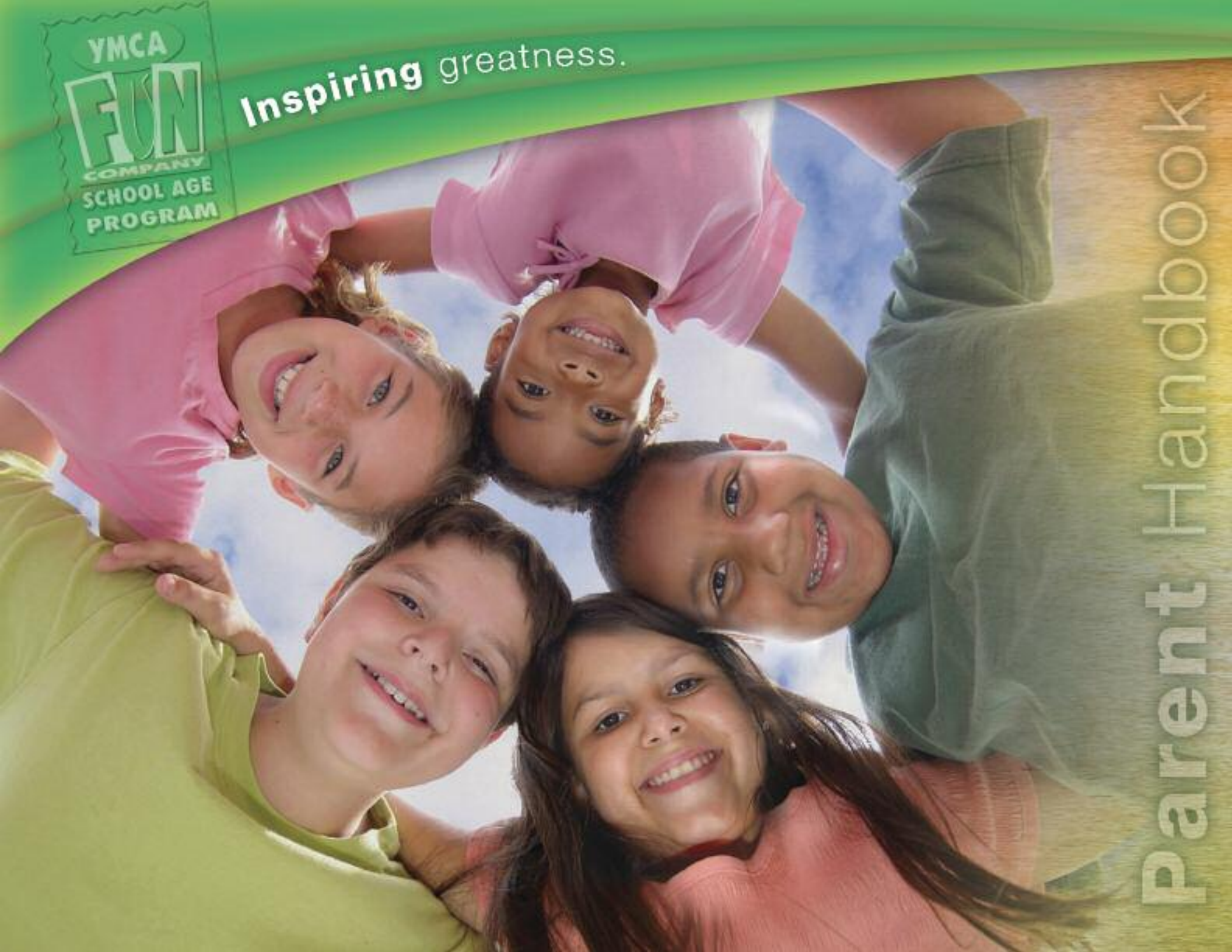




Inspiring greatness.



Parent Handbook



Welcome and Philosophy

Thank you for choosing YMCA Fun Company, the out-of-school-time program that focuses on positive youth development for young people ages 3-14. The YMCA is committed to offering powerful, often life-changing experiential programs to youth after school while directly supporting and collaborating with our local schools. The YMCA has a long standing relationship with local school systems and has been operating Fun Company for 28 years.

Creating Community

Our YMCA will provide opportunities for people to make meaningful connections with one another to enrich lives, renew the spirit and foster a sense of belonging. Fun Company programs are designed to accommodate family work schedules and wrap around the school day schedule. Fall, winter, spring and summer break programs are available along with full day in-service and snow care service. Collaboration with our families is an important element of our after-school program. Fun Company seeks to connect and support families through volunteer opportunities on the Fun Company advisory board or as a program evaluator, program orientation sessions, workshops, YMCA family memberships, education and learning opportunities.

Our programs are available to all students enrolled in the school. The program location is based on each

site/school/space/capacity. The age of the students who are enrolled complement the age of the youth attending each school. Youth may also participate in standalone activity components of Fun Company at some locations, such as ArtEMBRACE and Stepping Up classes.

Programs are available in Davidson, Marshall, Maury, Montgomery, Rutherford, Sumner and Williamson counties and in Scottsville, KY.

Annual Campaign

Fun Company is able to provide financial assistance to deserving families whose children could not otherwise attend the program. Such assistance is made possible by the YMCA of Middle Tennessee's annual giving campaign.

Focus on safety

As an organization, the YMCA has made a commitment to quality and safety at each of our locations. Each site is licensed by the state of Tennessee Department of Human services and we participate in the DHS Rating System, which awards zero to three stars to highlight providers who maintain a level of quality over and above the basic licensing standards and requirements.

If you have any questions after reading through your Parent Handbook, please direct them to the site director or program director.

Inspiring

School is out for the day. Becky walks in, throws her backpack down, checks in and gets a big hug ...

She chooses her snack and sits down at a table with friends (*a sense of belonging and membership*). After she cleans up (*learning to respect democratic values and responsible citizenship*), Becky picks up a soccer ball and asks her friends to play (*experience with gaining and mastering skills*). Some friends are running inside to check out some cool bugs under the microscope (*science*). Becky joins in the fun.

