



**ATHENS-MCMINN FAMILY YMCA  
AFTER SCHOOL CARE 2025-2026  
PARENT HANDBOOK**



## WELCOME TO AFTER SCHOOL CARE

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

YMCA After School Care is 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. We offer after school care to kids, ages 5-13.

The YMCA After School Care program is offered during the school year months. While you are at work, we're taking care of your kiddos for that short window of time after school and before dinner. Participants will make new friends and create memories to last a lifetime.

## DEAR PARENTS AND CAREGIVERS

Thank you for choosing the YMCA After School Care program! This parent guide will help familiarize you with our program and help your family prepare for your child's after school year experience. Reading through this guide with your child is important and should answer any questions you may have.

A great program requires a partnership between staff and parents. We are thrilled to work with your kiddos and provide a safe, fun atmosphere while we do that! Consistent communication is always best, so please don't hesitate to reach out to us when you need to speak with a team member. Our staff is here to listen, help, and react appropriately per our YMCA policies and guidelines.

Sincerely,  
YMCA After School Care Staff

**Matthew Roberts, Sr. Director of Youth & Family Programs**  
matt@athensmcmminnymca.org  
423.745.4904

## PHILOSOPHY & PURPOSE

At the YMCA, we're for youth development, healthy living, and social responsibility. YMCA After School Care engages a child's physical, intellectual, and emotional development. Using small group experiences that are developmentally appropriate, campers will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate and challenging experiences.
- Learn and display the four core values of the YMCA: respect, responsibility, honesty, and caring
- Increase appreciation for their own family, friends, and surrounding community

## FOR YOUTH DEVELOPMENT

After School Care is geared to involve age-appropriate activities in both large and small group settings. Planned task orientated activities challenge their present ability and teach new skills.

- Older, more mature students accept positions of responsibility and leadership in planning activities and establishing rules
- Younger students are encouraged to accept responsibility and develop self-reliance

## FOR HEALTHY LIVING

With the right building blocks for healthy development, campers gain the skills they need to be active, thriving, and contributing members of society.

- Healthy food items are served in our meal program
- Physical activities develop good coordination and skills development through physical fitness
- Opportunities for outdoor and recreational activities are planned every day

## FOR SOCIAL RESPONSIBILITY

Students learn appropriate social behavior through group discussions, projects, positive adult-modeling, and gain a sense of belonging.

- Build self-esteem and demonstrate helpful attitudes
- Make new friends and build meaningful relationships with others
- Discover who they are
- Help and serve others

## REGISTRATION CHECKLIST

Once you enroll in our program, a space is reserved for your child. Athens-McMinn Family YMCA does not discriminate based on race, color, sex, national origin, creed or special needs.

- Registration is completed online at [athensmcminnymca.org](http://athensmcminnymca.org). Child Information Forms, a bank draft agreement, and sunscreen/medication forms must be completed before the child attends camp.
- A non-refundable \$30 registration fee should be paid online to hold your child's spot. You will be enrolled in an autodraft payment system for your chosen weeks of After School Care.
- You will be added to a REMIND APP (it is free) group via text to communicate with staff regularly. However, email is always available as well as calls made by phone to 423.745.4904.

## DON'T FORGET...

- Put your child's name on their belongings.
- Students will need to keep up with their own belongings each day.
- Make sure your child wears comfortable shoes. No open-toed shoes or flip flops.
- We do not allow toys and electronics (phones/tablets/laptops) from home.
- The YMCA is not responsible for broken, lost or stolen items. We will instruct campers to put items away in their bags or store them in an office.
- Pack an extra of change of clothes just in case.

## LUNCH (a late afternoon meal)

- We will provide a nutritious meal at 4PM each day.
- Please send extra water for your child to drink during the day and label the water bottle.
- Packed lunches or snacks must be stored in a lunchbox that can keep food cool. Please label the lunchbox.
- Please do not send food in a plastic/paper sack.
- Carbonated beverages (soft drinks) and peanuts in any form are not permitted.
- An example of a typical lunch menu is listed on the last page of the handbook.

## MEDICATION

Fill out the medication form if your child requires medications during camp.

