

**YMCA of Chilton
County**



**2025 -2026
Parent Handbook**



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INTRODUCTION

Welcome to the YMCA of Chilton County Out of School Programs (Healthy Kids Afterschool Alliance and Summer Camp Program.) The YMCA's Out of School Programs have been meeting our community's needs for more than 30 years. This program is license exempt by the State of Alabama through the Department of Human Resources. The YMCA must adhere to their strict guidelines. Please be sure to read through this manual carefully.

Mission Statement

The mission of the YMCA of Chilton County is to put Christian principles into practice that build a healthy spirit, mind, and body for all. Our focus is youth development, healthy living, and social responsibility.

Our Focus:

With our focus on youth development, healthy living, and social responsibility, the Y nurtures the potential of every youth and teen, improves the nation's health and well-being, and provides opportunities to give back and support neighbors.

Youth Development: Nurturing the potential of every child and teen. To ensure youth realize their potential to become active, engaged, and thriving members of the community, the Y will nurture their social-emotional, cognitive, and physical development through holistic youth programming, experiences, and support.

Healthy Living: Improving the nation's health & well-being. To improve lifestyle health and health outcomes in the US, the Y will help lead the transformation of health and health care from a system largely focused on treatment of illnesses to a collaborative community approach that elevates well-being, prevention, and health maintenance.

Social Responsibility: Giving back and providing support to our neighbors. To foster social connectedness, strengthen support networks, and encourage investment in our communities, the Y will activate resources and engage people from diverse populations for individual and collective action.

Program Philosophy and Objectives

The YMCA's Out of School Programs provide children with opportunities to interact with other children from around the tri-county area. Through socialization and cooperative games, the children develop positive social skills and challenge themselves as individuals. The YMCA believes that all children should have a safe and nurturing environment; a place where they are exposed to and participate in experiences that will positively affect their development (physical, social, emotional, and intellectual), their self-concept, and quality of life. Additionally, we believe that a quality program should seek to complement and support the family, the school, and the community. Active involvement and positive relations with these three entities serve to enhance the program and ultimately benefit the children. Each day, the children also have time to take a much-needed break and have a healthy snack. Through a variety of activities, children will experience a caring environment that provides spiritual, mental, social, and physical education.

ENROLLMENT

Hours of Operation

The Summer Camp Program at our site operates from 6:30 am to 6:00 pm.

Please note that the Summer Camp staff's day will end at 6:00 p.m.

The YMCA's Healthy Kids Afterschool Alliance Program at our site operates after school from 3:00 pm to 6:30 pm.

HKAA begins with transporting your child to the YMCA at the end of the school day and officially concludes at 6:30 p.m. Your child may be picked up at the YMCA upon the conclusion of your workday. Please note that the HKAA staff's day will end at 6:30 p.m.

Early Dismissal

When Chilton County Schools have a scheduled early dismissal, or weather-related early dismissal, the staff at the site will report up to 3 hours early to care for the students. The YMCA students will be transported to the YMCA based on the school's dismissal schedule with no extra charge.

Holidays, School Closings, and Snow Days

The YMCA provides All Day camp services on holidays and school closings, except on Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day. When Chilton County Public

Schools have a holiday, school closing, or snow day, HKAA is available to our families.

The YMCA insists that registration and payment for these services occur in advance for appropriate staff scheduling. Each All-Day Care costs \$25 per child for HKAA students and \$50 per child for non HKAA students. **FULL PAYMENT MUST BE RECEIVED BY DROP-OFF THAT MORNING.** Your cooperation is needed and appreciated to properly conduct these services.

The YMCA will not operate Summer Camp on July 4, 2026.

Tuition

HKAA*: Tuition is \$50 per week. There is no daily rate. Payment is due by the Friday prior to each week.

Summer Camp*: Tuition for YMCA Members is \$125 per week (1/2 price sibling discount starting with 3rd sibling) Tuition for Non-Member: \$160 per week* (1/2 price sibling discount starting with 3rd sibling)

Daily Rate: \$45.00

Part time rate: \$62.50

*There is a \$75 registration fee for HKAA and Summer Camp. A late fee of \$10 will be applied to all accounts that are not paid by 6:30 PM on Friday the week before.

There is a \$30 overdraft fee for any returned payments. If there is a week your child will not attend HKAA, please call the YMCA at 205-755-2382 and let us know so we can cancel the payment. We will need to know before the payment is drafted.

