



2026-2027 Before & After School Care Parent Guide

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Dear Parents,

At the Y, our cause is you!

You can feel good about how and where your child spends time before and/or after school. Our experienced staff offers children a variety of activities that promote [YOUTH DEVELOPMENT](#), [HEALTHY LIVING](#), and [SOCIAL RESPONSIBILITY](#).

In Before and After School Care, we are here to make your kids feel welcome. We are here to help them quickly realize this is a place where they belong and can be themselves, try new things, make new friends, and be a part of something great. We are here to help your kids grow in every way. We meet them where they are, give them opportunities to reach levels they never imagined, and gain new skills and new experiences.

We're here to surround every child with support, guidance, and chances to discover and learn. A chance to try until they succeed. A chance to explore new talents and interests. We are here to foster their curiosity to encourage them to expand their comfort zones in what they do, who they know, and what they believe. To discover what they are passionate about.

We're here to show kids all they can accomplish when they believe in themselves. They thrive knowing they can relax in a safe, nurturing, and inclusive environment.

We're here to create experiences that immerse them in an atmosphere that inspires and guides them to live healthy lives, help others, work together, and make strong friendships that last a lifetime. Thank you for trusting and sharing your campers with us. We hope you have a safe and enjoyable summer.

Sincerely,

Your YMCA Childcare Staff

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Staff & Program Overview



OUR STAFF

We take a great deal of pride in the quality of our staff. Supervision is provided by Site Supervisors, Group Leaders, and Counselors who work with children in small groups, divided according to age. All staff members participate in a series of comprehensive training sessions with emphasis on the YMCA's core values of Respect, Responsibility, Honesty, and Caring. All staff are CPR, AED, and First Aid Certified through the Red Cross and undergo child abuse prevention trainings upon hire as well as annually.

OUR PROGRAM

The Prattville YMCA Before and After School Care program is a Christian, family-centered childcare program. We start each day with a devotion and blessing. All children are present during this time and are expected to be respectful but are not forced to participate.

Before School Hours: 6:00 AM-7:00 AM (bus leaves at 7 AM)

After School Hours: School Dismissal-6:00 PM

Full Day/School Holiday Hours: 7:00 AM-6:00 PM

WHO TO CONTACT

Each site has a Site Supervisor, and this is the key person to talk with about your concerns and questions. If you need further assistance, contact the Childcare Leadership team.

At no time should a parent or guardian approach a counselor or child to discuss any issues. Bring any issues to the attention of your Site Supervisor for discussion.

STAFF RELATIONSHIPS OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, YMCA employees are not permitted to provide individual transportation for any child or to bring or take a child home. YMCA staff and personnel are not allowed to babysit for program participants, spend time outside of program with our families, or contact families by personal phone, email, social media, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to compromise these YMCA staff policies.

Staff & Program Overview

SUPERVISION

Every Before and After School Care location has a Site Supervisor that provides direct supervision to the Childcare staff, children, and facility. The Site Supervisor should be your first point of contact for any issues that your child may have. If you don't feel that the Site Supervisor handled the situation properly, or if your issue is with the Site Supervisor, please contact the Childcare leadership listed on the front page.

SPECIAL NEEDS

At the Y, we aim to promote an inclusive environment where children can learn and develop in a happy, caring, and educational environment. At our Before and After School locations, children participate in highly active games, hikes, and other physical activities. Generally, we are unable to meet the needs of a child who requires a greater ratio than one staff to fifteen campers. These needs include social, emotional, cognitive, language, and/or motor development growth. For those needing more specialized care, please contact June Dorough at (334)358-9622 about enrolling in Able After School.

EQUAL ACCESS

The Prattville YMCA, in keeping with its mission to help all people realize their fullest potential, encourages, and supports the participation of all children in our childcare programs. We serve children in groups regardless of gender, race, color, nationality, religion, or ethnicity. Our supervision ratio is one staff to 15 campers. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

SNACKS AND MEALS

We serve an afternoon snack daily to all after school participants. No snack is provided for Before School participants. On Full Days, we serve a morning and afternoon snack. You must provide a lunch for your child. Lunches should be similar to what you would send to school and will need to be able to kept on a cold pack if needed. We are unable to heat or refrigerate any lunches.

