



# 2008-2009 Afterschool Parent Handbook

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**Our Mission:** The YMCA is a Christian-based organization that strives to “put Christian principals into practice through programs that build *healthy spirit, mind, and body for all.*” Our focus in the Afterschool Enrichment provide a loving and nurturing environment that will help children develop and demonstrate the five key character traits of the YMCA of Greater Charlotte:

Caring ♥ Honesty ♥ Respect ♥ Responsibility ♥ Faith

**Our Purpose:** We pride our program on providing an environment where children can learn and grow. Activities are developed to provide experiences that are safe, fun, creative, and stimulating. Participants are presented with opportunities to grow physically, mentally, and spiritually each and every day.

#### GOALS OF THE YMCA AFTERSCHOOL ENRICHMENT PROGRAM

1. To provide a nurturing and loving environment where each child finds comfort in being him/herself.
2. To provide activities and experiences that develop and support Christian values, build self-esteem, and are stimulating and fun.
3. To create an atmosphere that will serve to strengthen the families of our YMCA community.

**Staffing:** The Afterschool Enrichment Program is directed by a YMCA professional. We recruit our staff through local churches, high schools and area colleges. All staff are processed through a drug screening and background check and are required to attend extensive training prior to the beginning of the school year. We take pride in the high expectations we set for our staff each year and evaluate them on an ongoing basis. If you have any questions, comments, or concerns, please contact the Program Director, Brian Vest, at 704-716-4630.

**Non-Discrimination Clause:** *The YMCA of Greater Charlotte recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability, or cultural identity. The YMCA, while not adhering to any doctrine or dogma, is committed to Christian principles. This includes asserting that all individuals, without exception, are intrinsically valuable.*

The YMCA strives to:

- Welcome all individuals in its programs and facilities.
- Develop programs that respond to the needs of its membership, participants and community.
- Work to provide hiring and employment practices that are unbiased.
- Hiring and maintaining a diverse staff and corps of volunteers.
- Use resources to maintain a safe environment without discrimination or harassment against individuals.

*This Afterschool program is not licensed and regulated by the State Department of Child Development. The YMCA of Greater Charlotte Afterschool Programs adhere to YMCA quality standards.*

## Registration/Program Fees:

### Registration Fees:

2007-2008 Current Participant\*: \$30 per child  
Facility Member: \$45 per child  
Program Member: \$65 per child

### Elementary School Program Fees: (per month)

Facility Members: \$240 per child                      Program Members: \$305 per child

**Middle School Program Fees: (per month)**

- Facility Members: 2/days per week (must be the same 2 days each week) - \$100 per child
- 3/days per week (must be the same 2 days each week) - \$145 per child
- 5/days per week - \$240 per child
- Program Members: 2/days per week (must be the same 2 days each week) - \$140 per child
- 3/days per week (must be the same 3 days each week) - \$185 per child
- 5/days per week - \$305 per child

2/day and 3/day per week program applies to Middle School ONLY

**Payment of Fees:** All payments for the Afterschool Program are due on the 15<sup>th</sup> prior to the beginning of that month. A payment schedule is attached in this packet. All payments are preferred to be set up in a monthly checking account draft (voided check must be provided). If payment is not set up by checking account draft, parents are responsible for paying the monthly fee at the Member Services Desk by credit card, debit card, check, or cash by the 15<sup>th</sup> of the previous month. A \$20.00 late payment fee will be incurred for payments not made by the due date, with an additional \$10 for each additional day the payment is late.

**Payment Schedule for 2008-2009 Afterschool Program**

Draft Date/In Person Payment:	Paid for:
August 1st Prorated amount	August 2008
August 15th	September 2008
September 15th	October 2008
October 15th	November 2008
November 15th	December 2008
December 15th	January 2009
January 15th	February 2009
February 15th	March 2009
March 15th	April 2009
April 15th	May 2009
May 15th Prorated Amount	June 2009

Any questions regarding the payment schedule please contact Sarah Black, Program Experience Director, at [Sarah.Black@ymcacharlotte.org](mailto:Sarah.Black@ymcacharlotte.org) or 704-716-4604.

**Financial Assistance:** Financial assistance is available through our Pathways program. You must fill out all necessary paperwork to receive the approved discount before you register for Afterschool, otherwise, full fees will apply (approval can take up to 2 weeks). Please contact the Pathways Team @ (704) 716-4685, for more information.

