



# **PRIMETIME**

**Parent Manual  
School-Year  
(2018-2019)**

**601 26th Ave. SE  
Moultrie, GA 31768  
229-985-1154**

## Program Schedule

Days of Operation:	Hours of Operation:	Sites Available:
Monday through Friday August 6 – May 22, 2019 Days that school is in session	2:00 pm – 6:00 pm	Norman Park, Odom, Sunset, Okapilco, Cox, RB Wright, Funston, Hamilton, Doerun

## Statement of Purpose

1. To provide quality care for children regardless of socioeconomic status.
2. To support and strengthen the family unit, focusing on:
  - \*Improving communication among family members
  - \*Increasing their ability to work and play together
  - \*Helping families share their values with each other
  - \*Increasing their sense of community with other families
  - \*Helping families improve their economic stability
3. To help children develop to their fullest potential, focusing on:
  - \*Creating an atmosphere which provides love and understanding
  - \*Self-awareness, confidence, and feelings of self-worth
  - \*Interpersonal relationships
  - \*Gross motor skills
  - \*Health and nutrition
4. To deliver the program in a positive YMCA environment of safety, support, and care focusing on:
  - \*Having all children be safe and happy in the program
  - \*Broadening the community, national and world understanding of children and parents including experiences that foster exposure to ethnic and cultural diversity.
  - \*Conducting the program in accordance with YMCA principles

## Program Eligibility

The YMCA Primetime and School Day off programs operate during the school months for children age 4 through age 12. The program is designed with a weekly theme and numerous opportunities for children to participate in learning activities such as creative movement and drama, fun with language and books, expressive arts and crafts, small and large group games, and healthy eating. A nutritious afternoon snack is provided.

## Registration and Enrollment

Parents/guardians wishing to enroll a child in the program will be given a registration packet of forms and materials which must be completed in full prior to the child being accepted into the program. All court orders addressing parental rights, such as custody and visitation rights, in regard to a child enrolled in the program must be presented at the time of their effect. The parents/guardians of a child enrolled in the program must inform the program staff in writing of any changes in employment, phone numbers, or emergency contacts and numbers. These changes should be made to forms already on file in order to keep this information current.

## Parent/Guardian Access to Program Premises

Any parent/guardian who is the residential parent and legal custodian of a child enrolled in the program and any custodian or guardian of such a child is permitted to have unlimited access to the program premises during the program's hours of operation for the purpose of contacting their children, evaluating the care provided by the program, or evaluating the premises of the program.

A parent/guardian of a child enrolled in the program who is not the child's residential or custodial parent/guardian will also be permitted unlimited access to the program premises for the same purposes and in the same manner as the residential or custodial parent/guardian, unless the Director has been presented with an order from a court limiting access of the non-residential or non-custodial parent/guardian. In that event, the access of the non-residential or non-custodial parent/guardian to the program premises will be limited as provided in the court order, and will continue to be limited in that way until the Director is presented with a more recent order providing otherwise.

In the event that a court ordered legal custody situation develops whereby a parent/guardian is not allowed to pick up your child/children without your consent, we ask that you state, in writing, that you have legal custody and that (name and relationship) does not have legal right to pick up your child. This written and dated statement will need to be delivered along with a notarized copy of your legal custody papers (to be kept in your child's file).

## Behavior Management

1. It is the goal of the Moultrie YMCA to guide children so that they will become caring, responsible and cooperative participants in the program. The YMCA uses only positive behavior techniques to increase the children's self-respect by helping them become responsible for their own actions. It is important that children grow to respect the rights and feelings of others.
2. When there is a conflict over the rights of other people and/or property, our goal is to work with the individual child to solve the problem through effective communication. Other behavior management techniques such as redirecting behavior and removal from a particular activity may be used. Parent/guardian consultation will be used in situations where conflict continues.
3. If the child is posing a threat to himself or others, the parent/guardian may be called to pick-up the child. After the parent/guardian has been notified of behavior problems, it will be at the Director's discretion whether a plan of action will be agreed upon or if the child will need to be dismissed from the program at that time. Given the above circumstances, parents/guardians should understand that they may be asked to remove their child permanently from the program and, again at the Director's discretion, may be given a two week period to find other means of child care.
4. The YMCA will never use physical abuse to resolve conflict. Similarly, we cannot allow others, including children, to physically abuse other children or their teachers.

## Sign In/Sign Out Procedures

1. Parent/guardians or other authorized persons must sign the child out for the evening. The child becomes the responsibility of the Moultrie YMCA program once the child arrives, and no longer the Moultrie YMCA program's responsibility once the child is signed out.
2. A child shall only be released to parents and others on the enrollment form listed as "persons authorized" to take the child from the facility. YMCA child care staff will be asking for ID's until we recognize those people picking up the child.
3. Parents may not call and add anyone to the pickup list. This must be done in person and in writing by an authorized guardian.

## Illness and Accidents

1. If a child runs a temperature of 101°, the parent/guardian will be contacted by phone to pick up the child. Children cannot return to the program until he/she is fever-free and vomit-free for 24 hours without the use of fever reducers (Tylenol, Motrin, etc.). A child shall not be accepted at the center if the child has the equivalent of 101 or higher oral temperature and other contagious symptom, such as, but not limited to, a rash, or diarrhea, or a sore throat. We appreciate the cooperation of parents/guardians in keeping their children at home when children exhibit any flu-like symptoms, and in coming promptly when called by the program if your child is identified as exhibiting symptoms.
2. Any child with infectious illness (chicken pox, pink-eye, thrush, etc.) will need to have a doctor's note to return to the program. The center will notify parents that their child has been exposed to a communicable disease by hanging a sign on the door.
3. Any child with 2 or more incidents of diarrhea, or who is vomiting will have to be picked up from the program.
4. Immediate treatment shall be obtained for a child who sustains a minor injury (scratches, scrapes, and insect bites). All head and face injuries will be treated and then the parent/guardian will be contacted.
5. If your child is seriously injured at the facility, the staff will take whatever steps are necessary, but not limited to:
  - a) Attempt to contact parent/guardian
  - b) Attempt to contact you through persons listed on the emergency information form
6. If a major injury to a child occurs the staff will immediately call professional help. Parents/guardians, designated emergency contacts, or the child's doctor will be notified immediately. If necessary, children will be taken to Colquitt Regional Medical Center.

