

PARENT HANDBOOK

2024-2025

AFTER SCHOOL PROGRAM
Williams YMCA of Avery County



WELCOME TO AFTER-SCHOOL

Dear Families,

Welcome to the YMCA After School program. Thank you for choosing us. The focus of After-School is to provide a safe environment where your child(ren) has the opportunity to enhance their achievement, relationships, and belonging. Our staff is committed to working with children and hardworking families. Staff continually participate in child development and education training to insure your child's safety, health, and social and academic growth.

Our team is passionate about:

- Developing self-confidence and independence
- Communicating Core Values of Caring, Honesty, Respect, and Responsibility
- Creating lasting friendships and lifelong memories
- Encouraging fun and healthy decision-making
- Infusing learning and exploration into activities each day.

Positive relationships among children, staff, and parents are critical for each child's healthy development and social growth. After-School programs work with families to respond to each individual child's feelings, needs, cultures, abilities, and languages. Having our programs housed in your child's school not only provides convenience but also helps to promote a familiar environment that supports education and continued friendships.

We thank you in advance for your continued support and welcome you to our Y family. Your After-School journey begins here!

Sincerely,

Williams YMCA of Avery County



IN THIS HANDBOOK

TABLE OF CONTENTS

After School Program Overview	2
Youth Development Staff	3
After-School General Information	4
Student Pick-Up	5
Safety Policies	6
Student Information	7
After-School Curriculum	8
Behavior Policies & Procedures	10
Other Policies & Procedures	11
Release Forms	12
Acknowledgement Form	13
Media Release Form	14
Data Safety/Sharing Form	15
Allergies & Medication Form	16
Admission Agreement	17
21st Century Community Learning Centers Grant	18

YMCA MISSION

To put Christian principles into practice through programs that build a healthy mind, body, and spirit **FOR ALL!**

YMCA CAUSE

To strengthen the foundations of our community through **Youth Development, Healthy Living, and, Social Responsibility.**

YMCA CORE VALUES

CARING:

Interest and concern - including compassion, friendliness, generosity, kindness, and love..

HONESTY:

Fairness of conduct and adherence to facts including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness.

RESPECT:

Special regard for others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.

RESPONSIBILITY:

Moral, legal and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.

OUR PARTNERSHIP WITH YOU

A great program requires a partnership between staff and parents. As a partner in your child's success in our program, you have free access at all times to all areas of the classroom used by your child. We invite you to become familiar with the staff and encourage you to visit and to participate in the program as often as possible.

OUT OF SCHOOL POLICY

The After-School Program does not operate on the following days.

- Teacher Work Days
- Snow Days/Early Dismissal
- Fall/Winter/Spring Breaks
- Thanksgiving Day
- Memorial Day
- Labor Day

PARENT HANDBOOK

After School Program

OBJECTIVES

- To provide a safe and fun learning experience for children that includes a healthy snack, homework time, character development, enrichment, and physical activity
- To develop positive behavior through character development activities that focus on the YMCA core values of caring, honesty, respect, and responsibility
- To enhance physical fitness through active games, sports, exercise, and education
- To support academic performance by providing daily homework assistance

BASIC AFTER-SCHOOL INFORMATION

The Avery County After School program is designed to ensure that your student is provided with the tools to reach his or her full potential. We believe that learning and growth don't need to stop once the school day is over! At each site, your student will be provided with dinner through a partnership with Avery County Child Nutrition, homework assistance and tutoring, physical activities and team building, as well as hands-on learning activities centered around arts and crafts, nutrition, and character development! The After School program acts as an extension of the school day and the Williams YMCA works closely with Avery County Schools to ensure that we are providing grade-level appropriate experiences for your children. The program is designed to foster and grow your child academically, physically, and socially! All programs operate Monday through Friday from the time your school releases until 6:00 PM. The program is closed on school holidays, snow days, teacher planning days, and early dismissal days, and we are closed when the schools are closed due to weather.

Our program operates with the goal of providing your children a safe place to complete homework, grow academically, meet new friends, try new things, and learn as much as they can. Our goal is to see a growth in student reading and math scores in the winter and spring, as well as have program participants have increased attendance as compared to non-program participants.