Nearby, other kids are making their own puppets and putting on a play (*a sense of self-worth and the ability to contribute*), "King Arthur and the Good Dragon." Becky thinks she can make a pretty good dragon puppet and asks to help (*self-directed initiative*).

Later, Becky flops into a bean bag chair to listen to some music (*cultural sensitivity*) and flip through a few magazines (*cultivating curiosity and problem-solving habits*) before sitting down in a quiet corner to start her homework (*assistance available*). Before you know it, an hour has passed by, homework's all done (*a sense of self-worth*) and it's 5:30. Time for dinner. And there's mom, right on time to pick her up.

Becky is one of 7,268 youth in Middle Tennessee who participate in YMCA Fun Company Out-of-School-Time's Before- and After-School program, a year-long youth development program where every kid feels safe, loved and celebrated.

greatness.



Program Overview

All youth need the intellectual development, motivation and skills that equip them for successful work and lifelong learning. These result from having quality learning environments, challenging expectations and consistent guidance and mentoring.

YMCA Fun Company out-of-school time programs are designed to foster opportunities for young people to build skills, exercise leadership and form relationships with caring adults and their communities. Using this approach, we create environments in which young people thrive.

Inspiring Youth

Our programs are designed with input from our youth which involves and empowers them. Youth are actively engaged in their own development. Program time is made available to assist students with their homework and through the YMCA's Strategic Plan "Hope for Life", A Read at Grade Level initiative is incorporated in all programs to ensure youth in our community have the skills they need to be life-, college- and workforce- ready. We focus on their strengths rather than weaknesses. We see our youth as assets who can contribute much to their communities and our after-school programs provide the setting and critical structure, resources and opportunities that will help your child grow and thrive. Our kids have opportunities to VOICE, CHOICE AND CONTRIBUTE.

Essential Program Elements

EXPLORE

Fun Company's "hands-on" Discovery Learning Centers change a cafeteria into a place of excitement and challenge. Laboratories are available in the following areas:

"The Workshop" – Blocks/Building/Transportation:

Imaginative and problem-solving skills are put to work as kids work with blocks and other materials. Working in the areas of balance, shape and size and construction helps kids develop their creativity and self-confidence.

"The Rehearsal Hall" – Dramatic Play/Home Living: Group decision-making abilities grow as kids "play house" in a family setting, giving them a chance to discuss family roles, responsibilities, chores and events.

"The Club House" – Games & Manipulatives: An area where kids can play with games and toys while sitting, alone or in groups. Kids benefit in the areas of small motor control, construction, creativity and problem solving.

"Outside the Lines Art Center" – Discovery Art: Kids express their creative sides through the world of art. Projects give them the opportunity to explore different media and develop their sense of color and self-expression as well as small motor control.

"Fact or Fiction Reading Library" – Quiet/Listening/Reading: All kids need time to be alone and work on quiet activities. This area also enhances their acquaintance with symbols, comprehension, listening, memory, reading and writing.

Snack: Nutritious snacks are available to keep our kids nourished and active in those long hours between lunch and dinner. Special dietary needs are always considered.

CREATE

Through small group experiences, building a sense of community and making youth feel that they are welcome; the Y integrates academic support through project-based learning. This is an instructional approach built upon authentic learning activities that engage student interest and motivation. Theme- and choice- based creative activities are designed to answer a question or solve a problem that generally reflects the types of learning and relevance of work people do in the everyday world. Offered three days per week and based on kids' interests, a caring adult will facilitate an activity that will allow each child to be an original and creative thinker. Projects are generally done by groups of students working together toward a common goal.

artEMBRACE

artEMBRACE is a unique and powerful after-school creative arts enrichment program. It is based at YMCA Fun Company and began in February 2007 at 11 sites. Beginning in 2008-2009, it will be offered at all Fun Company sites in Middle Tennessee. The program focuses on developing self-esteem and creativity in youth, using art as the main conduit.

Twice per week, artEMBRACE's teaching artists conduct one-hour art workshops during afternoon Fun Company hours. Workshop series range from two to six weeks in duration. Each Fun Company site receives one workshop series either during the fall or spring semesters.

Students are chosen via a "first-come, first serve" permission slip system, though preference is given to those who have not yet experienced artEMBRACE. A maximum of 15 students is allowed into each workshop. Each year, a new arts discipline will be introduced to each site. Disciplines include Theatre Performance, Hip-Hop Dance, Printmaking, Origami, Blues Harmonica, Introductory Guitar, Comedy Improvisation and much more.

PLAY

Through regularly scheduled physical activity time and Fun Company's Stepping UP initiative, kids learn the important habits and skills they need to develop and maintain healthy lifestyle habits while improving their:

- ▼ Physical activity
- ▼ Ability to cope with stress
- ▼ Eating habits (using water as the primary drink, encouraging consumption of five fruits and vegetables per day)
- ▼ Capacity to be a healthy role model
- ▼ Implement 5-2-1-0 in our youth programs... encouraging **5** fruits and vegetables a day, **2** hours or less of screen time, **1** hour of active play and **0** sugary drinks.

Fun Company kids participate in 45 minutes of moderate activity three days a week and 45 minutes of strenuous activity two days a week.

Stepping UP is an initiative that gives youth in our program the opportunity to learn about healthy lifestyle habits. Our goal is to increase the likelihood that future generations can experience lower levels of heart disease, obesity, diabetes, stroke and other diseases that originate from poor lifestyle habits.

CONTRIBUTE

Fun Company program time is made available to assist students with their homework. Tutoring and/or academic support services are available at some locations.

