

# HELENA FAMILY YMCA EAST HELENA AFTERSCHOOL PROGRAM INFORMATION SHEET

**Site Location:**

The Helena Family YMCA operates after school child care at the Eastgate Elementary School in East Helena ONLY. The gymnasium and a classroom will be used as primary site facilities.

**Hours of Operation:**

Childcare hours are from 3:00 to 6:00 p.m. Monday through Friday. All-day/half-day programs will be offered on early release days and/or certain school holidays.

**Program Content:**

The Helena Family YMCA Childcare program provides skill-building projects, sports, art, crafts, tours, field trips, and swimming; all in small group environments. Values education is both a goal and an integral part of the program.

**Sign- In/Out:**

Participants will be checked in by YMCA staff upon arrival/dismissal from school. A clipboard is located either with staff or at the entrance to sign your child out. Please initial by your child's name to note he/she has been picked up. THIS IS AN IMPORTANT RECORD AND SAFETY MEASURE FOR THE CHILDCARE STAFF; YOUR COOPERATION IS APPRECIATED.

**Pick-ups:**

The Childcare site closes at 6:00 p.m. THERE IS AN ADDITIONAL \$10 PER EVERY 15 MINUTES CHARGE FOR LATE PICK-UPS, WHICH PARENTS WILL BE REQUIRED TO PAY AT THE TIME THEY PICK UP THEIR CHILD. Repeated late pick-ups may result in loss of childcare services.

**Transportation:**

The Helena Family YMCA provides transportation for field trips. A monthly schedule will be distributed at the beginning of each month.

**Registration:**

A \$25.00 registration fee is required at the time of registration. Parents must return all paperwork and pay appropriate fees prior to their child beginning the program. Parents receiving assistance with childcare are responsible for their registration.

**Registration Procedures:**

The enrollment information must be completed, signed and received by the YMCA before the child may be left for the first time. The enrollment papers consist of a Helena Family YMCA registration card, an emergency form, and an ACH form.

**Rate of Payment:**

Fees for YMCA Childcare are based on a full-time and part-time rate. Full-time will hence forth be defined as 10 or more days of childcare per month. This fee is based on an expectation that care will be required the majority of the month. Part-time fees will henceforth be defined as 9 or less days of childcare per month. In the case that a parent exceeds 9 days in a pre-determined part-time month, said parent(s) will be contacted by the YMCA childcare staff or office staff and asked to pay the full-time rate immediately. If fees are not paid, the child will not be accepted or allowed to participate in childcare.

**Fees:**

Monthly fees for YMCA Childcare are as follows;

**Members:**

Full-time (10 or more days):	\$150.00
Part-time (9 or less days):	\$100.00

**Program Participants:**

Full-time (10 or more days):	\$170.00
Part-time (9 or less days):	\$120.00

**Second Child Rate:**

A \$10 reduction will be applied for every second and preceding child.

*\*Rates include all in-service days, school holidays, and/or half days.*

**Payments:**

All payments are set up as Automatic Clearing House (ACH) payments. ACH is an electronic funds transfer done by your bank for your childcare payments on the same day each month. Payments can be drawn once a month or bi-monthly. Drafts are made on the 1<sup>st</sup> and/or 15<sup>th</sup>. All changes need to be in by the 20<sup>th</sup> of the preceding month.

**Withdrawal:**

If the parent is withdrawing the child from childcare, the Helena Family YMCA requires a two-week written notice prior to the termination date.

**Illness:**

The Helena Family YMCA is a well-child program. If your child becomes ill at the site you will be notified and asked to pick him/her up as soon as possible. Please do not send a sick child to a site.

**Holidays/Days Off:**

NO CHILD CARE WILL BE PROVIDED ON THESE DAYS:

- Labor Day
- Thanksgiving (and day after)
- Christmas Break
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Spring Break
- Designated Staff training days

**Holiday Camps:**

Special all-day holiday camps will be offered during Christmas & Spring Breaks. Please see our YMCA Membership Services Desk for information on these. Holiday Camps are not included in your childcare fees.

**Snacks:**

The Helena Family YMCA offers an afternoon snack to all participants. Drinks are not provided.

**Parent Orientation:**

A special one-hour Parent Orientation will be held on Monday, August 25, at 6:00 p.m. at the YMCA. Staff will be on hand to answer any questions parents might have about our program.

**Financial Assistance:**

The Helena Family YMCA offers financial assistance to parents meeting the qualifications. Parents may apply by filling out an application and returning it with verification of income. It may take up to two (2) weeks to receive an answer on your financial assistance. The Helena Family YMCA does not accept assistance/financial aide from other organizations.

**YMCA Mission Statement:**

The Helena Family YMCA is a non-profit organization dedicated to building self-esteem and enriching spirit, mind, and body for persons of all ages and economic levels.

**Philosophy & Objectives:**

The Helena Family YMCA Childcare Program is committed to providing quality child care in a safe and loving environment by a dedicated and caring staff. We offer a comfortable and stimulating atmosphere, which allows children to develop at their own pace. Our curriculum focuses on the total development of the child - socially, emotionally, cognitively, and physically. We believe each child is a unique individual and all children are respected for their differences. We will provide an environment in our program that will assist children to maintain their uniqueness and their differences. Every child, regardless of sex, race, or religion, will have the same advantages and opportunities as every other child.