

Stamford Family YMCA



2011-2012 LEAD Academy After School Program

Leadership
Enrichment
Acceptance
Development

909 Washington Boulevard- Stamford, CT 06901- 203-357-7000 x 117

Parent Handbook

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Welcome to LEAD ACADEMY 2011-2012

On behalf of the Stamford Family YMCA, I would like to welcome you to the LEAD Academy after school program. As we mark the beginning of a new school year, we here at the Stamford Family YMCA assure you that we strive to provide a quality program that meets the needs of the children within our community. The LEAD Academy after school program provides homework assistance, swim lessons, health and nutrition, arts and humanities and recreational opportunities for students in grade K-5. Our activities are designed to meet the unique needs of each student.

The LEAD Academy after school teachers and I are dedicated to providing a safe, warm, and nurturing environment where children can feel comfortable, welcome and safe. My staff and I promise to be positive role models throughout the year helping your child to personally develop by focusing on the qualities of caring, honesty, respect and responsibility. We hope you and your child will find the LEAD Academy after school program to be a rewarding and enjoyable experience.

Please feel free to call me with any concerns or suggestions. I look forward to this school year and developing relationships with you and your child.

Sincerely,

Lee Ann Borg

Youth and Family Director

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Mission Statement

The mission of the Stamford Family YMCA LEAD Academy after school program is to provide a safe and structured after school program that helps promote out-of-school learning opportunities that incorporate academic enrichment, diverse activities, learning to swim, and health and nutrition.

The LEAD Academy Program is designed for children in the elementary levels (grades K-5). It is crucially important that children at this age start to develop a solid moral foundation & strong character. Our program is designed to build a solid moral foundation, strong character, valuable life skills, high self-esteem, leadership skills, a sense of responsibility, respect for others, personal motivation, physical well-being, strong family values and academic success.

What does LEAD mean?

Leadership
Enrichment
Acceptance
Development

Activities in LEAD Academy

LEAD Academy Students Participate In:

- ❖ Academic Support
- ❖ Physical Education
- ❖ Science and Nature
- ❖ Volunteerism
- ❖ Arts & Humanities
- ❖ Swim Lessons
- ❖ Field Trips
- ❖ Nutritional Health
- ❖ Computer Skills
- ❖ Community Service Projects

5 Pillars of LEAD Academy

Academic Support- At LEAD Academy, children work with school teachers based on their grade level. Teachers assist students with homework, reading, computer and math skills.

Students also have a "DEAR" time throughout the week (DROP EVERYTHING AND READ). Students bring a book of choice and read quietly for DEAR.

At LEAD Academy, we work hard to help meet your child's needs in school. We promise to work with your child to get their homework done and provide outstanding learning experiences outside of school.

Personal Development- The YMCA supports Youth Development. At LEAD we foster Youth Development by focusing on the qualities of caring, honesty, respect, and responsibility. Our dedicated staff leads by example and are positive role models.

We promote positive friendships and foster strong bonds between our students and staff based on mutual respect.

We encourage our students to volunteer in the Stamford Community.

Learn to Swim- The Stamford Family YMCA is proud to offer swim lessons as part of the LEAD Academy program. Students learn how to swim in a supportive atmosphere.

Students are grouped according to their swimming ability and have one 45 minute swim lesson per week.

Instructors are trained and certified by the YMCA (YLS) to teach students how to be comfortable in water, learn proper stroke technique and become strong swimmers. Our swimming academy is inspired by the YMCA Learn-to-Swim Curriculum and is specifically designed to inspire children to join our competitive swim team, the Stamford Stringrays.

Fitness and Nutrition- At the Y, we believe that it is important for children to develop a healthy lifestyle at a young age. We teach our kids to have a healthy diet and engage in activities that help them stay in shape while having fun.

We have a certified YMCA fitness instructor and nutritionist from Stamford Hospital that works with our children every week, helping students develop and improve their health.

Here at the Stamford Family YMCA, we believe a happy kid is a healthy kid.

Arts and Humanities- In LEAD Academy, students develop a love for the arts. Arts and humanities create new ways of seeing and understanding the world by applying new perspectives through artwork.

Students have the opportunity to participate in artistic activities like arts and crafts, dance, music appreciation and drama. We encourage creative expression at LEAD Academy.

Registration Procedures

When submitting registration forms please make sure that each item on the checklist below is included. The first month payment of \$298 and \$30 registration fee is required. Payments will be made every 1st of the month. If we receive a payment after the 1st of the month, you will be charged a \$10.00 late fee.

Monthly tuition is the same, regardless of school closings or child's absence. LEAD Academy will make up snow days, if the school calendar dictates, at the end of the year.

REGISTRATION PACKETS MUST BE HANDED IN WITH THE FOLLOWING INFORMATION:

- ❖ Completed Registration Packet
- ❖ Youth Camp Health Exam/ Record Form (Must be signed by their Physician)
- ❖ Students Report Card (June 2010)
- ❖ Statistical Information Form

Any returning children from the last school year must complete a new registration packet and if you qualified for the financial assistance in the last school year 2010-2011, you must reapply for this school year 2011-2012. You must bring in your 1040 tax return information to complete the financial assistance process.