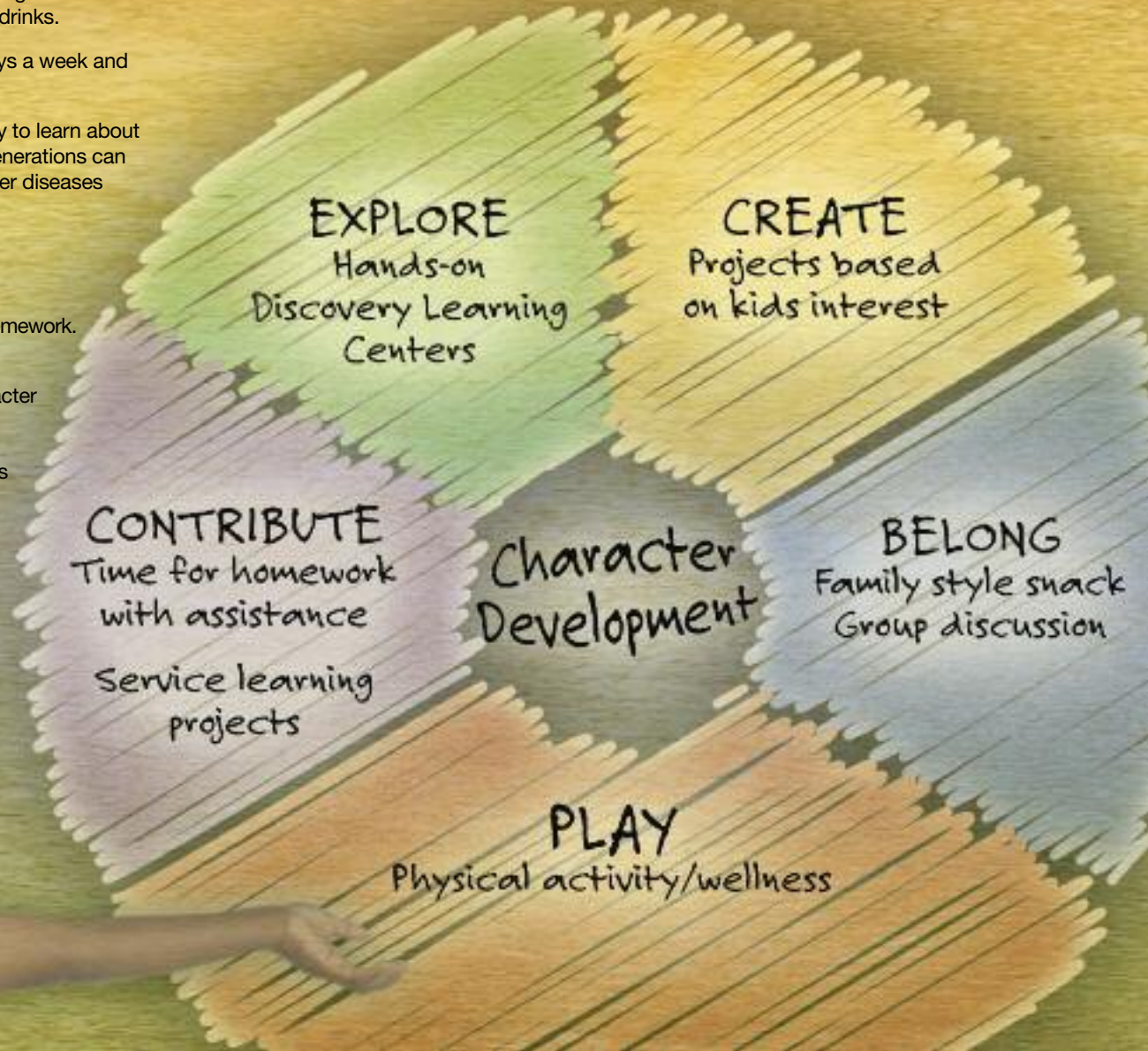
In addition, Fun Company seeks to help children develop the strong character traits and other skills needed to become leaders and role models in their community. The YMCA's four character values of caring, honesty, respect and responsibility form the basis of all Fun Company activities. Social skills activities and other character education sessions share the importance of living a life based on positive values.



BELONGING

Family-style snack time and discussion groups, small group time and character education sessions help youth to form close, human relationships and earn a sense of worth as a person. Through Peer Advisory Groups, monthly discussion topics and other strategies, children and staff take time to talk about society's needs and skills for caring for one another. Areas covered include relating to others, teamwork, accepting diversity, non-violence, problem solving and caring for and respecting one another.

Service learning projects provide additional opportunities for youth to find a valued place in a constructive group. The projects are developed and worked through together. Kids will have the opportunity to participate in three service learning projects during the year.



EXPLORE

Hands-on
Discovery Learning
Centers

CREATE

Projects based
on kids interest

BELONG

Family style snack
Group discussion

PLAY

Physical activity/wellness

CONTRIBUTE

Time for homework
with assistance
Service learning
projects

Character
Development

Admission/Enrollment

YMCA Fun Company provides safe, quality care at more than 150 sites throughout the Middle Tennessee area.

- ▼ Any youth attending the specific school location where a Fun Company program is located can enroll at that location. The ages we serve at each location will be based on the ages attending the specific school. Ages vary from 3 years to 14 years depending upon license age limit.
- ▼ Once you enroll in our program, a space is reserved for your child until we are otherwise notified in writing. Please refer to the section on “Fee Policies” for more payment requirement information.
- ▼ The YMCA of Middle Tennessee child care programs will not discriminate by race, color, sex, national origin, creed or special needs.
- ▼ Registration forms must be completed for the child to be enrolled.
- ▼ Information forms and a pre-placement visit must be completed before the child attends the Fun Company site. A new registration form must be completed for each new program (fall and summer).
- ▼ Immunization forms must be up to date and on file at the local school. Children attending our Pre-K program must complete a new official Tennessee Certificate of Immunization.
- ▼ Reservation forms are required to reserve a space in our Summer Adventure sites. Registration for this program is offered to children that are currently enrolled in Fun Company starting in late February/early March. **Parents are financially responsible for all pre-registered weeks regardless of attendance.**
- ▼ All fees are to be paid in advance of service. Checks should be made payable to the YMCA. Please write your child/children’s name on the check to ensure proper credit. All fees are due on the Friday prior to attendance. A late fee will be assessed at the close of the morning program on Monday if payment is not received. Please refer to the section on “Fee Policies” for more specifics.
- ▼ The trial period for enrollees is two weeks. We reserve the right to request withdrawal of a child during or after the trial period if one or more of the following conditions exists: (1) the child is not participating in or benefiting from the program; (2) the staff cannot provide adequate or safe care for the child; (3) the staff cannot provide adequate or safe care to other enrolled kids due to the care needs of this child.
- ▼ Parents should update all information, including additional medical information, change in address, telephone numbers or family situations at the time of change. Please check every six months to make sure all information is correct.
- ▼ Parents of kids participating in a special education, resource or inclusion program are required to meet with staff prior to child’s attendance to assist our staff in meeting their child’s individual needs. The child must meet licensing age of program
- ▼ A two-week written notice is required when leaving the program. Parents are responsible for fees during these two weeks.
- ▼ DHS requires that parents complete a pre-placement visit prior to enrolling their child in the Fun Company program.

