



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A GREAT END TO EVERY SCHOOL DAY

School Plus Afterschool Care JOPLIN FAMILY YMCA

Available at these area schools:

Carl Junction
Carterville
Cecil Floyd
Columbia
Eastmorland
Harry S. Truman
Irving
Jefferson
Kelsey Norman
Madge T. James
Mark Twain
McKinley
Royal Heights
Soaring Heights
Stapleton
Webb City Middle School
West Central



JOPLIN FAMILY YMCA

3404 W. McIntosh Circle Dr., Joplin, MO (P) 417 781 YMCA (F) 417 625 2503 joplinfamilyy.org

The Joplin Family YMCA's School Plus Program is an after-school care and activity program designed to provide a safe, nurturing environment for children in elementary school. It is held on site at participating schools and is supervised by Joplin Family YMCA staff. For safety and your peace of mind, all members of our staff are CPR-certified and have undergone background checks. Each site director has specific training in education.

If an emergency situation should arise, please contact the Joplin Family YMCA at 417 781 9622 between the hours of 2:45pm and 6:00pm.

SCHOOL	PHONE NUMBER
Carl Junction	417 629 8122
Cartersville	417 673 6080
Cecil Floyd	417 629 8124
Columbia	417 625 5325
Eastmorland	417 625 5340
Harry S. Truman	417 673 6085
Irving	417 629 8123
Jefferson	417 625 5355
Kelsey Norman	417 625 5360
Madge T. James	417 673 6075
Mark Twain	417 673 6050
McKinley	417 625 5365
Royal Heights	417 629 8128
Soaring Heights	417 625 5330
Stapleton	417 629 8127
Webb City Middle School	417 673 6045
West Central	417 625 5380

PROCEDURES

Each site is its own licensed facility; at each site, the children meet in the cafeteria immediately after school is dismissed and stay in the site's gym. (Carl Junction's site is in the Instructional Services Center; K/1 children will meet in the cafeteria and will be walked over to the Instructional Services Center with a staff person from the Joplin Family YMCA. Grades 2-5 students will need to meet in the foyer in front of the auditorium and will walk to the Instructional Services building with a staff person from the Joplin Family YMCA.)

You will be oriented with our School Plus Program when you register at the Joplin Family YMCA. You will be asked to read through and sign the policies and fill out an enrollment form.

In addition to completing the enrollment information, you will also need to supply us with a copy of your child's current immunization record.

TIMES AND HOURS OF OPERATION

The Joplin Family YMCA School Plus Program will be offered Monday through Friday **whenever school is in session.** Hours of operation are from immediately after school until 6:00pm.

For families who will be utilizing the State Assistance Child-care Program, the following DVN numbers are listed for your caseworkers. The numbers are also the license number for each site.

SCHOOL	DVN NUMBER
Carl Junction	001994865
Cartersville	002325817
Cecil Floyd	000284099
Columbia	000359099
Eastmorland	000359106
Harry S. Truman	002319128
Irving	002303439
Jefferson	000310309
Kelsey Norman	000284124
Madge T. James	002319226
Mark Twain	002319217
McKinley	002155706
Royal Heights	000310318
Soaring Heights	002444840
Stapleton	000284115
Webb City Middle School	002699834
West Central	002155699

DAILY SCHEDULE

Every School Plus site offers a unique and special experience for all children. All School Plus programs will offer the same style of activities, quality of snack and the same policies and procedures. Samples of daily schedules are shown below:

JOPLIN AND WEBB CITY SCHEDULE

2:45pm	Arrival Time/Roll Call
3:00pm	Restroom Break
3:15pm	Snack Time
3:45pm	Homework/Arts & Humanities/ Health, Wellness & Fitness
4:30pm	Free Time/Outdoor Play
5:15pm	Indoor Activities
6:00pm	School Plus Closing Time

CARL JUNCTION SCHEDULE

3:20pm	Arrival Time
3:30pm	Combine Groups/Roll Call
4:00pm	Snack Time
4:30pm	Homework/Arts & Humanities/ Health, Wellness & Fitness
5:00pm	Free Time/Outdoor Play
5:30pm	Indoor Activities
6:00pm	School Plus Closing Time

PAYMENT INFORMATION

Each child is considered to have his/her own account, and tuition is due IN ADVANCE weekly for each child. We will not become involved in disputes between parents as to who will pay the necessary fees. If a parent has not paid the fee, the child's account will be considered unpaid, resulting in the child not being able to attend. Services will be suspended for accounts that become seven days past due.