**Declined Payments:** All monthly payments that are declined require a \$25 charge per child. Past due balances (more than two weeks) and multiple late or declined payments may result in the forfeiture of a child's spot in the program.

- Late Payment Charge. ....\$20.00 per child (\$10 will be incurred daily until paid)
- Declined Payment Charge.....\$25.00 per child (incurred daily until paid)

**Refund Policy:** Refunds will be issued (pro rated) only when two weeks prior notification of the cancellation date is given in writing. Refunds will not be given if a child is removed from the Afterschool program for failure to adhere to stated policies or guidelines or for consistent discipline issues. An “Afterschool Cancellation Form” can be obtained from the Member Services Desk and submitted at the Member Services Desk.

**Afterschool Times of Operation:** Afterschool operates Monday-Friday from school dismissal 2:00PM – 6:00PM (except where noted on the calendar located in this handbook). The Morrison Family YMCA services Flat Branch Elementary, Hawkridge Elementary, Endhaven Elementary, McAlpine Elementary, Elon Park Elementary, Lancaster Elementary, Marvin Elementary, Sandy Ridge Elementary, Rea View Elementary, Marvin Ridge Middle School, Jay M. Robinson Middle School, and Community House Middle School.

Children may not participate in the following programs or a combination of the following programs for more than four hours in a 24 hour period in a Charlotte YMCA or a combination of Charlotte YMCAs: Children’s Enrichment Programs, unlicensed Preschool, ChildWatch (drop-in care), and unlicensed Afterschool

**Full Day Programs:** Full day programs will be offered on teacher workdays and holidays as noted on the attached school calendar. Parents are responsible for transportation, lunch and snacks on these days. There is no additional charge (with the exception of Christmas, Spring break and Summer Fun-days prior to summer camp starting for 2009) if your child is registered in our program. All full day programs begin with staff supervision at 7:00AM. After setting up and preparing, staff will be ready to greet your child promptly at 7:00AM. Pick up is no later than 6:00PM. Prior to a full day program, a registration form will be given to all parents. Please fill out and return the registration form by the assigned due date so we may be able to properly staff for the full day program. **Late registration for full day programs will result in a \$25 fee.**

Participants will need to bring a lunch, two snacks, and a water bottle to each Full Day Program.

**Attendance:** If for any reason your child will not be attending the program, please send a note the previous day and/or call the **ABSENTEE HOTLINE at 704-716-4670** before 1:00pm on the day of the absence. If we do not receive this notice we will be looking for your child, first at the school office (for absent notice or sick/early pick up notice) then we will begin calling the child’s parents and emergency contacts until we know where the child is or run out of options. Calling the Hotline will save delays at the school and keep staff from interrupting you at work with a phone call.

**A \$5.00 fee will be charged for each failure to notify the Afterschool Program of absences.**

Attendance will be checked when the children arrive to the YMCA (for schools using CMS transportation) or before leaving the schools (for schools being transported by the YMCA) to be sure your child is present. If your child is not present, we will check with the school personnel to see if your child was in attendance at school that day. If the child was not at school, no further follow-up will be made. If your child was in school, but did not appear at the pick up point or bus, you will be called. Please call the absentee hotline at 704-716-4670 if your child will be absent from the Afterschool Program for any reason.

## **Releasing Participants: Designation of individuals authorized to pick**

On the registration form you will be asked to choose a code word for your child. This word will serve as a code which all persons designated to pick up your will need to know. It is the parent/guardian’s responsibility to give the code word to those individuals authorized to pick up your child from Afterschool. Participants will

not be released to anyone who does not know your code word. If you are sending someone to pick up your child who is not on the authorized list, please call or send a note and make sure that person knows the code word.

## Early Pick ups:

We understand that there will be times when you need to pick up your child early. When this occurs it is extremely important that you call or email the program staff or leave a voicemail with the details of the early pick up. If you have called ahead and given ample time, we will attempt to have your child ready when you arrive. In the event that you come to pick up early and we do not have prior knowledge of the early pick up, we will try to get your child ready for you in a timely fashion as you wait. If you wish to avoid waiting as long, you can call the staff and notify them that you will be picking up early.