- ▼ The YMCA discourages kids from bringing toys/items from home. The Y is not responsible for broken, lost or stolen items.
- ▼ The Department of Children’s Services requires licensed child care centers to have a written policy regarding intoxicated adults or adults who display behavior which may place the child(ren) in immediate risk when picking up. Kids shall not be released to anyone whom a reasonable person may conclude would place a child at imminent risk. A child may be released if it is reasonably believed a refusal to release could place staff or other children at imminent risk. Should such an incident arise, emergency personnel must and will be immediately contacted.

Fee Policies

- ▼ Once you enroll your child in the Fun Company program you are reserving a space for that child for the school year program. Payment for the services you register for will be expected regardless of attendance.
- ▼ To determine fees each school year, we review the school calendars for each of the 9 counties we serve to determine the anticipated total number of days we will provide care. (In doing so, we consider school year start dates, Fall Break, Winter Break, Spring Break and other abbreviated weeks.) We then set a fee schedule for the year based on the costs associated with operating the program – staffing, supplies, etc. Fees may be adjusted with changes to the school calendar of which we have advance notice, however, as stated, fees are calculated on a full-week basis and our policy states “Fun Company closings for holidays, snow days, or child absences from Fun Company that shorten the week are to be paid and will not be pro-rated or credited.”
- ▼ All fees are to be paid in advance of service. Checks should be made payable to the YMCA and include the child’s name.
- ▼ Fees are due at the site on the Friday prior to attendance. A \$5.00 late fee will be assessed each week for fees not received by the current Friday. Any family with past due fees of **one week** must pay in full including late fees or make payment arrangements with the program director before the child can return on Monday of the second week.
- ▼ **“Responsible” and Billing Parties.** As the enrolling parent, you are responsible for all fees related to your child’s participation. Upon request, the YMCA is able to send account statements to “billing” party other than parent/guardian. Please remember that you remain responsible for payment of all fees.
- ▼ Parents with more than one child enrolled in the program will receive a discount on second child and subsequent children who enroll during the same school year program.
- ▼ Returned checks and drafts will result in a \$35 charge. Outstanding balances resulting from uncollected returned checks must be cleared up before the child can enroll or attend any Y program.
- ▼ Returned checks and drafts will be collected by an agency licensed by the Collection Service Board. Check Care is the company who handles this for the YMCA. You can contact them at 615-869-0190 or 1-800-641-9998. Failure to clear a returned check could affect your check writing ability at other establishments. Once a check has been returned, your account will be drafted for

the amount of the check plus the returned check fee – this can occur up to two times. DO NOT give a replacement payment to the site director or make a payment online to cover a returned check, you must deal directly with the collection company. You **will be required** to submit payment in the form of a Cashiers Check or Money Order after two returned checks.

- ▼ Financial Assistance is available through private donations to those who qualify for a reduced rate. Contact your site director for an application. We require a completed application and verification of income (copies of 2 most current paycheck stubs and W-4). We cannot process your application without this verification. You are responsible for full fees until any assistance is granted; we will be unable to make any fees retro-active. Completed applications and documentation must be turned in directly to the Y administrative office – please do not submit paperwork at the site. Please submit copies as we will be unable to return original documents.
- ▼ Credit will be given up to two weeks (5 consecutive days) for illness or vacation. To receive this credit, you must submit your request in writing two weeks prior to the desired vacation time. This two week credit does NOT apply to Maury County due to the balanced calendar schedule.
- ▼ **We cannot accept cash at the site for payment.**
- ▼ Full credit will be given for days absent due to a death in the immediate family—father, mother, brother, sister or grandparent. A maximum absence of three days will be allowed.
- ▼ A **non-refundable** registration fee is required at the time of enrollment.
- ▼ There is an additional full day charge per day per child if school is closed one day of the week. Please check the Schedule of Fees for your county for the amount. If you pre-register for this service, you will be required to pay the additional fee.
- ▼ Late Pick-up fee is \$1.00 per minute and due by the next business day. **No exceptions.**
- ▼ Three-day rates are now available at sites offering before and after care. Space for three-day students is limited at each site and offered on a first come, first serve, basis. You must choose the three days the child will attend in advance; once selected, a child’s schedule cannot change without two week’s notice.
- ▼ YMCA Fun Company programs will be closed during the following days/holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Good Friday, Memorial Day and July 4th. The Y reserves the right to close/combine sites based on school accessibility and enrollment. There is no reduction in your weekly fee for legal holidays.
- ▼ The YMCA Fun Company program will close a total of four additional days— two during the transition from the Fun Company school year program to summer, and two during the transition from the summer program to Fun Company. This may vary per county. Please check with your county/school for further information.
- ▼ There is no reduction in your weekly fee for legal holidays. Credits are given only for the above mentioned situations. Fees are computed on a full-week basis. Fun Company closings for holidays, snow days or child absences from Fun Company that shorten the week are to be paid for and will not be credited.

