

1. YMCA staff will take roll 5 minutes after school dismissal.
2. If a child is not at the center by the time roll is completed, program staff will contact the office to confirm school attendance.
3. If the child was at school, staff will contact the child’s teacher and search the school grounds.
4. If the child is not located on the search, staff will call parents. If the parents expected the child to be in the program, staff will call the police to initiate a neighborhood and community search.

Picking your child up

Parents must sign their child out each day. The sign out sheet is a record of your child’s attendance. For safety of your child, only you or the person you designate in writing on the Child Release Authorization form may pick up your child from the YMCA After School program. All persons that are unknown to the YMCA staff will be asked to present picture id. YMCA staff will deny access to those that are not on the Child Release Authorization forms. If you wish another adult to pick your child up from the center, please notify the center staff in writing.

Divorce/Separation

If the contracting parent wishes a divorced/separated spouse to pick up their child, the contracting parent must list that person on the Child Release Authorization form. If the contracting parent chooses not to list the divorced/separated parent, pursuant to licensing regulations, we cannot release the child to the parent. However, without a court-signed order, the YMCA staff cannot deny access to a biological parent. If the non-custodial, biological parent arrives to pick up their child, and they are not listed on the Child Authorization Release form, and there is not a court order in the file, the YMCA staff will do the following:

1. Call the contracting parent.
2. Explain to the non-custodial, biological parent that we can not release the child to them. Staff will explain the release procedure to the non-custodial parent.
3. Staff will call the police to release the child to the police. The police will then confirm the identity of the non-custodial parent. In all probability, the police will then release the child to the non-custodial parent.

This scenario places all parties in a very difficult situation. The person that will have the most difficult time is the child. Please discuss the implications with the non-custodial parent so that they will not show up at the center without prior arrangements.

Concerns for Safety

The YMCA is concerned about the safety of every child in the program. If the YMCA staff has reason for concern regarding the safety of a child’s release to a parent or other adult, the staff may call the police. Cause for this course of action includes:

1. Parent/Adult suspected “under the influence”
2. Parent/Adult is abusive or threatening to child or staff

Mt. Madonna YMCA
YMCA of Silicon Valley

Transportation

Transportation is the responsibility of the parent. Field trip transportation is arranged by our staff and will be provided to and from the after school site by chartered bus. Each after school program will notify parents of field trips in advance. Pursuant to the YMCA of Silicon Valley Transportation Policy, staff are not allowed to transport children in their personal vehicles.

Child Abuse Prevention

All YMCA staff are considered mandated reporters of child abuse by the State of California, and have been trained in the YMCA Child Abuse Prevention standards. Please understand that we are mandated to report all reasonable suspicion of child abuse to Child Protective Services.

Illness and Injury

Parents are responsible for calling the program site or the YMCA branch office to notify the staff if their child is ill and will be absent. Each program site is equipped with voicemail for this purpose. Children who become ill during regular school hours are not the responsibility of the YMCA. Sick children may not be brought to the after school program for care. Should your child become ill at the site, you will be called to make arrangements to pick up your child. Pick-up should occur within one hour of notice.

1. *Communicable Diseases:* Childhood diseases and illnesses are part of growing up. In the instance of a communicable disease affecting the other children in our center, you will be notified and encouraged to consult your family physician. We report major outbreaks of such disease to the local health authorities. Children absent due to contagious disease may return to the YMCA with a signed statement from a physician indicating the child is no longer contagious and is ready to return to center activities. When your child is absent due to illness, please notify the program site staff.
2. *Medicine Policy:* We realize there are times when your child may need medication during the day. With your child's health and safety in mind, YMCA staff will administer only dated, labeled, prescribed medication in the original bottle. We ask that you complete a "Medication Release Form" whenever your child is to receive medication. Please give the form and the medication to the center director or your child's teacher. No child shall bring or administer their own medication (Title 22 section 101326 [e]).
3. *Accidents:* The YMCA works very hard to ensure a safe environment for your child, however, accidents may happen. Should an accident occur, appropriate first aid will be given immediately. There is a First Aid and CPR certified YMCA staff person on duty at all times. If it is determined that a physician's care is needed, the parent will be notified immediately. If parents or other designated persons listed on the emergency card are unavailable and the injury is deemed serious enough to warrant treatment by a physician, the child will be taken to the nearest hospital for treatment via an emergency vehicle.
4. *Lice:* We have a "nit free" policy. All nits must be gone before your child can return to the center.

Disaster Plan

Each center has a well-defined plan for both earthquake and fire evacuation. Drills are conducted each month. Should an emergency arise at the site, the relocation area will be posted at the school office.

Emergency Closing Procedures

Due to a severe act of nature or other unforeseeable emergency, the YMCA after school program may need to close. Unforeseeable circumstances include:

- | | |
|--|-------------|
| Loss of power affecting lights and heat/air: | Earthquake |
| No lights after dark (during the winter) | Fire |
| Temperature below 68 degrees | Bomb Threat |
| No running water | |

Mt. Madonna YMCA
YMCA of Silicon Valley

If the school is closed in the morning due to any of the above (but not limited to) and the same conditions exist at the YMCA program areas, the YMCA After School program will be closed. If the school closes during the day, early pick-up from the After School program may be required for the safety of the children.

The YMCA reserves the right to cancel After School programs based on a concern for the safety of the children.

Parent Involvement

YMCA After School Programs have an open door policy. Parents are invited and encouraged to visit the site locations at any time. We ask that you are respectful of the children's routines and programmed activities, as well as the staff's need to be with the children. We encourage you to schedule time with the site director to discuss your child's progress and address any other concerns.