Please understand that we use many areas of our facility and children may be participating in an activity away from the building. We have a hand-held radio system that allows us to communicate effectively. However, it may take a few minutes to retrieve the child from the program area. Your patience is appreciated. **For the convenience of others and the safety of the children, all early pick-ups need to park in the parking lot and not in the lane in front of the building.**

## Late Pick Ups:

In fairness to our staff and because of subsequent program demands, it is very important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00PM. **The fee will be assessed at a rate of \$1.00 per minute per child starting at 6:01PM.** The late fee is payable at the time you arrive to pick up your child. Cash, check, or credit cards can be accepted for payment. If a child is not picked up by 6:15PM we will begin calling parent's and/or emergency contacts. If the child is not picked up by 7:00PM local authorities will be called.

## Custody Issues:

In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during Afterschool. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. Please call the Program Director if you have specific custody issues that we need to be aware of.

## Intoxication:

Your child's safety is our priority. At times we are called to make judgment concerning their safety. If a YMCA staff member believes that a parent is intoxicated when they arrive to pick up their child, we will detain the child until an alternate plan can be arranged for the transportation of the child and his/her parent. We will first try to contact another family member or spouse. If one cannot be reached, then one of the emergency contacts listed on the child's registration form will be contacted. If those means are unsuccessful, a cab will be called at the parents' expense. If the parent is suspected of being under the influence of drugs and/or alcohol, and is unruly, uncooperative, or out of control physically, for the safety of the child and staff person, the staff may have no choice but to contact the police.

## Parent Responsibility:

**Communication-** The majority of our group communication with parents will be done via email. It is very important for us to keep parents informed of the day to day happenings of the program. If for some reason, you are not receiving periodic emails from our staff, please email us to ensure that we are communicating with the proper email address. We can send emails to multiple addresses as well. If you wish to add an address to our email list please let us know. Emails will typically come from [morrisonafterschool@ymcacharlotte.org](mailto:morrisonafterschool@ymcacharlotte.org). Please add this address to your address book to avoid blocking of these emails.

**Evaluations-** We need your comments, input and ideas on how to better to serve you and your family. Evaluations will be conducted several times during the school year. These will either be done electronically (via email) or by phone. Please take time to participate in these short surveys. This allows us to make the necessary changes in the program and to recognize staff that are providing outstanding service to you and your family through the Afterschool Program.

**Parent Panel-** We will be using a volunteer Parent Panel this year in order to better evaluate and improve our program. This group will meet on a monthly basis to make recommendations to the Program Director for the betterment of the program. If you are interested in serving on this volunteer committee, please contact the Program Director.

**Come Visit-** You are always welcome and encouraged to visit our Afterschool Program. We also encourage you to talk to our leaders or the Director about the program and any special successes your child is experiencing.

**Family Involvement-** One of our goals is to strengthen families whether single parent, two parents, or other legal guardian. During the school year, we will offer special family activities and other parent programs. These programs provide a chance for the children to showcase their enrichment track activities. It's a wonderful evening and provides great fun, great food, and great fellowship. All family members are invited to attend. We will also have ongoing family outings (MY FAMILY) that will be open to everyone. These will be organized and lead by parent volunteers. If you would like to lead a "MY FAMILY" activity or know of an event in our area, please let us know.

**What's Going On At Home-** Children's actions in our program often reflect problems or challenges they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.) If any such disruptive or traumatic experience should occur, please inform your child's counselor or the Program Director. This will enable us to better meet the needs of your child.

**Can Afterschool Staff Baby-sit For My Family?** – For the safety and protection of our staff and your families, staff may not babysit for families that they met in a YMCA program. Sorry!

## Parent Understanding:

1. I understand that YMCA staff and volunteers are not allowed to transport children in personal vehicles at any time outside the YMCA program.
2. I understand that I'm not to leave my child at the YMCA or program site unless a YMCA Staff or Volunteer is there to receive and supervise my child.
3. I understand that the YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

## Lost Articles:

**Label Everything!** This will minimize the opportunity for your child to lose an item at the Y. Lost and Found is kept in the Afterschool Program. Periodically, staff will have a lost and found “auction” to try to reunite children with their belongings. After 2 weeks, lost and found items are donated to a local shelter. We are not financially responsible for children’s losses, but will make every effort to locate the lost item. **Please clearly label all items.**

## Enrichment Tracks:

Enrichment Tracks will be selected monthly by each family. A registration form will be sent home or emailed prior to the start of each month with a list of the upcoming offerings. We ask that parents help their children select an Enrichment Track that they will enjoy and benefit from most. Some Enrichment Tracks will have limits set on them (i.e. age or number of participants) to ensure that they can be run effectively and that each child will have the best experience. Because options will change monthly please keep an open mind to the offerings and choose something that will offer the most positive experience to each child.