- ▼ For the Summer Adventure Program, you are required to reserve the weeks you will be attending and **payment will be required for the weeks you reserved. Please pay close attention to the weeks you reserve as we cannot make exceptions. The registration fee is non-refundable.**
- ▼ **The YMCA reserves the right to close/combine sites based on school accessibility and enrollment.**

Electronic Fee Payment

- ▼ Participants leaving the program are required to notify the YMCA in writing two weeks prior. To stop your electronic draft of fees, a two-week written notice is required and you must complete the stop payment form.
- ▼ **You may set up your weekly payment on Electronic Bank Draft. Please fill out the bank draft card and return to your site Director.**
- ▼ Fees for winter break, spring break and other “school’s out” days will not be drafted. Payment must be made to the site director.

Credit/Debit Card Fee Payment

- ▼ By completing a debit/credit transaction form or going to a designed payment location, you may choose the option of paying your weekly fee by debit/credit card. All payments are paid in advance for the coming week. If for some reason we are unable to complete your transaction at our operations center, you will be charged a fee of \$25 for an Insufficient Transaction. To remain in our program, once notified you must pay your payment up to date by check or money order.

Parent Involvement/Communication

- ▼ To receive communication by email please include a legible email address on the Child Information Form.
- ▼ Parent Information Area: At each site there will be a designated area for dissemination of program information.
- ▼ Parent Advisory Committee: This volunteer committee is responsible for helping with the development of programming, program evaluation and promotion for the Fun Company program. This committee will also assist with all special events and fundraising activities.
- ▼ Parent Helper: Parents volunteer to assist caregivers with site duties, such as guest speakers and/or to provide a special snack or party for the program. Parents are welcome and encouraged to visit their child’s program at any time.
- ▼ Family Fun Events: Family Fun Events are scheduled a minimum of two times per year to offer families and staff an opportunity to play and learn together.
- ▼ Parent/Child Input: Twice per year kids and parents are asked to complete an evaluation of our program. With this frank input, we are able to incorporate program ideas and services to better meet our site families’ needs.
- ▼ Parent Conferences: The exchange of information about a child from the parent’s perspective and the staff’s perspective can be very helpful to both home, school and program staff. Parent conferences can be informal or formal. We cannot emphasize enough that it is important that you share changes

at home or at school that affect your child’s life. Staff can better provide for a child’s needs at these times if we are aware of the changes.

- ▼ Evaluation: To evaluate our program goals and objectives, we request the release of your child’s academic information including grades, student conduct, attendance records and standardized test scores for program evaluation purposes only. This applies to the students enrolled in the tutoring program.
- ▼ As a Fun Company family you qualify for a YMCA Fun Company special membership rate. These memberships are association-wide memberships at a reduced rate per month for families or couples. The joining fee is waived! The special membership rate applies as long as you are an active Fun Company family. If you would like to apply for Open Doors Financial Assistance to see if you qualify for a lower membership rate based on your income, please visit your local Y’s Welcome Center. To sign up, please obtain a membership letter from the Site Director at your Child’s Fun Company.

Discipline

Our goal is to guide kids in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- ▼ Staff action will not damage the child’s self-image or embarrass the child.
- ▼ Staff action will help kids learn self-control, choose alternatives, identify feelings and develop an understanding and respect of feelings for others.
- ▼ Staff will communicate regularly with families regarding behavior concerns.
- ▼ Every effort will be made by staff to enlist the cooperation of the child and parents to solve problems.
- ▼ To teach responsibility in the event that a child deliberately damages any property or equipment that the YMCA is using, the child/parent will be responsible for the cost of replacement.
- ▼ Staff are responsible for proper discipline of kids. We cannot allow parents to “discipline” or question kids that are not their own. This applies regardless of whether activities are off-site or on-site.

Suspension from our program from one to five days can occur if the following inappropriate behavior is used:

- ▼ Harming another child or staff person
- ▼ Stealing
- ▼ Damaging property
- ▼ Using foul language
- ▼ Being totally disruptive and uncontrollable in the group
- ▼ Inappropriate child to child contact
- ▼ Bullying
- ▼ Behavior Management: The safety of a child is the highest priority for setting behavior management procedures. When a child has a severe discipline problem (on any ONE occasion), the parent may be called by staff and asked to pick up the child within one hour of the call.

Dismissal from our program could occur when:

- ▼ Inappropriate behavior(s) cannot be solved after repeated attempts.
- ▼ Behavior of a child becomes detrimental to him/herself and others – including the program participants and staff.
- ▼ The YMCA will use “Observation Forms” to communicate with parents when they observe concerns regarding behavior changes or patterns being established. If a child receives three “Observation Reports” within a two-week period, he/she may receive a one-day suspension from Fun Company. If a child is dismissed from the program, he or she is not eligible for re-enrollment.
- ▼ The YMCA Fun Company adheres to the zero tolerance policy adopted by your local school system.
- ▼ **Due to confidentiality, if there is an incident involving multiple participants, the incident will be investigated and conducted according to YMCA policy. We will not discuss the specifics of the other kids involved. Parents are not allowed to question or talk to the other program participants or staff regarding involvement in an incident.**

Withdrawal From the Site/Program

At Parent’s Request

- ▼ Two-week notice of withdrawal is required in writing to the Site Director. Parents are responsible for fees during the two-week period.
- ▼ Two-week notice is required for a schedule change which affects the number of hours your child will attend.
- ▼ Your signature on the information form verifies your agreement and understanding of this policy.

At Site’s Request

- ▼ Notification period prior to withdrawal is not required if the withdrawal is requested by the site.
- ▼ YMCA of Middle Tennessee has the legal option to withdraw a child for any of the following reasons:
 - a) Non-payment of fees
 - b) Repeated failure of parents to pick up child on time
 - c) Failure to provide site with current emergency/medical information as stipulated by state licensing
 - d) Continuous disciplinary problems
 - e) Inappropriate conduct of parent or guardian
 - f) Repeated failure to sign the child in or out each day**
- ▼ If a child is dismissed from the program, he or she is not eligible for re-enrollment in any Fun Company / Summer Adventure program.

Program Procedures

The following procedures have been developed to ensure effective operation at each of our sites, with your child's safety as our main concern.