TRANSPORTATION

Transportation from the YMCA for Before School and to the YMCA for After School is provided on a YMCA owned school bus by licensed CDL drivers. Children who stay at their school for After School will walk to their designated "Y" location in their school at their dismissal time. Due to Alabama laws, we are unable to transport any PreK children for any reason.

General Information

YMCA HOLIDAYS

The Prattville YMCA Before & After School program and offices will be closed for the following holidays:

Labor Day, Veterans Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Years Eve, New Years Day, and Memorial Day

No care will be provided the days we are closed.

CARE WHEN SCHOOL IS CLOSED

We open our Main Site on most school holidays, professional development days, and inservice days, provided the YMCA is not closed for that holiday. There will be an extra charge for all full days. Registration for all full days will open in late September. You will pay a \$2 per full day non-refundable deposit per child to reserve your spot, with the remaining balance drafted the Friday before the holiday. **All full day fees are non-refundable and cannot be applied to other payments.**

We are unable to provide care for any PreK children when school is closed.

DRESS CODE

Please have children dress appropriately for the weather. Keep in mind that children are active and may get dirty. Children should wear tennis shoes to the Y. Children should not wear flip-flops or sandals. If you wish for your child to change out of their school clothes before playing, then you may send clothes for your child to change into. Please make sure your child knows they have a change of clothes. The YMCA is not responsible for dirty or stained clothes.

PERSONAL BELONGINGS

Children are responsible for their own belongings—including backpacks, library books, clothing, and other personal items. Items such as electronic devices, phones, special toys, books, or money should not be brought to the YMCA. If they are brought, then our staff will collect them and return them when your child is picked up for the day. The YMCA is not responsible for lost or stolen items.

DANGEROUS ITEMS & CONTROLLED SUBSTANCES NOT ALLOWED AT CAMP

Illegal drugs, controlled substances and alcohol are not permitted on any property where a YMCA program is operated or visits. Every property where the YMCA operates a childcare program site is a tobacco free facility. This includes vapes. Pets or other animals are not allowed and are not to be brought to YMCA programs. No children, staff, parents, or visitors are permitted to bring or possess weapons.

LOST AND FOUND

Children are responsible for personal belongings. When items are missing, check the lost and found area. Items are returned to their owners as soon as possible if they are labeled with the child's name. The YMCA does not take responsibility or replace any items lost, broken, or misplaced. Unclaimed items are donated to charity at the end of each week.

Communication

We strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes surveys, newsletters, and daily informal communication. Anticipate daily communication at drop off or pick up times. We are happy to meet with you. Please contact your Site Supervisor or send a note to schedule a meeting with Childcare Leadership.

To best support you and your family, please feel free to provide suggestions for improvement regarding these communication tools. We encourage you to let us know about the changes in your child's life, comments he or she has made about the day or anything that helps us make your child more comfortable and ready to play and learn.

REMIND

Our main form of communication is Remind. You can get Remind messages through text message or app notification (requires app download). To receive messages via text message, text the class code for your site to 81010. To receive messages through the app, tap on "Join a class" in the menu and enter the code for your site.

Site Class Codes:

Daniel Pratt: @dpasp Main: @mainasp Pine Level: @pinelvasp

Kindergarten: @kinderasp Primary: @priasp Before School: @ymcabsp

We strongly encourage every parent to join Remind. We use this as our primary form of communication. If you are not part of Remind, you will miss a lot of information and we will not be responsible for information that was missed if you choose not to join Remind. We will add at least one parent for every child to our Remind classes. If you receive a text message asking you to accept an invitation to join, please accept this invitation.

IMPORTANT PHONE NUMBERS

Whether you need to call to check on your child or need to let us know your child won't be with us that day, be sure to add the phone number for your child's site to your phone contacts for easy access (and to know when we are calling).

Daniel Pratt: (334)799-3044

Main: (334)361-0394 (landline) or (334)799-3050

Pine Level: (334)799-3051

Kindergarten: (334)799-3049

Primary: (334)799-3052

Childcare Office: (334)358-1446

Communication

INCLEMENT WEATHER

We have your child and family's best interest in mind as it relates to weather. If there is a warning issued before we open, we will not open until the warning has been lifted. Should a warning or alert sound after our doors open, we will take the children to their safe area. We will not be able to sign in or release during an active warning that causes our staff and children to seek shelter. If you choose to leave with your child during a warning anyway, the YMCA will be released from liability.