Daily Sign-In and Sign-Out Policy

The Summer Camp program begins each day at 6:30 am. Children must be signed in daily by their approved parent or guardian. **YOUR CHILD MUST BE SIGNED IN EACH MORNING BY 8:45 a.m.**

The Summer Camp program ends each day at 6:00 pm. Children must be signed out daily by their approved parent or guardian. **YOUR CHILD MUST BE PICKED UP EACH EVENING BY 6:00 p.m.** If you are unable to pick your child up by 6:00 pm, it is your responsibility to arrange for someone else to pick them up. The YMCA must be notified if a child is to be released to a person not indicated on the childcare agreement. ***Please see the Late Pick-Up Policy below for further details. ***

The Healthy Kids Afterschool Alliance program ends each day at 6:30 pm. Children must be signed out daily by their approved parent or guardian. **YOUR CHILD MUST BE PICKED UP EACH EVENING BY 6:30 p.m.** If you are unable to pick your child up by 6:30 pm, it is your responsibility to arrange for someone else to pick them up. The YMCA must be notified if a child is to be released to a person not indicated on the childcare agreement. ***Please see the Late Pick-Up Policy below for further details. ***

Custody and Authorized Release Policy

The only individuals allowed to pick up your child will be those whose names are listed on your child's emergency sheet. If an individual's name is not on your child's emergency sheet, the child will not be released to that individual. Please be sure that **ALL** individuals who may pick up your child are authorized. In cases of child custody, where the non-custodial parent/guardian may not pick up the child, a copy of the court order **MUST** be placed in the child's file.

Call – In policy

If an emergency arises and you need to use a person who is not authorized to pick up your child from the Out of School Programs, you will need to use this Call-In Policy:

1. Call or email the Site Director to notify them of the change.
2. The YMCA's Site Director will document a report of verification.
3. The person who is picking up your child must provide a picture ID.
4. They will then sign out the child and their ID will be checked.

Late Pick Up Policy

All children enrolled in HKAA will need to be picked up by 6:30 pm. The parent/guardian must call if they will be late picking up their child. A late pick-up fee of \$5.00 may be charged for every five minutes after 6:30 pm.

All children enrolled in Summer Camp will need to be picked up by 6:00 pm. The parent/guardian must call if they will be late picking up their child. A late pick-up fee of \$5.00 may be charged for every five minutes after 6:00 pm. If a child is left for an extended period, or the YMCA is not called about a late pick up, local authorities may be contacted if necessary.

Breakfast/Lunch Policy

The Summer Camp Program, through a partnership with USDA, will provide breakfast and lunch at no additional charge. A weekly menu will be posted in the lobby. If your child has **ANY** food allergies, please be sure to email tishaymca@gmail.com to let the Summer Camp staff know. Your child is not to share any food that is not prepared by the YMCA. Each child is offered a plate. Each child who receives a plate must be served milk unless a doctor's note, indicating they cannot have milk, is provided.

Dinner Policy

The Healthy Kids After School Alliance Program, through a partnership with USDA, will provide dinner at no additional charge. A weekly menu will be posted in the lobby. If your child has **ANY** food allergies, please be sure to let the HKAA staff know. Your child is not to share any food that is not prepared by the YMCA. Each

child is offered a plate. Each child who receives a plate must be served a milk unless a doctor's note is provided.

Field Trips and Transportation Policy

Transportation to field trips is provided by YMCA owned buses operated by licensed CDL Drivers. Once we start loading buses, no child will be allowed to join a group or attend the field trip. Parents are not allowed to attend field trips with their child. All children are required to wear their camp field trip shirt on the field trip for easy identification. Children must ride the bus to and from the location. No drop offs or pick-ups will be allowed at field trip locations. Exceptions must be cleared by Camp Leadership in advance. If your child is not at camp by the time noted on the "Field Trip Information" page, your child will not be able to be placed in a group.

Participants will use transportation provided by the YMCA of Chilton County and adhere by the following bus rules:

- i. No fighting or name calling
- ii. No eating (candy, gum, drinks, etc.)
- iii. No using profanity or being disrespectful
- iv. No standing while the bus is in motion or on the road
- v. No electronic devices
- vi. No pictures/video taking
- vii. No throwing objects/paper
- viii. No arms or yelling out the window
- ix. No feet in the aisles
- x. No screaming or loud talking
- xi. **Face the front at all times!!!!!!!!!!**
- xii. No spraying (hair, make up, or perfume)
- xiii. No talking at railroad crossings!!
- xiv. **Treat others the way you want to be treated!!!**

Sample Schedule

HKAA

3:00-3:15 Arrival
3:15-3:30 Snack
3:30-4:15 Activity #1
4:15-5:00 Homework
5:00-5:30 Dinner
5:30-5:45 Activity #2
5:45-6:30 Wind down

Day Camp

6:30-7:30 Arrival Board Games in KCR
7:30-8:00 Breakfast
8:00-9:00 Game #1 Organized Games
9:00-9:45 Activity #1 Craft in KCR
9:45-10:45 Activity #2
10:45-11:30 Music Activity
11:30-12:00 Lunch
12:00-12:45 Reading/ Story Time
12:45-1:30 Game #2
1:30-2:00 Activity #3
2:00-2:45 Edible snack
2:45-4:00 Activity #4