FEES

- \$39 per week per child
- No discounts will be given for partial weeks attended due to conferences, in-service programs, illness, school cancellations or days parents choose not to send their child.
- Every participant also must pay at \$25.00 non-refundable enrollment fee due at the time of enrollment.

PAYMENT: Program payments are made through weekly auto bank draft with credit or debit card or through a checking or savings account. Auto-bank drafts are processed at 9:00am on Monday mornings, regardless of bank holidays, unless the Joplin Family YMCA is closed. NO EXCEPTIONS.

Scholarships are available through our Open Doors program. Please see the Joplin Family YMCA Welcome Center for information. Families who have received assistance previously must re-apply each year. Parents are responsible for the balance owed after third-party payments.

If a bank draft is returned or declined, you will be notified immediately and will be assessed a \$25 returned-payment fee, and your payment will be due immediately. If you do not make your payment in full by close of business on Friday, your child will be suspended from the program until payment is made. If your child is suspended from the program due to non-payment and you do not make payment, you will be referred to a third-party collection agency.

End-of-year tax statements can be requested from the Child Care Billing Office the last week of January. We distribute tax information for the School Plus and Day Camp Programs only.

CHILDREN NOT PICKED UP BY 6:00PM

Children must be picked up by 6:00pm. There is a 10-minute grace period during which a fee will not be charged. However, after 6:10pm, parents will be charged \$1.00 for each minute that the parent is late, according to the school clock. If the 10-minute grace period is abused, as determined by the site director, parents will be notified, and charged \$1.00 per minute after 6:00pm. After three late-fee charges, your child will be dismissed from the program.

After all attempts to contact parents and emergency contacts have failed, a child who is picked up by 8:00pm will be considered abandoned. The police department and the Division of Family Services will then be called.

SIGNING IN/OUT PROCEDURE

It is mandatory that you or someone approved on your child's enrollment form sign your child out of the program each day. A child can only be released to persons listed on the enrollment form. Persons who do not regularly pick up your child will be asked to show a picture ID. You also may be asked for ID on occasion. Only individuals 15 years of age or older may pick up a child from the program. There will be no exceptions.

SNACKS

Children will be provided a daily, healthy snack. Notify staff of any food allergies. If your child does have food allergies, we will have to have a doctor's letter on file.

CURRICULUM

Every School Plus site has its own unique style of programming. Each site director utilizes proved educational principles to enhance child development. Children will be given time to work on their homework, or have time to themselves to draw or color. We will do group games, play on the outdoor equipment and have time for free play with a large variety of board games, card games, building blocks, and more.

PARENT/GUARDIAN VISITATION

Parents/guardians are welcome to visit the program at any time. We would love to have you share your job skills or hobbies with us. Please check with your site director for a date if you wish to share your skills/hobbies with the School Plus program. If at any time your visitation disrupts the program, you will be asked to leave.

PERSONAL PROPERTY

The Joplin Family YMCA is not responsible for any personal property brought to the School Plus site. Please label your child's belongings. If any property is brought to a program site that may cause a disruption, you will be asked to remove the property. Check with your site director about rules concerning items such as hand-held game devices, trading cards, etc.



ILL CHILDREN

A child may NOT enter the School Plus Program if he/she is experiencing any of the symptoms below:

- Fever of 100 degrees Fahrenheit or higher
- A rash that may be considered contagious
- Vomiting or diarrhea twice or more on the same day of the program
- Head lice (including nits or eggs)
- Any other illness that is deemed contagious

Children who are suspected of having a contagious illness SHALL NOT BE ACCEPTED INTO CARE. If a child becomes ill while in the School Plus Program, parents/guardians are requested to come for their child at once. Should the ill child have a fever of 100 degrees Fahrenheit or above, or visible symptoms of an illness, such as a rash, the child will be isolated from the other children and will be monitored by a staff person until the parent/guardian arrives. Any neglect of this policy may result in your child being permanently released from the program.