Watch for announcements on WSFA, the Prattville YMCA Facebook page, Prattville Y Childcare Facebook page, the YMCA constant contact e-mails, Remind notifications, and our website (www.prattvilleyymca.org).

If inclement weather has caused damage or road closures, YMCA leadership will evaluate the situation and make determinations on if it is safe to open. Any changes to opening times, or if a closure is deemed necessary, will be communicated via Remind and Facebook.

EMERGENCY ACTION PROCEDURES

In the event of an emergency, we will follow assigned emergency action plans that are specific to each location. We will send a Remind message out to the site affected by the emergency with what the emergency is, what steps have been taken, and what happens next (if applicable). Please note that in the event of an evacuation we will not release any children until everyone is accounted for in our safe locations.



Drop off & Pick Up

DROP OFF & PICK UP INFORMATION

Each after school site has a specific routine for pick up. Our Daniel Pratt site, Main site, and Kindergarten site utilize a “drive though” pick up. At these locations, you will be asked to remain in your vehicle to keep the line moving quickly. Our staff will call for your child to come gather their belongings and will make sure they into your vehicle quickly. If a staff member needs to speak to you or if you need to speak with a staff member, then you will be asked to move forward so that the line can continue moving. At our Pine Level Site and Primary Site, you will walk inside to sign your child out and gather their belongings. At Pine Level, our staff will let you know where to meet your child. At Primary, you will walk through the gym to the playground to meet your child. For Before School Care, you will walk your child into the Bradford Branch and sign them in. On Full Days, we use “drive through” style for drop off.

WHO IS AUTHORIZED TO PICK UP MY CHILD?

Only persons listed as parent/guardian or on the authorized pick-up list are allowed to sign a child out, provided they have proper picture I.D. The staff will question those with whom they are unfamiliar with by checking picture ID. In an emergency, the parent must contact the Site Supervisor that someone else will be picking up the child. You MUST provide your child’s PIN number if calling to make pickup changes over the phone.

Divorced parents must provide court documentation showing custody. If documentation shows joint custody, both parents have the right to list who can pick up the child on their days unless it states otherwise in the court documents. If a parent has full custody, the parent who has full custody must approve all persons on the pick-up list unless it states in the court documents otherwise. We must have court order forms on file in the Childcare Office. The YMCA cannot deny access to a child by either parent without legal documentation.

WHERE DO I PICK UP MY CHILD?

Main-Pickup is at the Don M Smith Youth Facility known as the Main site downtown. This is the 3rd building located below the Fitness Center.

Daniel Pratt-Pickup is at the gym side of the school. You will enter from Sheila Blvd onto Jay Street. You will then turn on Chantal Street (school will be to your left). You may also enter off ACB Street. Please note that due to the bus schedule, our pickup does not begin until 3:45 PM.

Pine Level-You will sign your child out in the lunchroom. Go directly behind the school to the parking lot next to the dumpsters. You will follow the sidewalk to the lunchroom. After you sign your child out and gather their belongings, our staff will either tell you where to pick up or call for your child to come to you.

Kindergarten-Pickup will be in the back of the school by the gym. You will turn off McQueen Smith Rd onto ABC Street. Follow the road around to the back of the school and our staff will bring your child to your vehicle. Please note that due to the bus schedule, our pickup does not begin until 3:45 PM.

Primary-Pick up is in the Primary gym. Do not go to the front of the school. You will walk into the gym and through the doors out to the playground.

LATE PICK UP

All children must be picked up by 6:00 PM. If you are LATE in picking up your child, you will be charged \$10.00 per child for the first ten minutes (6:01-6:10) and an additional \$2.00 per minute per child after 6:10 PM, which will be drafted following day. If we have not contacted anyone on the pick-up list by 6:30 PM, then we will contact local law enforcement and will sign your child(ren) out to them.

NOTE: Repeated late pickups may result in your child(ren) being removed from our program.

Financial Information

The Prattville YMCA requires all registration fees and full day deposits to be paid at the time of registration. Weekly fees are to be paid by either EFT or credit/debit card draft. We do not accept weekly payments at our front desks.