HEALTH CARE POLICIES

Sick Child Policy

When a child becomes sick or is feeling ill, the YMCA's staff on duty will first try to contact the parent/guardian of the child. Your child will be made comfortable while being isolated from the other children as he/she waits to be picked up. If the parent/guardian is unavailable, the emergency contact person will be contacted to make the necessary arrangements to pick up the Summer Camp camper or HKAA participant. If your child has been sent home, they may be readmitted upon being fever/symptom free for 24 hours, without medication.

Staff and families must work together to minimize the spread of illness from child to child. Families must make other arrangements for the care of their children when they show symptoms of deviation from normal health. If a child becomes ill at the Healthy Kids Afterschool Alliance Program, the director or staff will notify you.

Children will not be permitted at the YMCA with any of the following conditions:

1. Fever of 100.4 degrees or higher (Children must be symptom free for 24 hours before returning to the YMCA.)
2. Colored/runny discharge from nose / eyes
3. Conjunctivitis (absolutely no tearing or discharge)
4. Vomiting or diarrhea (see #1)
5. Open or oozing sores
6. Draining rash or undiagnosed rash
7. Fatigue that prevents participation in regular activities
8. Head lice (Parents must notify the YMCA if the child or someone else in the home has lice. Child may return after the child, child's clothes, bedding, and home have been treated and child is nit-free. Proof of treatment must accompany child upon his/her return. Repeat treatments may be required.)

In some cases, a note from a physician is required for re-admittance to the HKAA or Summer Camp Program. If a child has any rash, skin abnormality, or contagious condition including but not limited to the flu, streptococcal infection, pink eye, hand/foot/mouth, ringworm, or Fifth disease, a doctor's note stating that the child may return to camp is required. Rashes must be covered while child is in attendance.

Medication Administration Policy

All medications must be given to the YMCA's Site Director by the parent/guardian. All medications **MUST** be in the original container with doctor's name, patient's name, instructions, and name of the medication on the pharmacy label. The medication will be kept out of reach of the children. A Medication Log must be filled out by the parent and provided, along with the medication. See the Site Director or a staff of the program for the Medication Log, so they can administer your child's medication, per your written direction.

Injury Policy

In case of minor injury or accident, staff administer basic first aid. All injuries or illnesses not requiring immediate parental notification are documented and reported to parents/guardians when the child is picked up. In case of injury/accident in which immediate professional care is required, YMCA staff will contact the parents/guardians. If parents are unavailable, those individuals designated as emergency contacts are notified. In case of medical injury or illness requiring immediate emergency care, staff call 911, giving location and nature of emergency. As appropriate, the staff administer first aid measures. Parents are notified immediately. If parents are unavailable, those individuals designated as emergency contacts are notified in the order that they are listed on the emergency contact form. All children must have a signed emergency medical release on file at the YMCA.

Inclusion

According to the National Association for the Education of Young Children, "early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and support."

Our center supports actively including all children in all center activities. Inclusion is promoted by providing modifications and accommodations through tiered levels of instruction and interventions. In addition to providing environmental accommodations, our center also assesses support such as specialized professional development, community resources and therapies for children, families, and staff. The emphasis our center puts on inclusion is to create high expectations for every child to reach his/her full potential and to provide multiple opportunities for children to develop, learn, and form positive relationships.

Behavior Management Policy– Suspension and Expulsion Policy

The YMCA's Out of School staff help participants learn to manage and direct their behavior in a positive and appropriate manner. Behavior management is done by setting limits, redirecting inappropriate behaviors, and providing reasonable and logical consequences. Staff model positive behaviors, coach children to communicate with words, and guide children in appropriate ways to solve conflicts. Learning how to respect each other, care for our friends, be honest, and take responsibility are important skills for children to learn. Staff encourage children to make "good choices" throughout the day.

- Staff members provide a positive model of behavior by treating children, parents, and one another with friendliness, care, and courtesy.
- The YMCA requires all who enter our building to support the guidance of children by providing a positive model of behavior.
- Staff use various strategies for handling conflict and helping children find solutions in ways that are appropriate for their development, such as prevention, redirection, conflict resolution, and time out.
- When children behave in unacceptable ways, staff help them to see what was wrong and how to

cope more appropriately by giving the children a place to process the situation. This is achieved using time outs, clearly stating the inappropriate choice, and reinforcing positive choices.

- Staff never use physical punishment.
- Staff do not use techniques intended to single out, threaten, or humiliate children.
- YMCA staff work with parents to address recurring misbehaviors.