Arrival

- ▼ Sign your child in and out each day on the sheet provided. This is a DHS requirement
- ▼ Escort your child to the designated Fun Company area in the school/YMCA.
- ▼ Inform your child's staff of any special needs for the day.
- ▼ Kindergarten children will be taken from the Fun Company program to, and picked up from, their classrooms daily. All other children are responsible for walking to and from the program areas.

Departure

- ▼ Please sign your child in and out each day.
- ▼ When you sign out your child each day, please check for any update information or notices at the parent information area.
- ▼ **Only authorized persons** may sign a child out of the Fun Company program. **All authorized persons must be 18 years of age.** Please provide the site director with a list of authorized people, including their full names and phone numbers. This list will be kept on file at the site.
- ▼ Anyone unfamiliar to the staff will be asked for identification. For your own protection, there are no exceptions to this policy. **Anyone without a photo ID will not be permitted to leave with the child.**
- ▼ If there are special circumstances involving custody issues, you must provide the site director legal documentation of those arrangements. These documents will be kept in your child's file at the site.
- ▼ **We cannot accept verbal consent for someone to pick up your child. All authorization must be in writing signed by the child's legal guardian.**

Late Pick-Up

- ▼ If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.
- ▼ Staff are scheduled to work until 6 p.m. \$1 per minute will be charged per child for every minute after 6 p.m. that your child is not picked up. Payment of those charges is expected by the next business day.
- ▼ Chronic late pick-up will be grounds for dismissal.
- ▼ **Because we are licensed by the Department of Human Services,** if your child is not picked up by 7 p.m., local authorities will be called.

Absences

- ▼ It is imperative that we are notified if your child will not be attending the program on a normally scheduled date. Please notify us as soon as possible. See phone listing in your parent pack. When calling, please state your first and last name and your child's first and last name. Please notify the site of any communicable illness your child may have.

Vacation

- ▼ **Once you register your child in the Fun Company program, you are obligated to pay the weekly fee regardless of whether your child attends the week or not.**
- ▼ **Credit will be given up to two weeks for illness or vacation. To receive this credit, you must submit your request in writing two weeks prior to the desired vacation time. This two week credit does NOT apply to Maury County due to the balanced calendar schedule.**
- ▼ **Pre-registration is required for service during spring break and Winter Break. If you do not pre-register, payment is not expected. However, if you register your child for care during Winter Break or Spring Break, payment is required in advance. No credit will be given for days your child was registered and did not attend.**

TV/Video Policy

- ▼ Occasionally our program will show a movie during program hours. Movies will be developmentally appropriate for the viewers with a "G" rating. Parent permission to view the movie will be requested in advance. For those who do not wish to watch the movie, other activity choices will be available during this time

Cell Phone Policy

- ▼ A participant may possess a cellular telephone at the YMCA program location provided that during program hours and on the school bus (during summer field trips) the cell phone remains off, not on vibrate, and is concealed in backpack.

All Day Programs

The YMCA Fun Company provides full day care during the days that public schools are not in session due to staff in-service, parent conference days and holiday break schedules. Private schools' schedules vary slightly. Check with your site director for specifics for services associated with your schedule. School sites combine during all day programs based on need and sites that are available for this service.

- ▼ Check in your parent pack and with your site director for your site specifics.
- ▼ You must pre-register for scheduled closures, in-service days and full week break programs. If you pre-register for this service, you will be required to pay the additional fee for service. **No credit will be given if you register your child and they do not attend.**
- ▼ Kids need to arrive at the all day site no later than 9:00 a.m. Programming for the day begins at 9:00 and it is vital to their enjoyment of the program to be present for the complete day. We also adjust staffing based on attendance and late arrivals may not be accepted because of staffing and ratio adjustments.
- ▼ Kids will need a sack lunch and drink each day that do not require refrigeration or heating.
- ▼ We will provide a nutritious morning and afternoon snack each day.

- ▼ There is an additional fee for service for one day out during the week. Please check the Schedule of Fees for your county for the amount.

Snacks/Lunches

- ▼ A nutritious snack will be provided in the afternoon daily in our Fun Company before- and after-school program.
- ▼ Parents must provide sack lunches and drinks that do not require heating or refrigeration, if your child is participating in the all day program.
- ▼ A nutritious snack will be provided in the morning and afternoon during all day programs and Summer Adventure. Field Trips and Extended Learning Opportunities are provided weekly during our Summer Program. The following procedures govern trips provided:

- ▼ Parents will receive advance written notice of any trips to be taken by the site.
- ▼ Parents must give written permission for each trip.
- ▼ Parents are invited to accompany children and staff on field trips. Parents must supply their own transportation.
- ▼ No siblings may be in attendance unless otherwise stated.
- ▼ The YMCA complies fully with transportation rules and regulations as governed by the state of Tennessee.

Snow/Inclement Weather/ Emergency Procedure

We know snow days can be stressful for families, especially when child care is a challenge. That's why we strive to ensure a portion of our Fun Company sites are operational even when school's out. While we do not operate every Fun Company location on snow days, we will provide care for all Fun Company children at a limited number of sites. To do so, we combine multiple locations to provide care at a few select locations in each county based on:

- ▼ School Accessibility
- ▼ Program Enrollment

Weekly fees are due regardless of school snow closings. Please do not hesitate to call your site or the snow site before heading out on a questionable day. When schools alter their school day schedule due to snow by either closing early or closing for the day, the Fun Company operating hours will change. **We will open one hour later and close one hour earlier.** In extreme and/or quickly developing weather situations, an individual location may close early, parents will receive a 2 hour advance notice. All attempts will be made to have announcements aired on local news stations. You can also go to our website www.ymcafunco.org or www.ymcamidtn.org

When schools release early from school due to weather:

- ▼ Fun Company will be held at the school site from the time of early dismissal to the "snow day" closing schedule of one hour early. Fun Company's snow closing time is 5:00 p.m.
- ▼ There is no additional fee for this service.

