



# Parent/Guardian Handbook Afterschool Program

September 2019-June2020

*Building healthy  
communities*

**YMCA of Central East Ontario**  
Balsillie Family Branch  
123 Aylmer Street South  
Peterborough, Ont. K9J 3H8

# Afterschool Program Information

## The YMCA Staff

The YMCA recognizes the tremendous impact a positive experience has on the development of a child. Our staff are carefully selected based on experience, leadership and ability to work with children. Our staff are University, College and Senior High school students who have a personal interest in ensuring that every participants experience is one that they will cherish and remember. Staff are trained on First Aid/CPR, Healthy Child Development, Behaviour Management and undergo a Vulnerable Sector Check.

## Sharing Community Values – “Warm Fuzzies”

At the YMCA Afterschool Program “Warm Fuzzies” play an important role as a sign of character and personal achievement. As a form of recognition “Warm Fuzzies” promote positive behaviour and are a reminder of what we value. Throughout the week, tickets are awarded to children for demonstrating the YMCA Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness. At the end of each month all children who were awarded with a “Warm Fuzzy” will be entered into a draw. The winner will get to pick an item out of the treasure box!

## Our Commitment to Quality

The YMCA is committed to maintaining the highest standard of quality to ensure a fun, safe and memorable experience for all participants. The YMCA has joined itself with like-minded organizations and partners to provide programs that exceed high quality.

We ask that participants do not bring any valuables, toys or electronics to the Afterschool Program. If these items are brought to the program they will be asked to keep them in their backpacks. The YMCA is not responsible for any lost, stolen or damaged items.

## Location/Hours/Cost

The YMCA is running an Afterschool Program at the following locations:

<b>YMCA of CEO *</b> 123 Aylmer St S, Peterborough, ON K9J 3H8 <b>Hours:</b> 3:30-6:00pm <b>Cost:</b> see payment agreement form	<b>Prince of Wales Public School</b> 1211 Monaghan Rd, Peterborough, ON K9J 5L4 <b>Hours:</b> 3:35-6:00pm <b>Cost:</b> FREE	<b>Havelock-Belmont Public School</b> 55 Mathison St E, Havelock, ON K0L 1Z0 <b>Hours:</b> 3:10-6:00pm <b>Cost:</b> see payment agreement form	<b>Highland Heights Public School</b> 430 Highland Rd, Peterborough, ON K9H 5J7 <b>Hours:</b> 3:30-5:30pm <b>Cost:</b> FREE
<b>Roger Neilson Public School</b> 550 Erskine Ave, Peterborough, ON K9J 5T4 <b>Hours:</b> 3:30-4:30pm <b>Cost:</b> FREE	<b>St Patrick Catholic Elementary School</b> 300 Otonabee Dr, Peterborough, ON K9J 8L9 <b>Hours:</b> 2:30-5:30pm <b>Cost:</b> FREE	<b>Hiawatha First Nation</b> 431 Hiawatha Line 10 Keene, Ontario K0L 2G0 <b>Hours:</b> 3:00-5:30pm <b>Cost:</b> FREE	<b>Nogojiwanong Friendship Centre</b> 580 Cameron St, Peterborough, ON K9J 3Z5 <b>Hours:</b> 3:30-5:30pm <b>Cost:</b> FREE

\*students are bused to the YMCA from Keith Wightman Public School, St. Annes Catholic Elementary School and Monseigneur-Jamot Catholic School

Please note: If a parent/guardian would like to register their children to attend the Afterschool program at the YMCA location, they are required to find their own transportation, if the child does not attend Keith Wightman Public School, St. Annes Catholic Elementary School and Monseigneur-Jamot Catholic School.

### **Registration Information**

To register your child, a Registration Form must be completed and submitted in person to the YMCA Membership Sales Department. A Payment Agreement Form may be required at the time of registration.

A minimum of 1-2 business days is required to finalize registration. Parent/guardian's will receive a phone call/email as a confirmation of child's registration and start date.

### **Sign IN & OUT Policy**

To ensure the safety and well-being of each participant, we require all students to be signed out every day by a parent/guardian 16 years or older. The registration forms will indicate who is authorized to pick up the student. The student will only be released to the person indicated in the registration form, unless otherwise notified. In the event that a change must be made, we ask the parent/guardian to contact the Afterschool Coordinator by phone at 705-748-9622.