Details of any events in which a child hurts another person are brought to the attention of a YMCA Program Director. The parents of all children involved in the situation are informed of the incident. The privacy of all children involved in any such incident will be preserved.

Discipline Guidelines

The YMCA's Out of School Program discipline guidelines include a behavior contract for all campers and their parents/guardians. Please review the contents of these guidelines and contract with your child.

The YMCA's Out of School Program's discipline guidelines involve a write-up system. If a participant engages in inappropriate behavior, destructive behavior, or other behavior that promotes an unsafe environment for others, he/she will be held accountable by receiving a strike. Both the child and the parent/guardian will be informed each time a child receives a demerit. Earned strikes accumulate and do not expire. If a child's behavior warrants a strike, he/she will accept the consequences as outlined below:

- **Verbal WARNING:** When a child's actions are determined to be "out of bounds" by an Out of School counselor, the counselor will inform the child that the behavior is unacceptable and review the YMCA disciplinary guidelines. The parent/guardian will receive notification of the behavior at the time of pick up.
- **Write-up ONE:** When a child is determined to be "out of bounds" by an Out of School counselor for a second time, the YMCA Site Director will inform the child of the unacceptable behavior and review the YMCA disciplinary guidelines. A written Discipline Form will document your child's inappropriate behavior. The YMCA Out of School Counselor and the YMCA Site Director will review the form with your child. The parent/guardian will receive a copy of the written Discipline Form.
- **Write-up TWO:** Should a third "strike" be issued, the child will be required to sit out of a special event that occurs within the Out of School program. The YMCA Site Director will complete a Discipline Form to document the offense. The parent/guardian will receive a copy of the written Discipline Form and will be notified which special event that the child will miss. A Parent/Guardian, Child and YMCA Site Director conference will also be set up.
- **Write-up THREE:** Should there be subsequent offenses after the parent-child conference; the child will be dismissed from the YMCA's Out of School Program for a period of time determined by the nature of the offense. **No refunds will be issued should this occur.**

***THE YOUTH DIRECTORS RESERVE THE RIGHT TO EXPEL OR SUSPEND A PARTICIPANT FROM THE PROGRAM IF NECESSARY, DEPENDING UPON THE NATURE OF THE OFFENSE. IMMEDIATE DISMISSAL MAY OCCUR WITHOUT GOING THROUGH THE ABOVE PROCEDURE. ***

Suspension

A child may be unenrolled from the YMCA's Summer Camp Program or the Healthy Kids Afterschool Alliance program without prior notice if it is in the best interest of the child or the YMCA's HKAA or Summer Camp

Program. Students may be suspended for a period of time without prior notice due to behavior or other reasons if determined suitable by the Executive or Assistant Director.

Reporting of Suspected Child Abuse

§ 26-14-3. Mandatory reporting.

(a) All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals or any other person called upon to render aid or medical assistance to any child, when such child is known or suspected to be a victim of child abuse or neglect, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

(b) When a report is made to a law enforcement official, such official subsequently shall inform the department of human resources of the report so that the department can carry out its responsibility to provide protective services to the respective child or children. Acts 1965, No. 563, p. 1049, § 1; Acts 1967, No. 725, p. 1560, Acts 1975, No. 1124, p. 2213, § 1.)

Personal Belongings

All HKAA participants and Summer Camp participants are responsible for their own belongings including money, books, clothing, toys, and other personal items. Any items that are found outside of the child's backpack will be placed in Lost and Found. The YMCA of Chilton County Healthy Kids Afterschool Alliance program and Summer Camp program are NOT responsible for lost, broken, or stolen items. Participants should not bring toys to HKAA or Summer Camp.

Electronics Policy

Use of personal electronics is NOT allowed while a participant is in the Summer Camp program.

Use of personal electronics is NOT allowed while a participant is in the HKAA program.

Field Trip Information

All campers should be at camp no later than 8:45 to ensure they are placed in a group

FIELD TRIP SHIRT MUST BE WORN ON ALL FIELD TRIPS OR YOUR CHILD WILL NOT BE ABLE TO ATTEND.

Site Phone Numbers and Directors

If you need to contact the site directly, please call the numbers listed below during program operational hours only. If you need to contact someone outside of program hours, please contact the Site Director at the email below or at 205-755-2382.

Site	Site Address	Site Phone Number	Director	Director Email
YMCA of Chilton County	405 Ollie Ave, Clanton, AL 35045	(205) 755-2382	Lori Patterson	lori@ymcaofchiltoncounty.com

Getting to Know You

We welcome the opportunity to get to know you, your child, and your family better. If you would like a meeting with the director, please contact the director or contact Lloyd Lykes (llykesymcaofcc@gmail.com) at 205-755-2382 for more information.