- If your child must take medication during the program hours, you must provide written instructions with the

medication prescribed by the doctor in the original prescription bottle.

- Parents must fill out a "Permission to Administer Medication" form prior to the administration of medications.
- **We prefer not to administer medication at camp.**

## SUNSCREEN

- The YMCA will administer sunscreen as needed and if given documented approval to do so.
- Parents must fill out a "Permission to Administer Sunscreen" form to approve or deny use.

## SWIM/WATER DAYS

- The YMCA has an indoor pool with a shallow and deep end. We offer coast guard approved life jackets and always have American Red Cross certified lifeguards supervising the pool area and swimmers.
- **If we introduce swim days to our After school Care programming, we will notify you via the REMIND APP.**
- Students must pass a deep end swim test to swim in the deep end. Nonswimmers/inexperienced swimmers will be outfitted in a life jacket.
- Students do not have to swim, but this recreational activity is fun and highly encouraged!

## FEE POLICIES

### Registration Changes

#### Adding Weeks

Weeks may be added when space is available by registering online at [athensmcminnymca.org](http://athensmcminnymca.org). A waitlist will generate upon registration. YMCA staff monitors this list frequently and will move participants to the active list if space allows. An email will be sent to you when this occurs.

#### Canceling/Deleting Weeks

The \$30 registration fee is non-refundable. You are responsible for the weekly payment of the week you are canceling unless you email or provide a 10-day written notice of cancellation prior to the scheduled draft date to [matt@athensmcminnymca.org](mailto:matt@athensmcminnymca.org).

#### Weekly/Session Fees

Upon registration, you will be enrolled in an autodraft payment system for your chosen weeks of camp.

- Weekly drafts will occur the Friday before the week of service. A \$30 return payment fee will be assessed to the account if there are not enough funds in the account at the time of the draft.
- Base rates are: \$46/member/child and \$59/nonmember/child.
- Sibling discounts of 15% will be added to the second, third, and so on siblings or financial assistance is available upon request.

- A change in plans, alternative child care, or being sick does not eliminate the responsibility to pay for a week that you have registered without a 10-day written notice prior to the scheduled draft date for the change.
- Failure to keep fees current will result in a loss of care and ability to register for other YMCA programs.
- Parents/caregivers are financially responsible for every week that is registered even if the child does not attend.
- The YMCA will not prorate days missed from your fees.

## PROGRAM PROCEDURES

- After School Care opens at 3:15pm and closes at 6pm.
- You must sign your child/children out at pick up. You must sign in if you are dropping off as well.
- You must park in a parking spot for drop off/pick up.
- We ask on your emergency form that you provide a list of people other than the legal guardians who can drop off or pick up your child. **READ THE NEXT POINT:**
- Parents are responsible for adding adults to their **AUTHORIZED PICKUP LIST** on their online account.
- We will not release any child/children to a person that is not on the list unless we receive written notice from the parent or guardian prior to the child/children being picked up.
- The person picking the child up must be 18 years old with proper photo identification—we will not release to anyone under the age of 18 or someone without proper photo identification matching your child information form.
- Your child/children must be picked up by 6pm. There will be a \$1 per minute per child late charge after 6 pm. The late fee will be added to your account and you will need to pay it online at [athensmcmminnymca.org](http://athensmcmminnymca.org) by the end of the week. If you have a late fee balance at the end of the week, your child may not attend the following week.
- The Athens-McMinn Family YMCA has a written policy regarding intoxicated adults or adults who display behavior which may place the child/children in immediate risk when picking up. The YMCA will inform adults picking up children from our program who clearly appear intoxicated or display “erratic” behavior that we suggest that they allow us to call another adult from the authorized pickup list to pick them up. As mandated reporters, we are required to contact the police or child protective services and report the incident.
- The core part of our program begins by 4:00pm. Please make arrangements to drop your child off by that time so they don’t miss any activities.

- Please do not send your child to the program if they are sick. Should your child display sick behaviors at check-in, we will deny access.
- If your child becomes ill during After School Care, a parent or authorized pickup adult will be contacted and asked to take the child home. You will be contacted for common symptoms of illnesses like vomiting, diarrhea, fever, presence of lice and other symptoms associated with contagious conditions as well as a child who is clearly uncomfortable, lethargic, and unable to participate in daily activities. The child will be isolated, within sight of an adult, until the parent arrives. If the parent cannot be reached, the staff will contact the emergency contact person listed on the child’s info form. Because we cannot provide sick care, parent or emergency contacts must pick up their child within one hour after being called.

## LOST & FOUND

The Athens-McMinn Family YMCA is not responsible for lost or stolen items. Please talk with your camper about keeping track of their camp gear.

- We do not allow electronic devices.
- We do maintain a lost & found. However, due to space constraints, we can only hold items for one week. Items will be donated to a local charity on the 15th & 30th of every month.

## BEHAVIOR CONTRACT

A high quality program can only take place in an orderly, mutually respectful, caring environment. Child guidance is a process where children take increasing responsibility for their own actions. Therefore, we work very hard at creating a safe and fun environment. Along with our efforts, we need the children to help us by following some simple rules. Below is our behavior agreement. Please read this Behavior Contract with your child and ensure they understand our camp's behavior policies.

- I will listen to the staff and follow directions.
- I will respect other people's belongings by not touching/using their belongings without permission.
- I will respect all property and help clean personal messes and assist in leaving areas better than I found it.
- I will respect other people's personal space by keeping my hands and feet to myself.
- I will respect other people's feelings by having a positive attitude when talking to them.
- I will act in a caring way, and I will not hit, fight, bite, tease, harass or bully others.
- I will use my indoor voice when speaking inside.
- I will use appropriate language, which does not include swear words or negative remarks (i.e. shut up, stupid, dumb).
- Before leaving the room or program space, I will ask a staff member for permission. I will never leave an area without adult supervision.

## 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 the child may need to be picked within one hour of the call. Please read further for more details on how we handle disciplinary action and communication with parents/caregivers.

## DISCIPLINE

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive guidance 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 children 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 behavioral issues.
- 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.
- Our staff are responsible for addressing behavioral issues and re-direction of the children in our program. We do not allow you to "discipline" or question children that are not your own. This applies to our program or activities whether they are on- or off-site locations. Failure to adhere to this policy could result in parental suspension or expulsion from the program or not being allowed on YMCA property.
- The YMCA will communicate with parents when they observe concerns regarding behavior changes or patterns being established. This may be in person or by phone call.
- The YMCA also requests that parents/caregivers communicate with staff to report an incident to our team if your camper shares information with you that our team may not have received during camp.

## PROGRAM SUSPENSION AND/OR REMOVAL

Not abiding by the rules listed in the Behavior Contract (see page 3) may result in suspension from one to three days or termination from the program.

- All incidents will be handled on a three (3) incident system, except for hitting, fighting, and inappropriately touching another camper.
- Hitting, fighting and inappropriately touching another camper will be handled on a case-by-case basis at the Sr. Director's or CEO's discretion. This could result in a suspension or termination from the program depending on severity.
- All other incidents will be handled as follows:
  - 1st incident: Verbal Warning
  - 2nd incident: Written Warning & Parent Contact
  - 3rd incident: 1 to 3 day suspension & Parent Meeting
  - More than 3 incidents will be subject to camper dismissal from the program.

YMCA leadership staff reserve the right to dismiss/dis-enroll a child from the day camp program if the child's behavior is disruptive to the program and/or compromises the safety of themselves, other children and/or staff. Children suspended/terminated from the program will not qualify for a refund.

**The YMCA After School Care program adheres to a zero-tolerance policy concerning child sex abuse, weapons, and controlled substances. Failure to adhere to this policy will result in dismissal from our program.**

If a child is dismissed from the After School Care program, he/she may not be eligible for re-enrollment in any YMCA child care program.

Additional reasons for dismissal other than behavioral issues are:

- Non-payment of fees.
- Not following the YMCA After School Care policies or guidelines.
- Repeated failure of parents to pick up child on time.
- Failure to provide site with current or updated emergency/ medical or contact information.
- Inappropriate conduct of parent or guardian.
- Repeated failure to sign the child in or out each day.

# CHILD ABUSE PREVENTION

At the YMCA, we believe that every child deserves a safe environment to grow. As mandated reporters, we take child abuse seriously and are required to report any incident that may intentionally, recklessly and/or knowingly cause harm to a child. Our counselors are trained in child abuse recognition and reporting. We also have a Code of Conduct that all employees are expected to abide by. These policies prohibit our employees from providing child care, transporting, attending parties, etc. outside of our YMCA programs.

## PHYSICAL INTERACTIONS

### APPROPRIATE:

- Side hugs
- Handshakes/elbows
- High fives/fist bumps
- Pat on shoulder/back

### INAPPROPRIATE:

- Full front hug
- Kisses
- Lap sitting
- Any form of unwanted affection

## VERBAL INTERACTIONS

### APPROPRIATE:

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise

### INAPPROPRIATE:

- Name calling
- Secrets
- Cursing
- Derogatory remarks or sexual language

## BODY SAFETY RULES

1. Use actual names of body parts.
2. Review appropriate & inappropriate touch.
3. "No" means No.
4. No secrets.
5. Build a "Body Safety Network" of 3-5 trusted adults that your child can talk to.

## BABYSITTING

- We do not allow staff to babysit children in our program outside of the program.

## SOCIAL MEDIA

Please know that our camp prohibits camper-staff interactions on social media. If your child seeks to "friend" or "follow" YMCA counselors, please explain to your students that counselors "need their space" during time away from After School Care. We do encourage you to like/follow us on our YMCA Facebook and Instagram pages.

## RESTROOM & LOCKER ROOM POLICIES

Due to our child abuse prevention policies we:

- Do not allow children, including siblings, to enter a restroom or locker room area together without supervision
- Require two staff members to be with children at all times while utilizing the locker rooms/restrooms

Upon reading the 2025-2026 After School Care Parent Handbook should you have any questions, please direct them to [Sr. Director of Youth & Family Programs, Matthew Roberts](#).  
[matt@athensmcminnymca.org](mailto:matt@athensmcminnymca.org) | 423.745.4904



## SAMPLE BREAKFAST MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WG Muffin-Blueberry (2 oz.) Orange Slices (4 oz.) 1% Milk (8 oz.)	WG Poptart-Strawberry (1.76oz.) Apple Slices (4 oz.) 1 % Milk (8 oz.)	WG Trix-RS (1oz.) Orange Slices (4 oz.) 1 % Milk (8 oz.)	WG Poptart-Fudge (1.76oz.) Apple Slices (4 oz.) 1 % Milk (8 oz.)	WG Muffin-Chocolate (2 oz.) Orange Slices (4 oz.) 1% Milk (8 oz.)

Breakfast is offered during School's Out Camp days.

## SAMPLE LUNCH MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WG Meat & Cheese Lunch Kit (4.58 oz.) Vegetable Juice - Dragon Punch (4.23 oz.) Applesauce (4 oz.) 1% Milk (8 oz.)	WG Wowbutter Sandwich (2.4 oz.)* String Cheese (1 oz.) Vegetable Juice - Cherry Star (4.23 oz.) Mixed Fruit Cup (4 oz.) WG Baked Cheetos (1 oz.) 1% Milk (8 oz.)	WG Chicken Club Wedge Sandwich (4.5oz) Vegetable Juice - Sunset Sip (4.23 oz.) Strawberry Applesauce (4 oz.) WG Doritos (1 oz.) 1% Milk (8 oz.)	WG Turkey & Cheese Sub (4.5 oz) Vegetable Juice - Dragon Punch (4.23 oz.) Mixed Fruit Cup (4 oz.) WG Sunchips (1 oz.) 1% Milk (8 oz.)	WG Pepperoni Pizza Kit (5.43 oz.) Vegetable Juice - Cherry Star (4.23 oz.) Applesauce (4 oz.) 1% Milk (8 oz.)

Lunch/late meal is offered at 4PM during After School Care and at typical lunchtimes during School's Out Camp days.

WG: Whole Grain  
RS: Reduced Sugar