

parent  
**packet**

Jorgensen

Family YMCA

**2022-2023**

welcome,

**PARENTS!**

Dear Parents,

Welcome back to a new school year at Jorgensen Family YMCA! We are so happy to welcome you to our Before and After Care Program! We are very excited about what is in store for your child this year, and look forward to working with you as well.

Attached in this packet, you will find information about our curriculum, expectations, an update on our sign in and out procedure and other need to knows.

Sincerely,

Jorgensen Childcare



# PARENT/GUARDIAN BEFORE AND AFTER CARE NEED TO KNOWS

Whether you have been with us for a while or joining us for the first time, here is some information to help you get started this year. **\*Please read carefully as changes have been made this school year with our start time being 6am**

## BEFORE & AFTER CARE HOURS:

Before Care: 6am-8:45am

After Care: 3:15pm-6pm

Delay Days: 6am-11am

School Closings: 6am-6pm

## MONTHLY RATE CHARGE:

All pre-scheduled School Days Off are included in the monthly fee. Families must still register. All delays are also

included in the monthly fee.

Winter Break and Spring Break are NOT included in Monthly

Fees and are a separate registration. School Cancellation Days are NOT included and have an upcharge fee

## AM CARE PARTICIPANTS:

If you will be joining us here in the mornings, you will sign-in at the parent table in the childcare wing entrance. Once your child is signed in, you may escort your child to his/her group or leave your child with a staff member in the classroom and they will make sure your child safely arrives to their group. For the safety of the children in our program, please do not send your child into the building alone or part with them at the front gate...they need to have an adult escort to sign them into the program and walk them to their groups to make sure they are safely with a counselor.

The childcare program opens at 6am and runs until we get them on the busses at the designated times. We do not serve breakfast in the mornings, however, your child is welcome to bring a breakfast/snack with them and eat it at a designated table in the classroom before joining their group.

## PM CARE PARTICIPANTS:

If you will be joining us in the afternoons, your child will be brought to us from school by either a SACS school bus or the YMCA mini bus if you attend St. Elizabeth. Your child will be greeted by a Jorgensen staff member (at the patio door) when they get off the bus and will be escorted to their group for a healthy snack. The afternoon groups will have several rotations throughout the building or near the patio, weather permitting.

When you come to pick-up your child in the afternoon, please check the gray location board (across from the membership desk) for your child's age group location. Monday through Thursday the sign-out sheets will be with their groups. Friday's are free choice and you can go directly to the classroom to sign out and a staff member will provide you with your child's location. In the afternoons, all children must be signed out of the program by a parent or authorized pick up, at least 18+ years old. For the safety of your child, staff will only release youth to authorized pick up persons, therefore, please have your picture I.D. available for the counselors to check until they know who you are and who you will be picking up. If you are sending someone other than yourself to pick up your child, please make sure they are on the authorized list, have a photo ID with them, and are aware of your child's current grade.

## TENTATIVE BUS SCHEDULE (PICK UP & DROP OFF)

School	BUS #	Pick Up	Drop Off
St. Elizabeth	Y Mini Bus	7:10am	3:05pm
Aboite	4	8:50am	3:35pm
Covington	55	8:40am	3:45pm
Deer Ridge	1	8:22am	4:10pm
Haverhill	35	8:42am	3:40pm
Lafayette Meadows	44	7:57am	4:37pm
Whispering Meadows	34	8:20am	4:20pm

### SWIMMING!!!!

Starting in September, all groups will get a chance to go swimming weekly during the afterschool program. Please help your child be prepared and bring a swim suit and towel on their day. We will be swimming between 5-5:45pm. The swimming schedule will be on Tuesdays and Thursdays, the groups will be set and communicated to you prior to the start of swimming.

### MANAGING STAFF:

Childcare Director: Becca Sullivan  
AM Site Director: Jenn Balkema  
PM Site Director: Spencer Amborn

Let us know if we can help you:  
Jorgensen Phone: 755.4826  
Jorgensen\_childcare@fwymca.org

### FALL, WINTER & SPRING BREAK:

Registration for Winter and Spring Break is available online. Registrations and cancellations (in writing) for Break Camps are due by the Wednesday prior to the week of Camp.

Monthly dues are prorated for these weeks.

**Member Rate:** \$24/day  
**Program Participant:** \$29/day

### PAYMENTS:

Auto drafts will pull on the 1<sup>st</sup> of each month with the exception of August being August 10th.

### CANCELLATIONS/CONTRACT CHANGES/ AUTHORIZED PICK UP CHANGES:

If at any time you need to add someone to your pick-up list, change or cancel contracts, please email our childcare team at [Jorgensen\\_Childcare@fwymca.org](mailto:Jorgensen_Childcare@fwymca.org).

Cancellations and contract changes must be turned in with a 2 week notice.

# What to KNOW BEHAVIOR

When positive behavior is displayed, the consequence is participation and enjoyment of activities. In case of negative behavior, the following process will take place:

**·Redirection:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating. At this time or any time moving forward you and your child may receive a Behavior Notice to inform you of the incident(s) that have occurred that day to help keep you informed.

**Removal from the Specific Activity:** When redirection has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate. Other duty oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.

**Write-ups:** When the child is not successful in correcting the behavior, or the behavior is of a serious nature, a behavior write-up will occur. This write-up will be discussed with the child and parent, and requires a parent signature. If a child receives three write-ups a parent conference is required.

**Removal from the Program:** If the above process has not resulted in corrected behavior, the child may be removed from the program. Serious Behavior Issues In addition to behavior management procedures outlined above, parents must be aware that: When a child has a serious 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. Biting another child, or injuring another child or staff member are examples of serious discipline problems. Should it be decided by Y staff that a child poses a serious problem, the child may be suspended from the program for a period of 1 or more days; or may be re-moved from the program entirely. No child will be allowed to continue in the program that becomes a safety hazard to him/herself or others.

# What to **KNOW**

## **HOMework**

**In the Afterschool program, Monday through Thursday, we will have designated homework time.**

**It is the expectation that during that time frame, if your child does not have homework, that they are working on an educational activity.**

**Kids are given activity choices where they make friends, learn, play and thrive.**

**Our program provides well-rounded experiences that nurture and enhance your child's development. For more information on our curriculum, please review the following page.**

# curriculum BREAKDOWN

	<b>CONTENT COVERED</b>
	STEAM
	21 <sup>st</sup> Century Skills
	Arts
	College and Career Readiness
	Leadership Development
	Health and Wellness
	Service-Learning
	Global Learning
	Character Development
	Conflict Resolution
	Homework Support
	Physical Activity