



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**ENCLOSED
BID FOR
2013-2014
AFTER SCHOOL CARE
PROGRAM FROM
YMCA of SOUTHEAST TEXAS**

**OTHER ENCLOSURES:
PROPOSAL
AFTER SCHOOL CARE PARENT HANDBOOK
REGISTRATION FORM
PARENTS ACKNOWLEDGMENT
PROOF OF LICENSES
PROOF OF INSURANCE**

TO: West Orange Cove Consolidated School District
RE: PROPOSAL FOR AFTER SCHOOL CARE PROGRAM

The YMCA of Southeast Texas is looking forward to being able to provide after school care for the children in the West Orange Cove Consolidated School District. The program is currently being offered in several other school districts around Southeast Texas. Each school is staffed with an after school care counselor who is 18 years of age or older and trained in CPR and first aid. They also attend Child care, and YMCA training classes. All of the YMCA's afterschool care sites are licensed through the Texas Department of Family and Protective Services and will comply with all minimum standards and guidelines for day care centers caring for school age children. Most schools will be staffed with more than one counselor, depending on the number of children registered at each site.

The children will participate in a balanced program of open play and structured activities while being supervised by our YMCA counselor. The program also provides homework assistance and a healthy snack and 100% juice/water for the students. Parents are provided with a parent policy agreement and each parent must fill out all registration forms before their child is able to attend our program.

In the past we have been provided with the use of the cafeteria and / or gym at each school, usually starting in the cafeteria for our snack time and quiet time and then moving to the gym or outdoors if the weather permits. We do realize that the school may have a program or activity going on where we may be asked to move to a different location within the school for that day. Please be assured that all after school care staff is reminded that we are to clean up any area we have had access to before moving on to another area. The students and YMCA staff are urged not to disturb anything that belongs to the school or the teachers without prior permission to do so.

We would like to offer the program from the time school lets out until 5:30 p.m. Monday through Friday. We also provide care for early dismissal days until 4pm. On the days when school is dismissed early our counselors will be there at the earlier time and there is no extra charge for the parents. We will also offer holiday camp at the Port Arthur YMCA on school holidays. Parents will be given a five minute grace period, after 5:35 PM the child will be taken back to the Port Arthur YMCA location at 6760 Ninth Ave. in Port Arthur.

Attached is additional information that we hope is helpful to you in making your decision.

We give our thanks in advance for your time and consideration in allowing the YMCA of Southeast Texas the opportunity to operate our after school care program for the students of the Nederland Independent School District.

Sincerely,

Leah Sam
Child Care Director
PORT ARTHUR YMCA

Peter Hicks
C.E.O.
YMCA OF SOUTHEAST TEXAS

**PORT ARTHUR YMCA
AFTER SCHOOL CARE**

PAYMENTS:

REGISTRATION FEE \$30.00 PER CHILD [NON-REFUNDABLE]

FAMILY REGISTRATION FEE \$50.00 PER HOUSEHOLD [NON-REFUNDABLE]

MEMBER RATES

WEEKLY- \$30.00 first child
\$25.00 each additional

NON MEMBER RATES

WEEKLY- \$ 40.00 first child
\$ 35.00 each additional

Payment is due between the 1st and the 5th of each month and is consider late after the 10th of each month. Parents have the option of bank draft weekly or monthly and making weekly cash payments at the YMCA on 9th Ave. Please keep your payments current and if there is a problem contact the Port Arthur YMCA on Ninth Ave. at 962-6644.

****weekly cash or check payments must be made the Thursday prior to the upcoming week at the YMCA****

SAMPLE PLANNING SHEET :

2:45- 3:00 Check In
3:00 - 3:30 SNACK TIME
3:30 - 4:30 QUIET TIME, HOMEWORK ASSISTANCE
4:30 - 5:15 BOARD GAMES, ARTS AND CRAFTS, OR OUTSIDE PLAY
5:15 - 5:30 PUT GAMES AWAY, CLEAN AREA, GATHER BELONGINGS

SITE BINDERS:

Contain all information on the children registered in the program along with attendance sheets, snack, planning sheets, rules, emergency information and guidelines along with all licenses and inspections required by the Texas Department of Family and Protective Services. Each site is also furnished with a first aid kit, flashlight and smoke detector.

The YMCA After School Care Program is operated under the guidelines of our mission statement. Our goal is to put Christian principles into practice through programs that build a healthy body, mind and spirit for all. As concerned leaders of our community, it is our responsibility to enhance character development in all children. It is our desire to give all children a loving and safe environment where they are free to develop physically, emotionally, and spiritually.