Be prepared to **show Photo Identification** when picking up the student **every day**.

If the child is 10 years of age or above, and the parent/guardian feels the child is suitable to walk home, we require the parent/guardian to grant permission by signing a Permission Form.

At the YMCA location families will have to swipe in at the front desk. Each family will be given three swipe cards for their child(ren) in the program. In the event of a lost or forgotten swipe card, parent/guardians will have to sign in at the front desk.

### **Afterschool Program Hours**

Program hours are from the time of the school bell until 4:30 pm or 6 pm, depending on each location. Please make sure you are prompt to collect your child.

### **Absence**

If your child will not be attending the program for any reason, please call the Afterschool Coordinator at 705-748-9622 or contact the school to let us know.

### **Sick Participant**

If your child becomes ill while at the program, every effort will be made by staff to keep your child comfortable until they are picked up by a parent/guardian. If you are unable to pick up your child, please have a suitable alternative emergency contact that can pick up your child immediately.

### **Participation/Snack**

All students must be prepared to participate in all activities. We are committed to the development of life skills through group activities and exposure to diverse athletic, fun and educational experiences.

Each day the YMCA will also provide a healthy snack to all students.

### **Extreme Weather**

In the event of heavy rain or unsafe weather conditions, students stay inside the buildings. Physical activities will be modified to be inside, space permitting. YMCA staff will also adapt activities to accommodate for hot and humid weather. This will include frequent water breaks, increased water activities, less active games/activities, as well as increased usage of shade and cooler areas. These precautions will allow all students to enjoy a fun and safe program experience, even on the hottest days.

## **Snow Days**

In the event that an Inclement Weather Day is declared by Student Transportation Services of Central Ontario: <https://www.stsco.ca/>, and the buses in the afternoon are cancelled for the region, ALL locations will automatically be cancelled.

## **What Should My Child Bring?**

Please bring the following items daily:

- Running Shoes
- Plenty of Liquids (water bottle required)
- Weather appropriate clothing

## **Questions & Concerns**

Communicating with your child's leader will help students have a positive and comfortable experience at the After School Program. When picking up your child, please feel free to ask any questions. If any questions may arise throughout the day, you can also call the Afterschool Coordinator at 705-748-9622 and share any concerns you may have. There are also leaders at each location who you can speak to as well. Communicating your concerns will allow for further clarification and a chance to improve the situation creating, a positive experience for everyone.

# Behaviour Policy

It is our goal to provide a healthy, safe, and secure environment for all participants. Staff use a positive, value-based approach to guide appropriate behaviour and seek to reward and reinforce positive behaviour. Participants are expected to follow behaviour guidelines and to interact appropriately with their fellow students.

Behaviour Guidelines:

- All students are responsible for their actions
- All students will respect each other and the environment
- All students will be honest and true to their word
- All students will care for themselves and those around them
- All students will make healthy and safe choices
- All students will be inclusive and accepting of all participants in the program

During staff training, we discuss the importance of taking preventative action, recognizing a problem, dealing with problems swiftly, and following up with the involved students. We need our students to talk to their leaders about any situation at the program that makes them unhappy or uncomfortable. This is a point that we want you to be sure your child knows before he or she arrives. We have lots of support staff on duty all the time. We also ask that students speak out on behalf of one another. If a child is being bullied, we ask that those who are aware also act to tell the leader or other staff member.

When a student does not follow the behaviour guidelines, the following steps will be taken:

### Step 1

A staff member directs the child to more appropriate behaviour.

The child is reminded of the behaviour guidelines and rules, and a discussion will take place.

### Step 2

If the inappropriate behaviour continues, staff will document ("Accident/Incident Reports") the situation. This written documentation includes: what the inappropriate behaviour is, what provoked the situation, and then a solution to the problem for future choices. The staff notifies their Supervisor of the situation. If needed, the Supervisor and the staff will discuss the situation with the parent(s).

### Step 3

If the inappropriate behaviour continues, the Supervisor discusses the situation with the parent to come up with a plan to manage inappropriate behaviour, including a behaviour management plan or agreement. If inappropriate behaviour continues to disrupt the program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviours are not acceptable and may result in the immediate suspension of a participant for the remainder of the current program day, week or possibly the year:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the program without permission
- Continuing to disrupt the program
- Refusing to follow the behaviour guidelines or rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a rude manner