WEEKLY FEES

Parents pay before and/or after school fees regardless of attendance or absences. Parents have the responsibility to ensure that funds are available for selected payment method. Parents DO NOT receive an invoice for payments due. Weekly fees are eligible for childcare tax credit. Our federal childcare tax ID # is provided on each receipt and the year-end tax statement provided in your online account with the Prattville YMCA.

RETURNED DRAFTS

Should your draft return, you will be notified by our third party billing company Daxko Revenue Recovery. You will receive an email or phone call from this service. You will be charged a \$40.00 service charge for all returned drafts. You must contact the Assistant Childcare Director of Administration to take care of this immediately. If your account is past due and payments are not made on a consistent basis, then your child will be removed from our program. The \$40 service charge will not be removed from your account for any reason.

REFUNDS & CANCELLATIONS

Once fees are drafted no refund will be issued. If you wish to cancel before and/or after school, a written notice must be submitted at least one week in advance of the Friday draft date. Cancellations must be emailed to kjones2@prattvilleymca.org.

ABSENCES

The YMCA does not deduct missed days from your fee. Your fee pays for direct operational costs, such as staffing, snacks, crafts, and program supplies. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he or she attends or not.

If your child has a doctor's excuse and is absent for 3 or more days, we will apply a half weeks credit for the next week your child attends, or a system credit will be applied to your YMCA account to use for future programs if your child is not registered for any further weeks of camp.

FINANCIAL ASSISTANCE

Parents can apply for financial assistance to help offset the cost of Before and After School. Financial Assistance is provided through the generous support of our Coach-A-Child fund donors. Financial Assistance applications can be completed online at the Prattville YMCA website. If approved, the weekly fees reduced by a percentage based on income and household size.

Registration Fee and Full Day deposits are not eligible for financial assistance.

Sick Child & Medication

The YMCA cannot accept children for camp when they are ill. Staff observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other arrangements be made for his or her care. If your child develops these symptoms after drop-off, parents are contacted and expected to pick-up their child.

We separate your child from other children until you can pick them up if they are experiencing the following:

- ↳ Too tired or sick to participate in daily activities
- ↳ Fever of 100.4°F or higher
- ↳ Vomiting on 2 or more occasions within the past 24 hours
- ↳ Draining Rashes, Eye Discharge or Pink Eye, Diarrhea
- ↳ Lice or Nits- If your child had lice or nits, he/she must be free of lice and nits to be able to return to the camp.

The Y notifies other parents of communicable diseases so they can take appropriate action to protect their families. If your child becomes ill, you will be called and asked to come pick your child up in a timely manner. If you do not pick your child up after one hour from being contacted, you will be charged an additional fee of \$2 per minute after the first hour after contact is made.

MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he or she is in our care, please give the medication directly to a staff member when you sign in your child. Parents need to complete the "Medication Authorization Form" obtained from the Site Supervisor. The written parental consent is required for our staff to administer any medication. Medications will be stored out of reach to children. We will maintain a record of administration on the authorization form. The Site Supervisor or Designee will be responsible for administering the medication per the instruction of a doctor. Any changes in dosage will need to be done in writing from the prescribing doctor.

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All prescription and over the counter medications:

- ↳ Must be in its original container and properly labeled to identify the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
- ↳ Must include your child's full name, date prescription was filled, medication's expiration date, and legible instructions for administration, such as manufacturer's instructions or prescription label.
- ↳ Will be returned at the end of each week.

We are unable to administer over the counter medication, including ear drops, without written instructions from your child's doctor.

MEDICAL EMERGENCIES

In the case of life-threatening emergencies, a member of our staff will immediately call 911, administer First Aid, CPR, and AED usage as needed, and notify you as quickly as possible. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance and stay with him or her until you arrive. All staff are trained in the usage of our AEDs.

For minor injuries our staff is trained in First Aid. We administer first aid as needed. A written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Incident reports are completed for our records.

Behavior at Camp

BEHAVIOR ISSUES AT CAMP

The goal of Summer Day Camp is to provide a healthy, safe, and secure environment for its campers. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

▶ BEHAVIOR GUIDELINES

- Ⓡ Campers are **Responsible** for their actions.
- Ⓡ Campers must **Respect** each other and the environment.
- Ⓡ **Honesty** will be the basis for all relationships and interactions.
- Ⓡ Campers will **Care** for themselves and those around them.