When schools close due to weather prior to the start of the day:

- ▼ Fun Company will operate on the “All Day Out Schedule,” with sites combined and hours listed in your parent information pack for your specific service area.
- ▼ Fun Company hours are altered on snow days. We open one hour later and close one hour earlier.
- ▼ There is an additional daily fee due upon arrival to the snow care site. Please check the Schedule of Fees for you county for the amount.

If attending a snow “All Day Out” program:

- ▼ Arrive no later than 9:00 a.m.
- ▼ Bring a sack lunch and drink that do not require refrigeration or heating.
- ▼ Be prepared to fill out emergency information about your child.
- ▼ Come prepared to pay the \$15.00 additional fee.
- ▼ We will provide a morning and afternoon snack for your child.

Emergency Management Plan

A site specific emergency management plan has been completed and is kept on file at the site. If you wish to view this document, please see your site director.

Insurance

The YMCA of Middle Tennessee provides a Secondary Medical Insurance policy which is available after participant insurance has made payment.

- ▼ This requirement does not imply or admit guilt or liability of the YMCA.
- ▼ The YMCA is not involved in decisions made by the Insurance Company on paying or denying claims.
- ▼ In the event a claim is denied by the insurance company, the parent is responsible for payment of medical coverage.
- ▼ In the event a claim is partially covered, the parent is responsible for any remaining balance.
- ▼ It is the parents responsibility to submit the claim form and related documentation to the insurance company.

Please make sure you carry the completed insurance claim form when seeking medical attention. The fee for this policy is built into the registration fees. Sometimes the rates increase without notice, this cost may be passed onto the parent.

Injury

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

- ▼ Attempts to contact parent or guardian.
- ▼ Attempts to contact parent or guardian through emergency contact listed on enrollment form.
- ▼ If we cannot contact you, we will do one or both of the following:
 - ▼ Call an ambulance or paramedic.
 - ▼ Have the child taken to an emergency hospital.

- ▼ In a non-life threatening situation, we will not call an ambulance unless the parent requests it.

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

Illness

- ▼ Parents should notify the site when a child will be absent due to illness.
- ▼ The YMCA cannot provide care for sick kids. Please do not bring a child who is ill to the site.
- ▼ Each day upon arrival, each child will be observed for symptoms of illness. If a child has any sign of illness or fever of 101 degrees or higher, the child will be sent home with the parent or the parent will be called to pick up the child.
- ▼ If a child has no overt symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the child.
- ▼ The child is not allowed back to the program until 24 hours has passed and the child is no longer symptomatic.
- ▼ If your child becomes ill at the site, a parent will be contacted and asked to take him or her home. The child will be isolated, within sight and hearing distance of an adult, until parent arrives. If parent cannot be reached, the staff will contact the emergency contact person listed on the child’s enrollment form. Because we cannot provide sick child care, parent or emergency contacts must pick up their child within one hour after being called.
- ▼ Medication that needs to be administered should:
 - ▼ Be brought directly to staff in its original container as prescribed.
 - ▼ Contain written instructions as to quantity, time for it to be administered, name and phone number of doctor, and any other directions for use. Written clearance must also be given to the YMCA to administer the medications. Forms are available at the site.
- ▼ To ensure proper staff/child ratio, children may not stay inside during outdoor play time. If your child needs to stay inside for a few days for health reasons, please keep him or her home a little longer.
- ▼ During the summer and spring vacation breaks, each family must provide sunscreen for their child. All bottles must be labeled with the child’s name. Staff will supervise the application of sunscreen. If your child burns easily, send an extra shirt for him/her to wear while swimming.
- ▼ As of 1994 we are required by law to follow certain guidelines regarding the administration of first aid and the contact of blood during this procedure.
 - ▼ Staff are required to wear gloves when administering first aid.
 - ▼ If you or your child has an injury at the YMCA or in a YMCA program and blood is present and an employee has assisted, the YMCA is required to ask if you or your child will consider being tested for bloodborne pathogens,

diseases or viruses. You may decline this request. If you agree to be tested, it will be done so at the YMCA’s expense. Staff will be required to ask you this at the time of the accident and record your response.

- ▼ Staff must follow OSHA guidelines in the clean-up and disposal of blood contacted areas and materials.
 - ▼ Staff must complete an accident/incident report

Child Abuse Prevention

The health and well-being of your children is essential to YMCA Child Care. The YMCA has developed a policy on the prevention of child abuse that includes the following provisions:

- ▼ Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so.
- ▼ An annual meeting on child abuse prevention is scheduled for parents.
- ▼ Parents will be informed about their child’s program participation at YMCA Child Care centers.
- ▼ Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately.
- ▼ The YMCA will offer information on child abuse and assistance to parents and children through workshops and resource materials upon request.
- ▼ YMCA staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign-in and sign-out logs will be maintained on a daily basis and kept on file.
- ▼ YMCA staff and volunteers will not verbally or emotionally abuse or punish children.
- ▼ YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- ▼ Reference checks on all prospective YMCA employees will be conducted, documented and filed prior to employment.
- ▼ Staff training will include information about the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- ▼ It is the YMCA’s policy that staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, inviting children to their home, gift giving and special phone calls to an individual child.
- ▼ To report concerns, please contact Lisa Beck, Senior Vice President of Youth Development, or Cynthia Gale, Executive Director of School Age Services.
- ▼ The YMCA Fun Company Before and After School Programs are licensed through the Department of Human Services. When an incident occurs and/or is brought to our attention, the YMCA is legally bound to notify the Tennessee Department of Children’s Services (DCS).

