



After School Zone Parent Information Sheet

YMCA of Central Florida Mission Statement

The purpose of this Association is to improve lives of all in Central Florida by connecting individuals, families and communities with opportunities based in Christian values that strengthen Spirit, Mind and Body.

Goals and Philosophy

It is the philosophy of the After School Zone to provide a safe, fun and educational experience to each child regardless of race, religion, sex or national origin. The goal is to improve the physical, mental, social and moral well being of each child through quality, creative, values-oriented activities under close supervision.

Hours of Operation

The after school zone will begin promptly after the final school bell rings. The program runs from the time school dismisses until 6pm.

Staff Credentials

Staff are chosen for their leadership skills, safety consciousness, responsibility, and caring attitude toward children. All staff have passed background checks, drug screening and are certified in Community CPR and First Aid. Staff members are employed by the YMCA of Central Florida. Many staff members are Orange County teachers.

Student Sign Out

On the registration form, there is a section giving your child permission to sign themselves out at a designated time. If you initial that your child is permitted to do so, they must leave campus immediately after signing themselves out. If they do not leave campus, they will be charged with trespassing.

Who can pick up my child?

Only those adults listed on the registration form will be allowed to remove your child from the Program. In the unusual situation where the designated person is unable to pick up your child, we must have advanced written notification from you to accept a substitute. **Anyone picking up your child (including yourself) must be prepared to present identification daily.** Please note that you **MUST** sign your child out through the YMCA office only. This is required for the monitoring and safety of your child.

Late Pick-up Fee

The YMCA After School Zone closes the Program promptly at 6:00! A **\$1.00 per minute** late fee will be charged after the Program's end. This payment must be received upon pick-up. No exceptions! No student will be permitted to attend the program until payment is made. There is a section on the registration form for your child to sign him/herself out.

Personal belongings

Students are not allowed to bring items such as IPODS, cell phones, cameras, CD players, Game Boys, valuables, large amounts of money, etc. to the After School Zone. The YMCA of Central Florida is not responsible for your child's lost/damaged/stolen property.

How is discipline handled?

All discipline infractions will be handled according to the Orange County Schools' Student Code of Conduct. Please see the Site Coordinator if you would like a copy of this manual.

Discipline infractions may result in possible expulsion from the After School Zone.

Please review the following infractions with your child: *Stealing, Continual Profanity, Violent Behavior, Continued Misbehavior, Bullying.*

If my child is injured?

If your child is injured, the Site Coordinator will take immediate steps that may be necessary to obtain medical care. If we cannot reach the parent, and the injury is deemed serious, an ambulance or paramedic will be called and the child will be taken to the hospital in the company of a YMCA staff member.

If the school or the YMCA feels that an incident is serious, a Doctors note will be requested before your child may return to the Program.

Accommodation Clause

The YMCA of Central Florida will provide reasonable accommodation to students with disabilities, provided these accommodations do not pose an undue hardship on the organization or jeopardize the safety of other students or employees. Management reserves the right to make all program-related decisions on reasonable accommodations.

The CFYMCA goal is to be as inclusive as possible in providing recreational opportunities for all youth. By enrolling your child in the program, you agree that your child is physically fit, has the skill level required to participate, is able to use restroom facilities with minimal assistance, and is able to eat meals and snacks unassisted. If there are questions regarding a child's ability to participate in our program, the CFYMCA may require an individualized assessment. Please note that we are not able to provide one-on-one supervision for your child.

Parental Complaint Process

Parents and guardians are encouraged to raise program-related concerns with their youth's Site Coordinator as soon as possible after the event(s) that causes the concern. The Site Coordinator will do an investigation by talking to students and gathering statements. The Site Coordinator will then contact the parent/guardian with the results of their complaint in writing. The Site Coordinator will also communicate all parent concerns to the Program Director with the results. If the parent/guardian is not satisfied with the results, they may contact the Program Director. The Program Director will investigate the complaint and keep the Vice President informed throughout the process. After the investigation is completed the Program Director will contact the parent/guardian with the results of the investigation and the decision in writing. The parent/guardian has 30 days to request an appeal of the decision made by the Program Director. If an appeal is requested, the information will be presented to the Vice President for review. The parent/guardian is provided the opportunity to meet with the Vice President. Within 30 days, the Vice President will make a final decision on the appeal. The decision will be communicated to the parent in writing.

Administrative contact numbers are listed below.

YMCA Administrative Contacts

If you have any questions about our Program, contact your Site Coordinator. If you would like to speak with any of our administrative staff, please use the following numbers.

Imani Hope	Program Director	407-896-9220
Ashley Boyd	Middle School Program Director	407-896-9220
Rena Quinata	Middle School Business Manager	407-896-9220
Carter Jones	VP of Urban & Outreach YMCA's	407-896-9220