## Incident Reports

When an accident or injury occurs to a child, the program staff will complete an Incident Report. The Incident Report will be given to the parent/guardian. The parent/guardian will review, sign, and date the Incident Report and turn it into a program staff member.

Parents/guardians are encouraged to make known any questions or concerns they may have concerning the report of the incident.

### Lost Things

The Moultrie YMCA is not responsible for misplaced or stolen items. To help aid us in the problem, please leave all Game Boys, electronic devices and personal toys at home. Children will not be permitted to have money, cell phones, toys or games from home during program hours.

### Medication and Special Needs

1. If a child needs to take oral medication on a regular basis during the day, a medication form must be filled out completely that includes noticeable adverse reactions, must be filled out, by the parent/guardian. The Moultrie YMCA reserves the right to request a note from the physician stating why the prescription was prescribed. Medication will only be given if it is in the original container. Under no circumstances will a child be given prescription medication with another child's name on it. We reserve the right to refuse to give medication.
2. If medication is requested to be kept on hand "for emergencies only" (i.e. asthma, allergic reactions) special instructions must be given in writing from a parent/guardian and physician.
3. We will not give any fever reducers (Tylenol, Motrin, etc.) without a note from a physician.
4. Medically prescribed diets for a child enrolled in the program shall be provided as ordered by the physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.
5. Children with special needs will be admitted after appropriate professional(s) provide a written statement explaining the child's needs.

### Tuition Payments

1. The Moultrie YMCA Primetime fees are as follows:

<b>YMCA Member</b>	<b>\$45/wk</b>
<b>Potential Member</b>	<b>\$45/wk</b>

2. Payments are due by 6:00 pm Friday, for the upcoming week. If a payment is not in by Friday at 6:00 pm, you will be charged a \$10 late fee. NO EXCEPTIONS.
3. Each additional child from the same family will receive a \$5 discount.
4. Checks and money orders will be accepted for payments at the site. Debit/credit card and cash payments will only be accepted at the YMCA Front Desk.

### Teacher Rate

For Colquitt County Board of Education employees, the Teacher Rate will be \$25 a week for the first child and \$20 for any additional children. You must pick up by 4:00 pm.

## Fee Information

A tuition agreement is included in each registration packet and must be signed by the parent/guardian and returned with the other forms. Tuition fees are subject to change. All fees are non-refundable. **You must maintain a positive balance.** Payments may be made Monday through Friday during normal YMCA business hours. Receipts are available upon request. If you do not know how much to pay, you may ask the Director.

The Moultrie YMCA PRIMETIME program ends at 6:00pm. There is a charge of \$1 per minute, per child for any child picked up after 6:00 pm. Late charge fees are due when the child is picked up.

If you accumulate a negative balance, you will be notified and required to pay immediately. There is a \$10 late payment fee added to all negative balance accounts. Failure to make payments on time may result in termination of services.

## Meals

The program will provide an afternoon snack and/or supper. Menus will be posted.

## Transportation Safety

Children enrolled in our Challenger Primetime program will ride a YMCA bus to the YMCA. Parents/guardians will be required to complete a permission slip form. Permission slip form that will include mode of transportation, destination, date and times, departure and arrival.

Field trips are not provided.

## Complaints or Grievances

Parents/guardians may report grievances concerning program operations to the Director of the program, Kristen Brogdon – School Age Care Director or Anna Ellerbee, Assistant School Age Child Care Director. She will attempt to resolve the problem if possible. If such a resolution is not possible, the Director will discuss the events with the CEO and staff (if necessary) and attempt to resolve the problem. Change may, or may not, be the outcome.

Parents/guardians and staff are encouraged to discuss their concerns and deal with their differences in a mature manner and in private when possible.

Inappropriate exchange of anger between adults should not be displayed before the children.

## Parent Assistance

Communication is the key to a successful partnership. Therefore, if you have a question, problem, or complaint related to the program, please do not hesitate to speak to Kristen Brogdon or Anna Ellerbee. If you wish, the program will arrange a mutually convenient time at which you may meet with the staff and/or the Director to discuss your concerns.

Parents/guardians are encouraged to inform the program staff of any facts concerning the child that would have any bearing on the child's interaction with staff members and other children.

Parents/guardians are by no means limited to these meetings. Any time a parent/guardian wishes to arrange a conference with the staff or with the Director, he or she may do so by

telephoning the YMCA to arrange a mutually convenient time at which to meet.

### Homework Assistance

Homework assistance will be offered at your PRIMETIME site at no additional cost from 3:00 pm – 4:30 pm by a paraprofessional.

### Required Reporting

Child Abuse, Neglect or Deprivation. The Director or designated person in charge shall report or cause to be reported suspected incidents of child abuse, neglect or deprivation to the local County Department of Family and Children Services in accordance with state law.

### Protection of Children in the Event of Emergencies

Emergency plans have been developed and are posted for parent viewing.

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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