## Medication:

All prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. The Afterschool staff must dispense all medication including over the counter items (cold medicine, headache medicine, vitamins, creams, lotion, etc.). Parents must check all medications in with the Director and fill out a medication consent form. Please make sure the child’s name is on all items. Refrigeration for medication will be provided if necessary. Please do not pack medication in your child’s backpack or lunch. All medications are kept in a locked box.

It is our policy for the Program Director to keep all inhalers during afterschool. The office is always open; an inhaler can be obtained at a moment’s notice. However, if a parent requests in writing that the inhaler is kept with the child, we will honor the request provided the child can demonstrate responsibility for the use and possession of the inhaler. Any misuse or misplacement of the inhaler during afterschool will be cause for the inhaler to be kept by the Afterschool Director.

## Discipline:

Parents, please encourage your child to follow the instructions of counselors and other Afterschool staff. The YMCA has established two levels of behavior classifications, Type I and Type II, with consequences for each. It is not our intention to alarm parents, but rather make everyone aware of our policies.

**Type I-** Type I behavior includes, but is not limited to: serious infractions such as damage or theft of property, assault (biting, hitting, pinching, kicking, or throwing objects at another child or at staff), possessing weapons, tobacco or tobacco products, alcohol, narcotics or illegal drugs, gang-related activity, sexual misconduct, repeated Type II violations, and any conduct that may be detrimental to the best interests of the other members of the program. Type I behavior can result in immediate dismissal from Afterschool. Parents will be responsible for any transportation to return the child home. No refunds will be issued.

**Type II-** Type II behavior is less serious, but disruptive and therefore unacceptable. This includes, but is not limited to: profanity, verbal abuse, tardiness, and uncooperative behavior. Children who engage in Type II behavior will be told of their unacceptable behavior and asked to correct it. Further problems will result in a written reprimand with appropriate consequences, and viable alternatives for future behavior will be

discussed. Continuing problems may result in a meeting with the Afterschool Director, and the parent will be contacted to discuss behavior or special circumstances. Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Staff will not damage the child's self-image or embarrass the child.
- Staff will help children learn self-control, choose alternatives, identify feelings and develop an understanding and respect for the feelings of others.
- Every effort will be made by staff to enlist the cooperation of the child and parent to solve problems.
- A discipline form (Documentation of Behavior) is provided to parents as a tool to communicate problems that arise. Please remember that this tool is in place to foster communication between the family and the YMCA so that we can work together to better serve each child's needs.

*Consistent disciplinary problems may result in suspension or removal from the program!*

**Time-Out:** "time-out" is the removal of a child from the activity for a short period of time – 1 minute for every year of the child's age. Time-outs are used only in a situation in which the child is misbehaving and has not responded to a verbal warning. The time-out is located away from the group activity, but within the counselor's sight. During this time, the child has the opportunity to think about the actions which led to his/her removal from the group. After the time-out, the counselor will discuss the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same respect and affection shown to the other children.

**Format of Consequences (steps involved apply to a 60-day period):**

Step 1: Verbal communication by staff to child and time-out

Step 2: Written documentation of behavior by staff. A copy will be given to the parent/guardian at pick-up.

Step 3: Second written documentation by staff. A copy will be given to the parent/guardian at pick-up and the behavior will be discussed at this time.

Step 4: Third written documentation. This will result in a one (1) day suspension from the Afterschool program. Parents will be called at the time of the write-up and given notice of the suspension. A parent conference will be requested.

Step 5: Fourth written documentation. This will result in a three (3) day suspension from the Afterschool program. Parents will be called at the time of the write-up and given notice of the suspension. A parent conference will be requested.

Step 6: Fifth written documentation. This will result in a five (5) day suspension from the Afterschool program. Parents will be called at the time of the write-up and given notice of the suspension. A parent conference will be required.

Step 7: Sixth written documentation. This will result in the permanent removal of the child from the Afterschool program. Parents will be called at the time of the write-up and asked to pick up their child from the program at that time.

## **Injury:**

If your child is injured, the staff and Director will take the necessary steps to care for him/her. If necessary, we will call parents to let them know what has happened (i.e. hit in arm and ice pack applied, small scrape on knee and band aid applied).