Registration is on a first come, first serve basis. If/when the program fills up, a waiting list will be formed. Registration is ongoing for the 2011-2012 school year.

*Registration will be accepted when all the above steps are completed.

Payment Policies

All payments are due every first of the month. The first payment date is due by September 1st, 2011. Fees are paid monthly for the entire school year, regardless of vacation weeks or school days off. A 10% discount is available for the families that have more than one child.

A non-refundable registration fee of \$30 is due upon registration along with the first month's payment of \$298.00

Total fee due per month= \$298.00

Late Fees/ Non- Payment

Any payments after the payment due dates above are late and it is your responsibility to pay the \$10.00 late charge. Payments are late if we do not receive them by the schedule due dates. Payments can be left with the Program Director so that payments will be processed on the next day. If you are making a payment with a check and you know you can not get it here on the schedule due date, please give it to the Program Director the day before so it can be processed on the scheduled due date.

Credit/ Refund

The YMCA will NOT deduct days absent from your fee. In case of an extended illness that results in absence for one week or more a 50% payment refund can be requested. If the child will be absent for a period of one week or more due to non-illness (vacation), written notification must be given prior to the absence period.

Days and Hours of Operation

Monday – Friday from 2:15-6:00 pm

Extended Care 6:00- 7:00pm

Non- Operating Days and Holidays Observed by LEAD Academy

- ❖ Thanksgiving Day
- ❖ Christmas Day
- ❖ President's Day
- ❖ Martin Luther King
- ❖ Day after Thanksgiving
- ❖ New Year's Day
- ❖ Memorial Day

Care of a Sick Child

In the event that a child complains of not feeling well, or if the staff acknowledges signs of a childhood illness, a staff member will remove the child from the group, take the child's temperature and check the child's general condition. If the child has a temperature of 100 degrees or more, the Director or Counselor will contact the parent for immediate pick-up. The child will remain isolated from other children and be made as comfortable as possible until the parent arrives. If the temperature is less than 100 degrees, the Director or Counselor will use his/her discretion in contacting the parent.

Medication

The YMCA does NOT administer medications to children. If you have any concerns, please contact the Program Director.

Absences/ Attendance

If a student is absent or going to be late for any reason, parent must notify the LEAD teacher or the Program Director.

Withdrawal from Program

If a student chooses to withdraw for any reason, the withdrawal must be in writing, signed by a parent and given to the Program Director.

BEHAVIOR MANAGEMENT / DISCIPLINE:

Standards of behavior at the YMCA parallel those in the school classroom. Children are expected to respect the adults in the program and to follow their directions. All rules are directed toward avoiding injury to persons or property while ensuring fairness. Staff works to establish an environment of positive discipline. The basis rules are:

- ❖ Keep hands, feet and objects to yourself
- ❖ Follow the directions of adults respectfully
- ❖ Use equipment properly
- ❖ Treat other students with courtesy
- ❖ Use appropriate language suitable for a school setting
- ❖ Settle disagreement by discussing them
- ❖ Adherence to the rules as outlined in the contract

To ensure a safe, courteous and positive environment, it is necessary to deal with unacceptable behavior firmly. Discipline is handled in a positive, yet assertive manner. A disruptive student may be removed from a group situation to regain self-control. Discipline practices are designed to teach appropriate behavior and preserve the child's self-esteem. If at anytime, it is considered that a student is not acting appropriately; parents will be asked to meet with their LEAD teacher and Program Director to develop an appropriate plan of behavior. Following this, should the staff determine that the student has not either modified his/her behavior or is not adjusting to the program, a suspension period may follow. Should the inappropriate behavior continues, a one (1) week notice would be given to a parent prior to terminating the student from the program. This is followed by a six (6) month period of ineligibility to enroll in any YMCA Youth Program.

In the event of the following instances, immediate suspension or dismissal will occur: vandalism of the YMCA property, stealing property either associated with the YMCA or of an individual, intentional severe physical harm to either another student or staff member, leaving the program without authorization.

Personal Articles

Children may not bring toys, sporting equipment, or pets unless prior permission has been given. The Stamford Family YMCA or staff will not be responsible for an item should it become broken, lost or stolen. Children are discouraged from bringing large sums of money or valuable items such as portable radios, game boys, IPODS or MP3 players.

Disaster

In the event of an emergency or normal disaster, such as hurricane, tornado, or flood, the following procedures will be in effect:

During the school day, all children will follow the disaster plan. After the regular school day or during vacation sessions, all children will be kept at the program until a parent or another authorized adult picks them up. An adult authorized by the parent to pick up a child will be requested to present identification before the child is released. Should it be necessary to evacuate children from the program, the evacuation site will be posted and every effort will be made to contact the parent/guardian. Staff members will remain with the children until they are released to a parent or authorized adult. All emergency information must be kept current to assist the After School Program in the event of an emergency.