YMCA SCHOOL AGE PROGRAMS

School Age Services - Davidson County Donelson Area Programs

Lonnell Matthews

lmatthews@ymcamidtn.org • 615-259-3418 ext. 72516

Andrew Jackson	A.Z. Kelley	Dodson
Dupont	Dupont Hadley	Dupont-Tyler
Hermitage	Hickman	J.E. Moss
John F. Kennedy Middle	Lakeview	McGavock
Mt. View	Pennington	Ruby Major
Thomas Edison	Thurgood	Marshall
Tulip Grove	Una Lakeview	

East Area Programs

David Millsap

dmillsap@ymcamidtn.org • 615-259-3418 ext. 72530

Alex Green	Amqui	Bailey Middle
Bellshire	Chadwell	Dan Mills
East Magnet	Gateway	Goodlettsville
Goodlettsville Middle	Inglewood	Joelton
Jones	King's Lane	Lockeland
Meigs Magnet	Neely's Bend	Old Center
Rosebank	Ross	Shwab
Stanford Montessori	Taylor Stratton	Tom Joy

North Hills Area Programs

Bordeaux	Buena Vista	Charlotte Park
Cumberland	Gower	H.G. Hill
Harpeth Valley	Head Magnet	Hull Jackson
I.T. Creswell	J.T. Moore Middle	Martin Luther King Magnet
Park Avenue	Westmeade	

Harding Area Programs

Tonya Bryson

tbryson@ymcamidtn.org • 615-259-3418 ext. 72530

Antioch Middle	Carter Lawrence	Cole
Crieve Hall	Croft Middle	Glenclyff
Glengarry	Granbery	Haywood
Maxwell	Napier	Norman Binkley
Oliver Middle	Paragon Mills	Shayne
Tusculum	Whitsitt	

Williamson County

Meah Perez

mperez@ymcamidtn.org • 615-373-9622

Bethesda	Edmondson	Fairview
Grassland	Hillsboro	Hunter's Bend
Lipscomb	Nolensville	Pearre Creek
Scales	St. Matthews	Sunset
Walnut Grove	Winstead	

Maury County Family YMCA

Bethany Reischman

breischman@ymcamidtn.org • 931-540-8320

Baker	Brown	Culleoka
E.A. Cox Middle	Highland Park	McDowell
Mt. Pleasant	Randolph Howell	Riverside
Santa Fe	Spring Hill	Spring Hill Middle
Withthorne Middle	Woodard	Wright

Marshall County

Bethany Reischman

breischman@ymcamidtn.org • 931-540-8320

Cornersville	Chapel Hill
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Rutherford County Family YMCA

Whitney Morris

wmorris@ymcamidtn.org • 615-225-3139/225-3140

Debbie Brown

dbrown@ymcamidtn.org • 615-225-3139

Barfield	Blackman	Brown's Chapel
Buchanan	Cedar Grove	Central Magnet
Christiana	David Youree	Eagleville
John Coleman	Kittrell	Lascassas
LaVergne Lake	LaVergne Primary	McFadden
Rock Springs	Rockvale	Roy Waldron
Smyrna Elementary	Smyrna Primary	Stewartsboro
Stewarts Creek	Thurman Francis	Walter Hill
Wilson		

Clarksville Family YMCA

Chrystal Gualtieri

cgualtieri@ymcamidtn.org • 931-647-2376

Barksdale	Barkers Mill	Cumberland Heights
Glenellen	Moore	Northeast
Ringgold	Rossvie	West Creek
Woodlawn		

Sumner County Family YMCA

Danielle Latham

dlatham@ymcamidtn.org • 615-826-9622

Beech	Benny Bills	Bethpage
Clyde Riggs	Gene Brown	Guild
Indian Lake	Lakeside	Madison Creek
Millersville	North Sumner	Station Camp
Whitten		

YMCA of Scottsville and Allen County

270-237-5704

Office Manager/HRC

Trina Curd

tcurd@ymcamidtn.org

Executive Director of Youth Development

Maeghan Wall

mwall@ymcamidtn.org • 615-259-3418 ext. 72518

School Age Specialist—artEMBRACE

Leslie Gregg

lgregg@ymcamidtn.org • 615-259-3418 ext. 72513

School Age Specialist—Stepping UP

Megan Smith

msmith@ymcamidtn.org • 615-259-3418 ext. 72520

School Age Specialist—Davidson County

Tonya Bryson

tbryson@ymcamidtn.org • 615-259-3418 ext. 72530

Executive Director of School Age Services

Cynthia Gale

cgale@ymcamidtn.org • 615-259-3418 ext. 72511

Senior Vice President of Youth Development,

Lisa Beck


lbeck@ymcamidtn.org • 615-259-3418 ext. 72510

The YMCA is a non-discriminating organization, and we welcome all participants regardless of race, sex, origin or handicapping condition.

FUN COMPANY FACTS

The YMCA serves 8,000 children in more than 146 schools throughout Davidson, Maury, Montgomery, Rutherford, Sumner and Williamson counties in Tennessee and Scottsville, Kentucky.

- ▼ Fifty schools have less than 30 children.
- ▼ More than \$2,498,945 was awarded in financial assistance last year through sliding-scale fees, emergency assistance and immediate placement into programs with fee waivers.
- ▼ The average cost per week is \$35.
- ▼ The staff to child ratio is 1:15 (State mandate - 1:20).
- ▼ School Services - YMCA staff volunteer three to five hours of service to their school each week (29,500 hours per year)
- ▼ artEMBRACE – 13,500 experiences with Theatre Performance, Hip-Hop Dance, Printmaking, Origami, Blues Harmonica, Introductory Guitar, and Comedy Improvisation.
- ▼ Stepping UP – 480 hours focusing on “skill-related fitness” such as balance, coordination, speed and agility.
- ▼ Character Development Program: Values of caring, honesty, respect and responsibility are incorporated into all Fun Company activities.
- ▼ Training in Life Skills: Social development, self-control and self-discipline/conflict resolution.
- ▼ Family Services: Parent boards, resource and referrals, family education opportunities and Family Fun Nights.
- ▼ Leadership Development: Peer tutoring, peer helpers, youth leadership and service opportunities.
- ▼ Choice Driven Program: Developmentally appropriate, staff initiated activities.



“Life expects something of you,
and it is up to every individual
to discover what it should be.”

—Victor Frankl



Our Mission: A worldwide charitable fellowship united by a common loyalty to Jesus Christ for the purpose of helping persons grow in spirit, mind and body.