If your child is more seriously injured, the Director will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to, the following:

- Attempt to contact parent or guardian.
- Attempt to contact parent or guardian through emergency contact listed on registration form.

If we cannot contact the parent, 911 will be called.

Please Note: In the event of a serious emergency, 911 will be called first.

## **Inclement Weather Policy:**

In the event of school closing due to bad weather, the Community Vice President will assess road conditions and the safety of our staff and participants, and decide if the Afterschool Program will run a full day. If school closes the evening before, the decision to have a full day will be made at 5:00 a.m. and a voicemail will be left for participants. Please call 704-619-6723 or 704-716-4670 to see if Afterschool will be open. If so, please leave your child's name so we will know how many children to expect for the day.

In the event of an early school dismissal due to bad weather, the Community Vice President will assess road conditions and the safety of our staff and participants, and decide if the Afterschool Program will be operating. The announcement will again be on the voicemails at 704-716-4670 and 704-619-6723. **When school is dismissed early the Morrison Family YMCA will not provide transportation to the program. Parents will need to pick up their child from school and bring them to the YMCA.**

## **Program Content:**

### **Daily Devotions and Prayer**

In the context of our program we will have a daily devotion. This devotion will generally take place toward the end of our Afterschool day and will be geared toward teaching the YMCA character development traits (Honesty, Caring, Respect, Responsibility, and Faith). This will be followed by a prayer or blessing for the day. Staff may encourage children to lead the daily devotion and prayer.

### **Homework Room**

Parents have the opportunity to register their child for the Homework room. The Homework room is a separate space (for our 1<sup>st</sup> – 8<sup>th</sup> grade students) designated as a quiet area where children can complete their homework. We have staff members who are there to assist children with any needs that may arise while doing their homework. The staff does not have the ability to tutor students, but will do their best to answer questions from your child if needed. It is the parent's responsibility to check over the homework to make sure it was done correctly. Children understand that this is a quiet area and appropriate behavior is expected. If the children cannot cooperate in the Homework room, their privilege to attend will be suspended. If you would like your child(ren) to be required to attend the homework room, please fill out the registration form at the end of this handbook.

### **Family Involvement**

Family and Parent involvement is very important to our program. We not only want to serve your child but you as a parent as well. In our hopes to support and build this community, we will have many opportunities throughout the year for you and your family to join in activities with the staff and other families of our program. These activities will include volunteer organized family outings, weekend potlucks or field days, and a weekend long Family Camp at Camp Harrison in the spring of 2009. Please take advantage of these great

opportunities to be a part of our community. If there are things that would be helpful to you or your family, please let us know of these needs so that we may better serve your family.

### **Enrichment Tracks (1<sup>st</sup> – 5<sup>th</sup> Grades)**

Enrichment Tracks are a unique opportunity for children to choose one of many specialty programs that operate in monthly sessions. Parents are informed of the choices through a monthly sign up form. All children participate in Enrichment Tracks (with the exception of Kindergarten and Middle School). These are a great opportunity for children to learn new skills and experience new activities, which include (but are not limited to):

- ❖ Drama
- ❖ Cheerleading
- ❖ Dance
- ❖ Music
- ❖ Cooking
- ❖ Arts and crafts
- ❖ Bible Study
- ❖ Indoor and Outdoor Sports
- ❖ Photo Journalism
- ❖ Service projects
- ❖ Running Club
- ❖ Indoor and Outdoor Group Games
- ❖ YMCA “Junkyard Wars”

This year we will also be offering added value Enrichment Tracks. There will be several opportunities throughout the year to sign up for (at an additional cost) a unique Enrichment Track that will be a little more instructional and may be lead by some programs from outside of the Y.

### **Service Projects**

We may do several service projects throughout the school year. These projects are a great opportunity for us to encourage your children to help others and to be more aware of needs in our community. You will be notified of all service projects in the monthly newsletter.

### **Snack**

An afternoon snack will be provided for your child each day (with the exception of full days). Snacks usually consist of chips, granola bars, cookies, cereal bars, fruit cups, etc. We are making great efforts to help support and teach a healthy lifestyle and eating habits. Lessons on nutrition and healthy eating habits may be taught periodically throughout the year.