Fall, Winter and Spring Programs

The Vacation Camp Program at the YMCA offers fall, winter and spring vacation programs. Programs are available to all children who are attending kindergarten through fifth grade. Each vacation week there will be a variety of activities in which a child may participate. These may include but not limited to arts & crafts, games, computers and clubs based around a central theme. Field trips may be included where the children will participate in outings to such places as local parks, beaches and attractions. Children may not be dropped off or picked upon any excursions away from the sites, unless prior arrangement has been made with the Program Director. The LEAD Academy Program provides care on early dismissal days and teacher development days. Snow days are also available at an additional price

Snow Day Program

Monthly tuition is the same, regardless of school closings or child's absence. LEAD Academy will make up snow days, if the school calendar dictates, at the end of the year. When school is closed due to snow, LEAD Academy will run a Snow Day Program from 9-5 pm, for an additional cost; permitting the YMCA facility remains open. Snow insurance may be purchased giving your child unlimited snow days for the school year. Snow insurance is \$90 if purchased prior to October 1st and \$150 thereafter. If you do not have snow insurance our Snow Day Program daily fee is \$40. For emergency early dismissal closings imposed by the school district, LEAD Academy will remain open permitting the YMCA facility remains open.

Parent/ Staff Communication

Please pay special attention to our Youth Development Bulletin Board at the Stamford YMCA- check it often; it will display special announcements.

Parents shall have access to the program during the hours of operation. Cooperation with the guidelines and procedures is needed for the program to operate efficiently. We will take every opportunity to inform you of your child's progress. Your feedback is also important to insure the highest level of quality service possible.

There will be mandatory attendance at the quarterly parent/staff meetings.

Program Procedures

Sign In/ Out

Sign In/ Out will be done at the YMCA. Students will sign in and out with their assigned YMCA after school teacher. In order for a student to be signed out, their parent must be present and their YMCA after school teacher, must be notified and see the child leave with whomever is taking them home that particular day.

If your child is going home with someone that does not normally pick them up, please write a letter to their LEAD after school teacher so they are notified. On the letter, please write their full name. LEAD after school teachers are required to ask to see the driver's license when an unfamiliar family member or friend is picking up a child.

Health and Wellness

Each student in the LEAD Academy program is required to participate in the Health & Wellness program at the YMCA. Students will engage in health, nutrition, and exercise classes.

Learn to Swim Program

All students will participate in swim lessons at the YMCA. Students will practice and learn skills based on their ability level while learning water safety skills, and engage in games and activities. Throughout the sessions, each student will be evaluated and documented through the YMCA learn to swim program.

Responsibility System

It is the responsibility of each student to do the following on a daily basis:

- ❖ Check with attendance, sign in and sign out
- ❖ Present homework due that particular day to LEAD academy teacher for homework help
- ❖ Bring in a leisure book for DEAR (drop everything and read), students must bring this book in everyday
- ❖ Clean up after themselves

- ❖ Respect the YMCA
- ❖ Respect peers and YMCA staff (LEAD academy teachers)
- ❖ Complete homework to their best ability with the assistance of LEAD after school teacher
- ❖ Participate in all activities offered, (arts, fitness and nutrition, swimming, homework assistance)
- ❖ Represent the YMCA at all times when on field trips or when they are outside of the YMCA

Parent Commitment

Childs name: _____ Grade: _____

- I will make sure that my child attends the program regularly.
- My designated person(s) or I will pick my child on time at the end of the program each day.
- I will notify the Youth and Family Director regarding foreseen absences in advance.
- I will see to it that my child brings his/her homework to the program and review them when he/she comes home from the program.
- I understand that disruptive and disrespectful behavior will not be tolerated and would be a reason for dismissal from the program.
- I understand that school suspension of a child would also mean a program suspension and I will notify the YMCA if my child is suspended from school.
- My designated person(s) or I will attend parent orientations/conference when needed.
- I will address any issues/ concerns to the Youth and Family Director, failure to do so or act in an appropriate way in the facility will result in my child not being a part of the LEAD program.
- I pledge to uphold the values of the Stamford Family YMCA- caring, honesty, respect and responsibility while my child is a member of the YMCA.

I also allow my child _____ to be in any promotional material, photos, videos, etc. while they are participating and enjoying the LEAD after school program.

Parent/Guardian Signature: _____ Date: _____

**Lead Middle School Payment Dates
2011-2012**

1) September-	September 1 st , 2011	(Thursday)
2) October-	September 30 th , 2011	(Friday)
3) November-	November 1 st , 2011	(Tuesday)
4) December-	December 1 st , 2011	(Thursday)
5) January-	December 30 th , 2011	(Friday)
6) February-	February 1 st , 2012	(Wednesday)
7) March-	March 1 st , 2012	(Thursday)
8) April-	March 30 th , 2012	(Friday)
9) May-	May 1 st , 2012	(Tuesday)
10) June-	June 1 st , 2012	(Friday)

** Ten payments total.

School Vacations:

December

February

April