The After School Program is licensed through Texas Department of Protective and Regulatory Services and will adhere to the guidelines set forth in the minimum standards for day care centers.

ENROLLMENT: Parent must fill out a registration form for each child attending our program. If any information on the form changes during the school year the parent is urged to notify the YMCA as soon as possible so all information on file is always current. Immunization records must be on file at the school. Documentation must be provided for any serious illness, allergies, and medication being given.

FEES: Full payment is due on Monday of each week. A late fee of \$10.00 will be added to your account if the payment has not been received. If you become 2 weeks behind on your account your child will not be allowed to attend our program until your account is paid in full. We will be glad to make special arrangements with those parents that may only be able to pay every 2 weeks or once a month depending upon their payroll schedule. Notify the Port Arthur YMCA office at 409-962-6644 and we will be glad to work with you any way we can. You will be charged a late pick up fee if your child is not picked up from after school care on time. You will be given a five minute grace period and then your child will be taken with his or her counselor to the Port Arthur YMCA at 6760 9th Ave. You will be charged \$5.00 for every 10 minutes once your child leaves the school.

ARRIVAL / DEPARTURE TIME: Counselors will arrive at 2:15 and leave at 5:30. Due to the safety of the children arriving at after school care, the counselor cannot commit to escorting any children from their classroom to their destination. It is imperative for our counselors to be there to greet each child as they arrive at our program. As soon as the last school bell rings your child needs to go directly to after school care. Most of our sites meet all the children at the cafeteria and that is where they will be checked in on our attendance sheet. Once they are checked in they cannot leave to go help a teacher, go back to their classroom for forgotten items, go to practice or what ever the case may be, without written permission from the parent. Most schools discourage children to be wandering in the halls after hours. Parents must notify the Port Arthur YMCA if someone not listed on the authorized list is picking up the child that day.

ILLNESS / INJURY: If a child becomes ill at after school care the counselor will notify the parent and the child will be kept isolated from the other children. The parent must make arrangements for the child to be picked up from after school care as soon as possible. The child will be given first aid if needed. In serious illness or injury 911 will be called. The committee on control of infectious disease of the American academy of pediatrics list the following symptoms as being signs of an ill child: fever, vomiting, diarrhea, common cold, sore throat, croup, any unexplained rash, any skin infection, pink eye or eye infections, and any symptom of the usual childhood disease.

CHILD ABUSE: Suspected cases of child abuse or neglect must be reported to the Texas Department of Human Services. This would include malnutrition, uncleanness, and inappropriate dress for weather conditions and or lack of medical care. Child care personnel and parents are required to report these incidents.

GENERAL RULES: Please go over the rules with your child and make sure they understand them.

1. Keep hands and feet and other objects to yourself.
2. Never leave your group without permission from your counselor.

3. Respect both counselors and peers and obey rules set by counselors.
4. Be caring and considerate to others.
5. Be responsible for all YMCA supplies and property.
6. Do not take any items that do not belong to you. If something is accidentally taken it needs to be returned the next day.
7. No Electronics of any kind are permitted in ASC.
8. No personal toys or belongings except for school materials

REWARDS FOR GOOD BEHAVIOR: Being made the good example of the group. Positive remarks told to parents or notes sent home with parents.

CONSEQUENCES FOR BREAKING RULES: Warning, A clear message that the behavior or incident cannot happen again. Renewal time - TIME OUT - Child will be set away from the other group of children for an age appropriate timeout. Counselor will discuss behavior with child. Child Care Director Leah Sam and Tara Brocato or Child Care Coordinator Rustina Sams may be called in to talk to child. If the problem persists and time out is not effective, your child can be suspended from aftercare.

Child Care Director/Coordinator will contact parent to notify them of suspension.

Dismissal from after school care program will occur if behavior does not improve. Please be aware if any serious behavior such as leaving the site, hitting a counselor or purposely injuring another child will result in automatic dismissal.

FIELD TRIPS: Field trips will be scheduled through the school year. They will be minimal due to the fact we share one van with numerous after school care sites. Some may have an additional cost, the expense will be minimal. The parent will be notified one week prior to the field trip and a permission slip must be signed by the parent before the child can attend. If you do not want your child to attend the field trip you must make other arrangements for your child on that day due to the fact that all counselors will be going on the trip so there will not be anyone at the school to watch your child.