MEDICATION POLICY

Please list on your child's enrollment form all medications taken regularly. If an accident occurs, it is very important to know what medications are taken at home. A child may not receive medication of any type during the School Plus Program unless absolutely necessary and required by the doctor to be given during the program. If this is the case, we require parents/guardians to please follow these procedures:

Fill out a School Age Child Care medication form, advising the site director of the amount and frequency of dosage.

The medication must be in its original container, with the pharmacist's label marked with the prescription name, date, child's name and physician's name. (Your pharmacist will provide an additional container for this purpose.)

At the end of the medication period parents should take home any unused medication. The School Plus Program is separate from the school. We cannot accept or assume instructions from the school concerning medication, **ONLY FROM YOU.**

HEAD LICE

If your child contracts head lice, he/she may not stay in the program. If we find evidence of head lice on your child, you will be called to pick your child up immediately. He/she may not return until treated and upon our staff finding no evidence of eggs or lice. Head lice is highly contagious. We cannot put other children at risk. If we do find a case, we will examine the other children for head lice and notify all parents whose children have head lice.

ACCIDENTS

The Joplin Family YMCA is not responsible for any injury incurred while children are at the School Plus Program. Parents/guardians will assume responsibility for all medical costs while their children are attending Joplin Family YMCA programs.

SPECIAL CARE PLANS

If your child has special needs as defined by the Missouri Department of Health, you will be required to complete a Special Care Plan. This form will allow us to better serve the needs of your child. All YMCA child care programs try to accommodate children's needs as much as possible. Unfortunately, there are times our programs cannot meet the needs of all children. In such cases we will be glad to offer suggestions for appropriate care through other programs.

CHILD CUSTODY CASES

You must present legal documents if for some reason your child cannot legally be picked up by one parent or the other (i.e., divorce papers, ex parte). You are required to complete all parents' information on the enrollment form. We cannot refuse a parent if he/she wants to pick his/her child up if that parent is on the enrollment form. If a legal parent can produce proof of his/her legal relationship to the child, we must allow him/her to take the child. **WE MUST HAVE COURT PAPERS TO PROHIBIT A LEGAL PARENT FROM TAKING HIS/HER CHILD.** Our School Plus staff will stay neutral to the best of their ability in all cases involving child custody.

DISCIPLINE

Children count on the wisdom of adults to set reasonable limits for them. Limits are necessary to maintain safety, protect health and guard the rights of others. Only constructive methods of discipline shall be used to promote a child's self-discipline and good behavior. Discipline differs from punishment. Discipline focuses on the expected, appropriate behavior rather than on negative, inappropriate behavior. The attitude of the staff is to instruct rather than to condemn. Discipline is a process of teaching, learning and positive reinforcement. Group control is necessary, but discipline is addressed on an individual basis. You may schedule an appointment with the School Age Services Team Leader at any time to discuss any issue relevant to your child's progress in the program.

A write-up will be used any time a situation has occurred with a child in which a certain behavior has disrupted the program, harmed or potentially harmed any child involved or has caused concern from staff that the behavior could serve to diminish the program. The first write-up will serve as a warning to the student and will be discussed with the parent/guardian. A second write-up can result in a 1- to 5-day suspension from the program. A third write-up can result in expulsion from the program until the following school year. **IF A SEVERE BEHAVIOR INCIDENT OCCURS, YOUR CHILD MAY BE SUSPENDED OR EXPELLED IMMEDIATELY.**

The Joplin Family YMCA makes every effort to ensure the safety of all children. That is why we will not tolerate any violent or aggressive behavior. The steps above can and will be superseded, and we will move to an immediate suspension or expulsion, if the behavior displayed by your child is deemed by the Joplin Family YMCA to be severe enough to potentially put your child or other children in danger. Bringing any potentially dangerous objects to the program (knives, smoke bombs, firecrackers, guns, etc.) is strictly prohibited.

