



St. Gabriel's Catholic School Aftercare Program

Facilitated by the YMCA of Southern Nevada

**YMCA
AFTER
SCHOOL**



Serving St. Gabriel Catholic School Families

Address: 2170 E Maule Ave, Las Vegas, NV 89119

Phone: (702) 487-9695

Parent Handbook 2016-2017

Welcome to St Gabriel's Aftercare Facilitated by the YMCA of Southern Nevada

Dear Parents,

At the Y, we care about kids! With so many demands on today's families, parents need all the support they can get. The Y Afterschool Programs provide a safe, structured and fun environment for the children at St. Gabriel Catholic School.

- **Grades K-5**
- **After School care is provided on campus at St. Gabriel Catholic School**
- **Fees include teacher in-service and early dismissal days.**
- **After School hours are provided from school dismissal until 6:00 pm.**

Y Staff

We place serious emphasis on safety standards by offering a remarkable Y aftercare counselor to student ratio of less than 1:15 and require more than 20 hours of "Working with Children" training, plus continued in-service training throughout the school year. Training includes First Aid, CPR, AED, and Child Abuse Prevention, behavior modification, group dynamics, safety and programming.

YMCA staff model the YMCA Character Development values of caring, honesty, respect, and responsibility. Most important, our staffs are people who love working with children. They are passionate individuals who strive to advocate for youth.



For additional information please contact
Barbara Carter | Membership and Programs Director
702-522-7435 | bcarter@lasvegasyymca.org

Aftercare Registration

To register your child for aftercare, the following forms must be completed prior to attending.

- YMCA Constituency form
- YMCA /St. Gabriel's Aftercare waiver
- Auto draft form / pre-payment form
- YMCA/St. Gabriel's Sign in/Sign out form

Auto draft or pre-payment forms must be submitted 7 days prior to your child attending aftercare. This helps the Y to ensure we have one staff to fifteen student ratio (1:15). Electronic forms and payments submitted or requested via email to - Barbara Carter Memberships & Programs Director bcarter@lasvegasyymca.org

Ways To Pay

Payments are due no later than the Wednesday prior to start of the week your child is attending aftercare. Aftercare prices automatically increase by \$3- on Thursday.

Payment options with you in mind

- 1) Auto draft – Monday – Friday 3pm-6pm / \$60.00 per week
** not to include ½ day rate
- 2) Auto draft – Monday – Friday with ½ day rate / \$66 per week
- 3) Auto draft to include multiple ½ day rates- \$15per day in addition to \$60.00 weekly rate
- 4) Drop- in days are available on a pre-registered bases at \$15.00 a day

Note:

- Receipts are electronically filed on your Y account. You may request an e-mail version.
- The Y refuses the admittance to aftercare when a balance remains
- Fail draft and return payments result in a \$25 processing fee
- Same day cancellation does not receive full credit towards another day of care or a refund. A 24 hour notice must be submitted in writing to receive full credit.



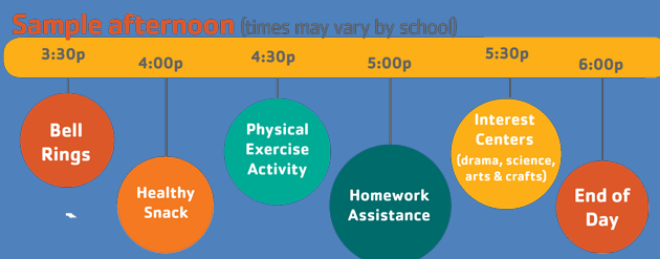
Aftercare Refund Policy

All withdraws for aftercare and/or Refund Request must be done in writing to Barbara Carter at bcarter@lasvegasyymca.org. Refunds/credits will be issued as followed:

- Refunds are granted at the Program Directors discretion
- 100% refund for aftercare cancelled by the YMCA (No service charged will be assessed.)
- When cancelled by the parent, request received the WEDNESDAY prior to the school week the child attends, aftercare will receive 100% refund. Thereafter, the refund may be given as a system credit via the Program Director discretion
- A credit or partial credit may be granted if illness exceeds two full days and a doctor's note is submitted to the Program Director
- Refunds will not be given if services are rendered
- Refunds will not be given to students that have been suspended or expelled from St. Gabriel Catholic School due to behavior problems
- Payments are transferable but NOT refundable. In addition, a \$10.00 fee will be assessed for such request submitted after the Wednesday prior to attending aftercare.

TYPICAL AFTERCARE DAY

- **SCHOOL DISMISSAL -3:15PM** **ARRIVAL TIME**
Students will enter the aftercare classroom and prepare for the afternoon.
- **3:16PM – 4:05PM** **QT (Quiet Time) and Snacks**
Once the students are settled, snacks will be distributed, and students will focus on the completion of their homework assignments listed on their Planner for grades 3rd -5th OR Packet assignments for those in grades K -2nd .
** Parents are still encouraged to review their child's homework.
- **4:06 – 6:00 pm** **Activity Time**
Choice of scheduled group physical activities/ sports will be facilitated.



Camp Hours and Attendance

Camp hours will be Monday – Friday 3pm -6pm. ½ day aftercare will be provided from 12:00pm-6:00pm. Aftercare will not be provided when St. Gabriel Catholic School is closed for the holidays

Sign in

For the safety of the students, all student will sign in upon arrival to aftercare. Y staff will verify students name on our pre-enrollment roster. Students will be re-directed to the schools front desk to contact his or her parent if child's name does not appear on the roster or has a balance due.

Pick-Up

Students will not be release until they are signed out by an authorized adult listed on the sign out form submitted at the time of registration and verified by photo ID. **PLEASE BRING A PHOTO ID EVERYTIME AT PICK UP.** Whether we already know you or this is your first aftercare experience, please do not be offended when our staff asked for photo ID.

Late Pick-Up

Parents will be charged \$1.00 per minute for every minute after 6pm. This late fee will be billed within 24 hours of services rendered and must be paid before returning to aftercare. Excessive late pick-up's may result in withdraw from aftercare.

Note: In emergency situations including, but not limited to: inclement weather or natural disaster, we will follow the above “late pick-up” policy starting 1 hour from the time the parent was informed.

At the Y and at our off-site programs

Our philosophy is based on our mission statement which is “to put Christian principles into practice through programs that build healthy spirit, mind, and body for all”. These principles are our values of Caring, Honesty, Respect, and Responsibility. Our leadership addresses all incidents of poor behavior. Please talk with your child about the importance of being kind to everyone. Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to redirect and guide them towards positive behavior and choices. Abusive behavior will result in immediate dismissal.