▶ THE PROCESS

- Ⓡ In cases of negative or inappropriate behavior, the following process will be employed.
 1. Reasoning: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior.
 2. Removal from the Specific Activity: When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary.
 3. Child/Leadership Conference: When the staff is not successful in correcting behavior, the Camp Leadership will be consulted and may decide on longer or stricter consequences if necessary.
 4. Parent Conference: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences.

▶ WHEN A CHILD DOES NOT FOLLOW THE BEHAVIOR GUIDELINES:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA Summer Day Camp rules, and a discussion will take place.
3. If the behavior continues, a parent will be notified of the problem. The parent will be told what the behavior problem is, what provoked the problem, and the corrective action that was taken.
4. If the behavior persists, staff will schedule a conference that includes the parent, child, staff, and Day Camp Leadership.
5. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to immediately pick up the child.
6. If the problem persists and the child continues to disrupt the YMCA Summer Day Camp Program, the YMCA reserves the right to suspend or expel the child from the program.

Behavior at Camp

ZERO-TOLERANCE POLICY

The Prattville YMCA has a zero-tolerance policy for serious behavior issues. The behaviors listed below are grounds for immediate removal from camp for the remainder of the day, and additional days as deemed necessary by Camp Leadership. Each incident is evaluated on a case-by-case basis to determine the best course of action.

- ▷ Any kind of physical assault, such as hitting, kicking, pushing, or biting
- ▷ Endangering the health and safety of children and/or staff, members, and volunteers
- ▷ Inappropriate touching of other campers or sexual misconduct
- ▷ Theft, damaging, or destruction of YMCA or personal property
- ▷ Leaving the YMCA Summer Day Camp Program without permission
- ▷ Using profanity, vulgarity, or obscenity frequently
- ▷ Acts or threats of physical harm, mental harm, or bullying
- ▷ Possession of tobacco, alcohol, drugs, knives, firecrackers, firearms, or explosives

No refunds will be given for children who are removed from camp for behavior issues.

BEHAVIOR REPORTS

When a behavior that falls outside of the YMCA values and behavior guidelines, the Prattville YMCA Summer Day Camp utilizes a "Behavior Report". This is written documentation of the behavior that occurred, what corrective action was taken place, and, if necessary, if a suspension from the program was issued.

Upon three (3) behavior reports, the child will be suspended from the program for 1 – 5 days, depending on the infractions. Upon return to the program, a subsequent infraction will result in an immediate five (5) day suspension. If after return to the program another infraction occurs, the child will be expelled from the program. Suspensions and expulsions are handled on a case-by-case basis, based on the severity of the infraction(s), and are at the sole excretion of Summer Day Camp Leadership.

Anti-Bullying Policy

Bullying is when one or more people repeatedly exclude, physical harm, or verbally abuse another person or group with the intent of hurting another person or people. Bullying happens when a person or group wants to have power over another and use their power to get their way at the expense of someone else. This can be peer to peer bullying but it can also child to staff if the child's behavior is persistent and harmful, often through emotional, verbal, or in some cases physical intimidation. Parents, please note that bullying can also happen through cyberspace through methods such as emails, text messages, instant messaging, social media, and other direct methods. This type of bullying can be especially hurtful when people are targeted with meanness and exclusion. What may seem harmless to you may have lasting emotional or physical consequences to others.

In all childcare programs at the Prattville YMCA, bullying is inexcusable and we have a firm policy against all types of bullying. Our philosophy is based on our goal which ensures that every child can feel a sense of belonging, make achievements, and create positive friendships with children and meaningful relationships with staff. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.

We have a ZERO TOLERANCE POLICY for any sort of bullying. This may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior. Zero tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This zero tolerance policy includes parental behavior towards staff. A child may not be allowed in the program if there is poor behavior from anyone (including parents/guardians).

Unfortunately, people who are bullied may not have the same potential to get the most out of their YMCA experience. Our staff addresses all incidents of bullying seriously. Staff members are trained to promote communication with other staff and children so they will feel comfortable alerting us to any problems during their program experience. Every person has the right to expect the best possible experience. By working together as a team to help identify and manage bullying, we can help ensure that all children and staff have a great in the Prattville YMCA Childcare Program.

Please refer to our Behavior Policy in this handbook for information on what happens if these guidelines/policies are violated.

Prattville YMCA Childcare Leadership Team

(334)358-1446