Parent Advisory Committee: This committee includes representatives from each After School/Child Care program. This committee's purpose is to support the YMCA program on their campus. Branch-wide parent representatives, meeting times, and monthly meeting minutes may be posted at each After School program.

Parent Volunteers are always welcome. Parents support their program site through special projects such as sharing talents or hobbies, helping on field trips, painting, cleaning, and fundraising. Please let your site director know how you can help. Long-term volunteers will need to be screened through our volunteer background process.

Parent Center is an area used for announcements such as field trips, snack menus, program schedules, open houses, and meetings. Be sure to check daily for important notices. This is the area where you will find the Sign-In/Sign Out book. Also located in this area will be your individual parent folder and our suggestion box.

Newsletters are printed monthly, providing you with detailed information on the events and activities at your center and at the Mt. Madonna YMCA.

Parent Feedback: Each center provides an evaluation tool for you to assess our program performance. We encourage you to complete the evaluation twice a year.

Discipline

Included in your registration packet, for you and your child to sign, is the YMCA of Silicon Valley Student Behavior Management Procedures. Although it is our intent to follow these guidelines as closely as possible, some situations may dictate that we act in a manner that is beneficial to others in the program. If you need another copy, please ask your center director or call the YMCA.

Staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or to others. Written notifications to parents and/or removal from an activity will be issued if negative behavior persists.

The After School program is a quality experience for most children; however, it is not the best program experience for every child, or for the same child at different stages of development. Every effort will be made to communicate and solve individual behavior challenges; however, we reserve the right to ask any child to leave the program for his/her betterment or the welfare of the group.

Homework

Each After School program site provides a quiet area and designated time in which children can choose to do their homework. While we encourage children to do their homework, it is not forced at the program. Staff will be available to help them - we do not provide extensive tutoring. Staff will provide the opportunity for the children to choose to do their homework; it is up to the parent to encourage them or impress upon them that it must get done. A homework contract is also available within the registration packet to communicate specific homework needs.

Food

Menus are prepared by the YMCA and posted at the program site. *Snacks* contain food from two food groups and quantities appropriate for each age group. Parents with children who have food allergies or special nutritional needs should see the director. On minimum days or holidays, all children need to bring a lunch. Please avoid foods that need refrigeration or are low in nutritional value, as well as those that have excess sugar and fat.

Mt. Madonna YMCA
YMCA of Silicon Valley

Toys From Home

Please do not allow your child to bring toys from home on a day that it is not scheduled. The YMCA will schedule specific days for the children to bring toys if they choose to. The toys will be collected and kept in a safe area until it is time to share. After the sharing time, the toys will be put away until it is time to go home. The children will be responsible for their toys during sharing time. As always, please send a toy that you would not mind losing or getting broken. Sharing days will be announced ahead of time and published in the parent's calendar. All toys or items that resemble any weapon or explosive device of any kind are prohibited at all YMCA After School programs per licensing regulations. Types of items include, but are not limited to, sling shots, plastic pellet shooters, rubber band shooters, foam shooters, any water toy that propels water under pressure, or suction target shooters.

Other Information:

Wheels Days

In some program locations, it is possible for the After School program to schedule a "wheels day" activity. On these days, children may bring bicycles, skates, skateboards, etc. to the program. The days will be structured. Signed permission slips by the parents will be required before the child can participate. HELMETS are required for all wheels. Wrist, elbow and knee pads are required for skates and skateboards. The children may only use the wheels that they brought from home.

Movies in the Center

The YMCA believes that good programming does NOT include TV shows and movies. Documentary videos may be used in support of curriculum with advance approval of the After School Program Director. Computer "screen time" will also be limited, unless it supports educational enrichment.

Involvement with others

Children enrolled in the YMCA After School program may only play with other children enrolled in the specific program component during program operating hours due to the safety of all involved.

The After School Staff are not allowed to baby-sit program participants during non-program hours according to the YMCA Child Abuse Prevention Policy.

Expectations

When a child arrives at their After School program, it is expected that s/he will be rested, clean, and appropriately dressed for the weather and daily activities. Sandals should be strap-on, with rubber soles. Closed toed shoes are strongly encouraged – flip flops are unsafe for YMCA activities.

Every child is a part of the After School program: the room, games, books, toys, etc., belong to all. Clean-up is a part of our programming. The success in this is consistency and cooperation. We need your support. When picking up your child, please urge them to clean up, put things away, and return toys, supplies, and equipment before leaving. Responsible use of equipment and supplies is expected of all participants. Those willfully damaging equipment or property will be held responsible for replacement.

If you or your child does anything that would give us cause to call the police, it is grounds for immediate termination from the After School program.

The following conditions must be met by all families participating in YMCA After School:

- * Prompt payment of fees
- * Notification of absences
- * Appropriate behavior by the child and parent
- * Pick up on time

Failure to meet these conditions may result in termination of care.

**We look forward to providing you and your child with quality care this year
and thank you for choosing the Mt. Madonna YMCA.**

Mt. Madonna YMCA
YMCA of Silicon Valley

Mt. Madonna YMCA
After School/Child Care Locations (Morgan Hill)

| | |
|-------------------------------|----------------|
| Charter School of Morgan Hill | (408) 762-6017 |
| Paradise Valley Elementary | (408) 778-5711 |
| Barrett Elementary | (408) 778-3225 |
| PA Walsh Elementary | (408) 762-6000 |
| San Martin/Gwinn Elementary | (408) 762-6000 |

Mt. Madonna YMCA Branch Office

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(408) 779-5040 Fax
RHamilton@ymcasv.org



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY