

 Edit this form

YWCO After School Policies and Procedures

Please thoroughly read all YWCO After School Program Policies and Procedures and enter your electronic signature and today's date at the bottom. This is required for all students to be enrolled in our After School Program.

Description of Services

The YWCO agrees to care for your child(ren) Monday- Friday from 2:30pm - 5:45pm from August 3, 2022 - May 19, 2023, excluding student holidays (unless otherwise specified). However, these dates are tentatively based on the current Oconee County School District calendar and are subject to change based on any school calendar changes.

Grades/Schools Served

Kindergarten through 5th grade at CFES, MBES, DCES, RBES, and HSES; Kindergarten through 2nd grade at OCPSS; and 3rd through 5th grade at OCES.

Days/Hours of Operation

After School is open Monday - Friday from the time school is dismissed at 2:30pm until 5:45pm every day that school is in attendance. **Pickup begins at 3PM, and all children must be picked up by 5:45 pm.** After 5:45 pm, there will be a **late fee of \$5/minute per child** and this will be logged through our online software. **Any late fees will be charged to the card on file immediately or the following business day.** Any exceptions will be posted for parents' notification.

NOTE: If the school is closed or closes early due to inclement weather then After School will not be open. We will send out a blast email to alert you of changes. If your child attends the program the day of and we must close early due to weather, then we will still charge your account for attendance that day.

Break Camps

The YWCO has an optional camp (with a separate voluntary registration) at the YWCO (562 Research Drive Athens, GA 30605) on the following dates:

- Thanksgiving Break Camp: November 21 & 22 ONLY, no camp Wednesday, Thursday (Thanksgiving Day), or the day after.
- Winter Camp: December 19, 20, 21, 22, 27, 28, 29, 30, (no camp the day before Christmas Eve, on Christmas Eve/Day, New Year's Eve/Day)
- Spring Break Camp: April 3-7, 2023
- The YWCO will send out emails for how to register in your Campsite account for these camps closer to the dates.
- Keep in mind that we do fill up quickly so register early!
- Keep in mind that these are tentative dates and are based on the current Oconee County School District calendar. The dates are subject to change based on any changes in the District's calendar, availability of the YWCO facility, and YWCO staff schedules/availability.

Attendance Policy

- If your child does not attend school at any point during the school day, then they are unable to later attend ASP. In other words, you cannot bring your child only for ASP.
- Your child can attend any number of days each week, meaning they can attend 1 day one week and 5 days the next week (your child's teacher and front office at the school need to know where they are going each day).
- 1 day/week = \$25/child
- 2-3 days/week = \$45/child
- 4-5 days/week = \$70 for the first child, \$60 for each consecutive child (\$10 discount applied to 4-5 day rate only)
- **Oconee County School System Employee Fees**
 - \$5/day/child (regardless of how long the child stays)
 - You must present your Oconee Schools ID at pick up in order to prove Oconee County School System employment until we know who you are.
- You never lose money for days your child does not attend because you are charged based on actual attendance.
- We are fully staffed always, so day to day or week to week notification is not necessary, BUT we would ask that if your child leaves indefinitely or will be out more than two weeks that you please communicate that with the Director.

Participation Acknowledgement

I understand that the center will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs.

Transportation Policy

The After School Programs are housed in each Oconee County Elementary School. No transportation is necessary.

Daily Schedule

Daily activities include arts & crafts, sports and outdoor group games, playground time, reading, music, dance, drama, board games, legos, videos, including quiet and active periods, large and small muscle activities, etc.

There will also be a 15 minute homework time Monday-Thursday following a bathroom break, hand washing, and snack to ensure consistency for all of our students. If the student does not have any homework or studying to do, then they will use this time to read. There will not be a homework time on Fridays. **Please ensure that your child has materials needed for homework including a book to read, notebook paper, and pencil.**

Labels

Please make sure anything you send with your child has his/her name on it with a permanent marker, (for example, water bottle, jacket, book bag, etc).

Non-Discrimination Policy

The YWCO does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status, or sexual orientation. We will admit special needs children and children with disabilities if our present facilities and staff can fully provide for their well-being. Our buildings are handicap accessible.

Snack & Water Bottle

At this time we are providing a daily snack for your child. You are welcome to send in a snack for your child if there is something he/she prefers. Please send a water bottle with your child daily. Your child will be allowed to refill his/her water bottle at the school refill stations.

Child Abuse Reporting

The YWCO and it's staff are mandated by law to report any suspected cases of child abuse, neglect, exploitation, or deprivation to the Georgia Department of Family and Children Services (DFCS) and Bright From the Start (BFTS).

Illness at the Program

A child shall not be accepted nor allowed to remain at After School if the child has the equivalent of 100 degrees or higher temperature and/or another contagious symptom, such as, but not limited to, a cough, rash, vomiting, diarrhea, sore throat and/or any COVID-19 symptoms. If the child has these symptoms, the parent will be called immediately and asked to come pick-up their child. The child will be in an isolation area, removed from all other children, and supervised by the Director until the parent arrives.

Exposure to Communicable Disease

In the event that a child is exposed to a communicable disease (chicken pox, etc) a notice will be posted at the sign out area to notify parents of the exposure and the instance will be reported to the local Health Department.

Injuries at the Program

If a child should incur a severe injury while at After School, the parent will be called immediately while first aid is administered.

Handling Emergency Medical Care

In the event of a severe medical emergency, we will make every possible attempt to contact the parents, the child's physician, and/or other persons listed as an emergency contact. We will, if needed, administer first aid and/or CPR and call 911. YWCO ASP uses Piedmont Athens Regional Medical Center located at 1199 Prince Ave, Athens, GA 30606. Phone: (706) 475-7000.

Other Emergencies

Emergency plans have been developed and are available for parent viewing. (i.e. Severe weather/tornado; fire/evacuation of building; physical plant problems such as loss of water, power, or heating/cooling systems; serious injury/medical emergency/death of a child; non-life threatening medical emergency; dangerous person; bomb threat; loss of a child; chemical/radiation exposure; structural damage; and relocation of facility, etc.)

Notices to be Posted

At the front of the program are: the BFTS State license, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current weekly menu (if it applies), emergency action plans, and statement for visitors available for viewing.

Registration Fee(s)

- A one time, non-refundable registration fee of \$50/child.
- This fee will be charged within 5 business days of registering your child.

Weekly Fees

- **The fees are based on actual daily attendance. Attendance is flexible and can change week to week without loss of payment.**
- 1 day/week=\$25/child
- 2-3 days/week = \$45/child
- 4-5 days/week = \$70 for the first child, \$60 for each consecutive child (\$10 discount applied to 4-5 day rate only)
- **Oconee County School System Employee Fees**
 - \$5/day/child (regardless of how long the child stays)
 - You must present your Oconee Schools ID at pick up in order to prove Oconee County School System employment until we know who you are.

Checkout/PIN Policy

- **Each program's pick up procedure is a little different, so please check your child's confirmation email for the correct procedure.**
- At this time our policy is that YWCO staff will check your child out to prevent the spread of germs from touching the tablets and offer convenience. Most programs will verify the ID of the authorized pick-up, and that will be sufficient for the check-out process. Some programs will use the PIN process, so please familiarize yourself with the PIN procedure.
- It is important to add any additional authorized pickups to the list! **Please note that all authorized pick-ups must be at least 16 years old with a valid ID.**
- **PIN Procedure:** Each parent/guardian will receive a PIN code in the registration confirmation email that is used to checkout all children on your account, and each authorized person (other than P1 and P2) will receive an individual PIN code via text. This PIN can be used each day on the tablet as children are checked out and will place your name and a time stamp on your account for checkout that day. You may not share your PIN with anyone else. All authorized persons must have their own individual PIN. This is for security reasons to protect your child.
- **All programs will check ID against the authorized pick up list if it is your first time picking up. If you or the additional authorized pickup person is not listed in the Campsite section of "Authorized Pickups," then a YWCO staff member will call a guardian to confirm. If the YWCO staff member is unable to reach the guardian for confirmation to authorize pick up, then we will be unable to release the child from our care until we receive confirmation.**
- PINs or ID checks will be used each day unless the internet or software at the program is down, and, in that case, a Director will manually check out the child and note the identification of the person who picked up.

Electronics/Toys

- Personal electronics/toys are not allowed unless otherwise specified by the YWCO (i.e. Electronic Day). No personal cell phones, ipods, mp3 players, smart watch, or any other electronic devices of any kind. Please reference our Chromebook policy for that information.
- The YWCO will provide balls for student use. However, if a student wants to bring his/her own ball the After School Program is not responsible for any lost or damaged balls. If it becomes an issue, then we may ask that he/she keeps it at home or in his/her bookbag.
- The YWCO is not responsible for any of the above items brought to the program on Electronic Day and all games must be appropriate. If there is any question about the content of the game, the electronic will be taken and returned at the end of the day. All uses of electronics will be in short periods and monitored closely.

Special Needs/Medication

- If your child has any personal or medical special needs, you will need to let the YWCO staff know before you register your child for After School, so we can ensure that we are equipped to provide the best care for your child.
- Please note that YWCO After School Staff is not authorized to dispense medication to children except in the event of a medical emergency (i.e. insulin, inhalers, EpiPens, Benadryl).
- If your child requires any of the above medications during ASP (or something similar), you will also be directed to our Allergy Emergency Action Plan and our medical authorization form so we have proper documentation.

Student Participant Code of Conduct

I understand and agree that if my child exhibits any of the following behaviors may be grounds for suspension or immediate dismissal from the program and any future YWCO programming without refund of tuition: disrespect; sexual harassment; using profanity or foul language; and anything that causes physical or potential harm to another participant, YWCO staff, or school property. In addition, if there is anything else not listed as a specific example that is determined improper at the discretion of a Director or the Coordinator, then my child will be removed from the YWCO After School Program and no longer be allowed to attend any YWCO programs in the future. In addition, I understand that my child and I may be responsible for payment of any damages caused to school property as the YWCO leases the property.

The following guidelines will be used for discipline at the After School Programs:

1. Participants will receive positive verbal redirection to correct behavior.
2. Upon the second verbal redirection, the participant will be placed in time away where they are asked to sit for no more minutes than their age. They are then talked to about why they were placed in time away and encouraged

to redo the situation and make the right choice.

3. If the behavior persists after time away, the parent may receive either a written notice (write-up) or phone call to report the problem. If a written notice is given to the Parent/Guardian at pick then it must be signed that day. Typically a student is given the opportunity for 3 separate write-ups per school year before dismissal from the program and any future YWCO programs, but a Director or the Coordinator may deem it necessary for suspension or immediate depending on the behavior.

Chromebook Policy for 3rd-5th Graders:

If Chromebooks are needed for homework, then students will be provided time to use them during the allotted homework time. Additional time can be provided if necessary. However if there is any use of inappropriate use of the technology, then the student will risk suspension or permanent loss of their Chromebook during ASP hours. Any consequence(s) and what is defined as inappropriate will be up to the discretion of the program director. Any issue would also be reported to the school as the Chromebooks are school district property.

Parent/Guardian Code of Conduct

I understand that if I (as the parent or guardian) exhibit any of the following improper behaviors: disruptive; physical contact; menacing, threatening, or anything to cause fear; and profanity or abusive language; sexual harassment; and anything else not listed as an example that is determined improper at the discretion of a Director or the Coordinator, then my child will be removed from the YWCO After School Program and no longer be allowed to attend any YWCO programs in the future. There will be no refunds for the remainder of the week (if that applies) and the normal attendance fees will apply as following our listed rates.

Licensing Statement

The YWCO is licensed by Bright From the Start, the state of Georgia licensing agency responsible for meeting child care needs in GA including Child Care Learning Centers and After School Programs.

I have read the above policies regarding program operations and agree (Please initial)

Auto-Pay Requirement

Due to the large number of families we will be serving this year, **ALL accounts are required to be on Weekly Auto-Pay.**

- All accounts will be billed each Monday for attendance charges during the previous week.
- If the billing date falls on a holiday, you may be billed on the next business day.

I have read the above policies regarding payments and agree (Please initial)

Weekly Auto-Pay Terms

1. You agree to have money in your account to cover the charges incurred through After School Program attendance.
2. In the event that your card is declined, you will receive an automatic email stating that you must pay the balance in full within 1 business day (by Tuesday) or your child cannot attend until the balance is paid. After Tuesday there will be a \$20 late fee added to your account.
3. The YWCO reserves the right to charge any cards saved on file in your Campsite account to attempt a collection for payment until the balance is processed and payment is received in full. The YWCO further reserves the right to require prepayment for any enrolled children to attend After School at its discretion.
4. At the YWCO staff's discretion, if the balance is declined more than once the late fee will be doubled per incident. If your card is declined more than 3 times in a school year, then your child may no longer be allowed to attend a YWCO program.
5. After one month of non-payment for any balance on your account, your account will be turned over to collections and your child may not return to a YWCO Program and the school will be notified.

I have read the above policy regarding payment and agree. (Please initial)

Late Pick Up Policy

- All children must be picked up by 5:45pm.
- Our online system will log the time every child is signed out each day. The Director will communicate any late pick ups to the Coordinator.
- The late pickup fee is \$5/minute per child after 5:45pm These fees will be charged to the card on file immediately following pick up that day or the following business day.
- If your child(ren) are picked up late more than 3 times during the school year, then they will no longer be allowed to attend the program. If your child is not picked up by 6:00pm and we cannot make contact with a parent/guardian or the emergency contact then law enforcement will be contacted and they will contact the Department of Family and Children Services (DFCS).

I have read the above policy regarding late pick up fees and terms and agree. (Please initial)

Affiliation Notification

The YWCO After School Program is not affiliated with the Oconee County School System. All issues that pertain to your child's authorized pickups, legal issues such as court orders, after school incidents, etc. should be communicated with

the Director of your child's program if it affects their time at After School. If there is a legal court order pertaining to your child, then please be aware that YWCO staff will need a copy of it as well.

I have read the above policy regarding affiliation and important information and agree. (Please initial)

[Redacted signature area]

Child Escorting Agreement

I understand that my child(ren) will not be allowed to enter or leave the facility without being escorted by the parent(s)/ guardian(s), persons authorized by the parent(s)/guardian(s), or facility personnel. The child(ren) may only be escorted away after being signed out with the PIN code associated with him/her that includes the authorized person's name and a time stamp. (Please initial)

[Redacted signature area]

Medication Policy

The YWCO After School Program staff is not authorized to dispense any medication to students during after school hours, except in the event of a medical emergency (i.e. insulin, inhalers, EpiPens, Benadryl). I understand that if my child needs medication after school, I must make other arrangements for them (having them visit the school nurse before coming to ASP, picking them up prior to needing medication, etc.). DO NOT send medication with your child to after school without first consulting the director or coordinator of the program. (Please initial)

[Redacted signature area]

Medical Emergencies Authorization

I authorize the YWCO to obtain emergency medical care for my child when I am not available. (Please initial)

[Redacted signature area]

Liability Agreement

I hereby waive, release, absolve, indemnify, and agree to hold harmless the Young Women's Christian Organization, its directors, officers, organizers, sponsors, supervisory staff, participants and any other affiliates for, from, and against all liability because of any bodily injury, or property damage, known or unknown, which may occur or result from the participation of the above named child in any and all activities whether the result of negligence or for any other cause of the Young Women's Christian Organization. I individually, as a parent/guardian for my child, have read this release and understand all the terms. I execute it voluntarily and with full knowledge of its significance. (Please initial)

[Redacted signature area]

Current Information Agreement

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, etc and the YWCO agrees to keep me informed of any incidents, including illnesses, injuries, altercations and adverse reactions to medications, etc., which include my child. (Please initial)

[Redacted signature area]

Registration Policy

I understand that my child may not attend until the next day after registering. For example: If you register on Monday, your child may not attend until Tuesday. If you send your child on the day you register them, they will be sent to the office and the school will you call you to pick up your child

[Redacted signature area]

Payment Responsibility

Please list each party responsible for payment:

[Redacted signature area]

Payment Responsibility Policy

I understand that, as the Guardian filling out this registration form, I am ultimately assuming legal responsibility for all payments and if the aforementioned person neglects to give payment, then I will be contacted and held responsible for the balance due. (Please initial)

[Redacted signature area]

COVID-19 Policies and Protocols

The YWCO is operating in advisement of the Department of Health, CDC, local and state authorities, and the Oconee County School District. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is a contagious virus that can lead to severe illness or death. According to the CDC, persons with underlying medical conditions are especially vulnerable. It is the responsibility of each parent or guardian to assess the level of risk for your child to participate in the YWCO After School Program.

I understand that...

- I am responsible for assessing whether any health conditions of my child makes them make especially vulnerable to COVID-19, and that their medical professionals are the best source for advising whether they should participate in after school program at the YWCO.
- I must let the ASP Director and Coordinator know if my child or an immediate (and living in the same household) family member of the child test positive for COVID.

I understand that my child cannot attend After School if...

- My child's temperature is 100+.
- My child has been exposed to someone who has tested positive for COVID-19 in the last 14 days.
- My child is sick or has experienced any two COVID-19 symptoms in the last 24 hours.
- A YWCO ASP Director or staff member contacts me acting in his/her discretion that having my child at ASP is not in the best interest of others.

I have discussed the following After School Program rules with my child and he/she understands he/she must...

- Wash hands or use hand sanitizer to clean his/her hands before entering ASP.
- Avoid physical contact with other students.
- Use hand sanitizer after touching frequently touched surfaces such as door knobs and tables.
- Cough/sneeze into his/her elbow.
- Keep his/her hands away from his/her face and the face of other students.
- Not share snacks or food with other students.
- Closely and promptly follow all other directions given to him/her by any ASP counselor.

I understand...

- If my child becomes ill at after school I (or the emergency contact) will be contacted, and I will be asked to immediately come to pick my child up from ASP.
- If my child is sick he/she, then will be isolated from the other students until I can pick him/her up.
- If my child has a fever of 100+ he/she will have to leave after school and may not return until he/she has been without a fever for 72 hours.

I further understand that...

- The above guidelines are subject to change according to new information and protocols from BFTS, CDC, local health authorities, and/or Oconee School District guidelines.

YWCO After School Program Policies and Procedures Agreement

My electronic signature below indicates that I have read and agree to all YWCO After School Program Policies and Procedures including those specific to COVID-19 set forth during this registration process.

Your Full Name:

Today's Date:

* Questions in bold are mandatory

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