## UNION COUNTY SCHOOLS CALENDAR

For Holidays / Teacher Workdays

Workday/Holiday:	Date:	Hours of Afterschool Operation:
Labor Day	9/1/08	NO AFTERSCHOOL PROGRAM
Teacher Workday	10/3/08	7:00AM-6:00PM
Teacher Workday	11/4/08	7:00AM-6:00PM
Veteran's Day	11/11/08	7:00AM-6:00PM
Thanksgiving Holiday	11/26/08	7:00AM-6:00PM
Thanksgiving Holiday	11/27/08 and 11/28/08	NO AFTERSCHOOL PROGRAM
* Christmas Break	12/22, 12/23, 12/24, 12/29, 12/30, and 12/31	Separate Registration and Fee
* Christmas Break	12/25, 12/26, and 1/1/09	NO AFTERSCHOOL PROGRAM
Martin Luther King Holiday	1/19/09	7:00AM-6:00PM
Teacher Workday	2/16/09	7:00AM-6:00PM
Teacher Workday	3/6/09	7:00AM-6:00PM
Spring Break	4/10 – 4/17/09	Separate Registration and Fee
Memorial Day	5/25/08	NO AFTERSCHOOL PROGRAM
Last Day of School and Care	6/9/09	Last day of Care

## Charlotte Mecklenburg County Schools Calendar

For Holidays / Teacher Workdays

Workday/Holiday:	Date:	Hours of Afterschool Operation:
Labor Day	9/1/08	NO AFTERSCHOOL PROGRAM
Teacher Workday	9/30/08	7:00AM-6:00PM
Teacher Workday	11/3/08 and 11/4/08	7:00AM-6:00PM
Veteran's Day	11/11/08	7:00AM-6:00PM
Thanksgiving Holiday	11/26/08	7:00AM-6:00PM
Thanksgiving Holiday	11/27/08 and 11/28/08	NO AFTERSCHOOL PROGRAM
* Christmas Break	12/22, 12/23, 12/24, 12/29, 12/30, 12/31, and 1/2/09	Separate Registration and Fee
* Christmas Break	12/25, 12/26, and 1/1/09	NO AFTERSCHOOL PROGRAM
Martin Luther King Holiday	1/19/09	7:00AM-6:00PM
Teacher Workday	1/23/09	7:00AM-6:00PM
Teacher Workday	2/16/09	7:00AM-6:00PM
Teacher Workday	3/27/09	7:00AM-6:00PM
Spring Break	4/6 – 4/10/09	Separate Registration and Fee
Memorial Day	5/25/08	NO AFTERSCHOOL PROGRAM
Last Day of School and Care	6/10/09	Last day of Care *

\*Summer Fun-days will be offered prior to Summer Camp starting, 6/10/09 (Union County Only), 6/11/09, and 6/12/09. This will be a separate registration and fee.

## Homework Room Registration:

I would like my child to participate in the Homework Room.

Child's Name: \_\_\_\_\_

\_\_\_\_\_ I would like my child to attend the Homework Room each day

\_\_\_\_\_ My child can make the decision to go to the Homework Room each day

\_\_\_\_\_ My child will not attend the Homework Room

Grade for 2008-2009 School Year: \_\_\_\_\_

School for 2008-2009 School Year: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

The Homework Room will operate Monday – Thursday (with the exception that it is not open on the day before a full day). Staffing consists of a Homework Room Coordinator and other counselor (as needed) whom are available to assist the children with their homework. The 1<sup>st</sup> – 8<sup>th</sup> Graders will have the opportunity to utilize the Homework Room (Kindergartners will not use the Homework Room as they need one on one parent attention while doing homework). We will provide up to 45 minutes per day of structured homework room time and supplies (pencils, paper, crayons, glue, etc.). If you feel that your child may not need to go to the homework room each day, please let the staff know as we take daily attendance in the homework room and require all registered children to attend. This contract is between you and your child. We hope to be able to reinforce and support your decisions about your child's time at the Y.

Please call 704-619-6723 with any further questions.

## Parent Acknowledgement:

I have been given a copy of the 2008-2009 Afterschool Parent Handbook and I have read and fully understand the content of the Handbook. Any questions related to the Afterschool Program have been answered to my satisfaction. I also understand that my child(ren) and I are responsible for following these policies and guidelines.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

PLEASE SIGN AND RETURN THIS FORM TO THE AFTERSCHOOL DIRECTOR.