Typically, students have homework Monday – Thursday and we make homework a priority. We provide an hour of homework help at the beginning of the program to ensure it gets done before the students leave; however, if there is a time when the child's homework does not get done, the program staff will communicate that with the parent. We provide 1-1 and small group opportunities for teacher assigned homework and academic enrichment activities



After-School Staff

PROGRAM STAFF

Jessa Cannon 828-737-5500 ext 330
Avery Branch Director of Youth Development
jessaj@ymcaavery.org

PROGRAM OFFICE

Williams YMCA of Avery County
436 Hospital Drive, Newland 28607
828-737-5500

SITE LOCATIONS

Freedom Trail Elementary
6320 N US Hwy 19E, Elk Park, NC 28622

Banner Elk Elementary
155 Orchard Ln, Banner Elk, NC 28604

Riverside Elementary
8020 US Hwy 19E South Newland, NC 28657

Newland Elementary
750 Linville St, Newland, NC 28657

Crossnore Elementary
1000 Walt Clark Rd, Newland, NC 28657



General Information

PARENT COMMUNICATION

Communication is vital to keeping the program innovative, safe, and fun. If you have any questions or concerns, please feel free to speak with the Youth Director. The best way to communicate with the Director is by email or calling to schedule a meeting outside of regular After School program hours. You may always contact the site coordinator during after-school hours as well.

ROLES AND RESPONSIBILITIES OF THE PARENT

Parents and guardians are responsible for the following:

- Pick-up no later than 6:00 pm each day
- Treat YMCA staff of the School program with respect and dignity
- Complete/Update the YMCA Registration Form

A student may be dismissed from the program if a parent does not meet the above responsibilities on a consistent basis.

QUALITY STAFF

Each YMCA childcare site is staffed with qualified, professional individuals. They receive comprehensive training and are locally and federally screened, in accordance with state licensing requirements.

After School employees receive training in the following areas:

- CPR, First-Aid, and AED certified
- Child Sexual Abuse Prevention
- Risk Management
- YMCA Code of Conduct

GETTING STARTED

You may enroll your child with the YMCA online at www.ymcaavery.com. Please complete a registration form. Once you have registered, you will receive a copy of the handbook and all forms that need to be signed by the parent or legal guardian. NOTE: The Y is unable to provide care to children who are not registered.

HOURS OF OPERATION

After School is open Monday through Friday. After-school care begins at each school's dismissal time and ends at 6:00 pm. Each site has a different transition protocol that is listed below:

SCHOOL SITES

Elementary Schools	
Banner Elk Elementary School	Freedom Trail Elementary School
Crossnore Elementary School	Newland Elementary School
Riverside Elementary	

Pick-Up Information

LATE PICK UP

At the YMCA, we understand life does not always go as planned. If you realize that you will be late picking up your child from care, we ask that you notify the site coordinator. If you are late picking up your child, you will be issued a warning. After 3 warnings for any late pickups throughout the program, the Program Director will contact the parent to set up a plan for success. To avoid warnings, we strongly urge you to authorize multiple individuals to pick your child up from care. Please remind any authorized signer that a valid photo ID is required to sign your child out of the program. Excessive tardiness may result in the dismissal of your child from the program.

PICK UP PROCEDURES

The Williams YMCA of Avery County requires that all children must be signed out by an authorized parent or guardian. A parent or authorized person must sign each child out daily at the time the child is picked up. Only authorized individuals listed on the child's registration form will be allowed to sign out the child. Proper identification must accompany the individual at pick-up. It is imperative that your registration form includes all other appropriate individuals who may pick up your child in the event of unforeseen circumstances. Any changes to the pick-up list must be in writing. Only the person signing the registration form is able to make changes.

- Please adhere to the school's posted speed limit when picking up
- Smoking is prohibited at all After School locations

COURT-ORDERED DOCUMENTS

Should you have court-ordered paperwork for any parties who are not able to have contact with your child enrolled in the YMCA After School program, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly. The parent or guardian that has signed the registration form is responsible and is the only one(s) authorized to make changes. The YMCA will share documents including attendance records related to your child(ren) with both parents/guardians unless court-ordered documents warrant otherwise.

NON-ATTENDANCE AND CHANGES IN ATTENDANCE

We recognize the need for parents to occasionally have their children absent from After School. If you no longer need the After School program, you must contact the Program Director to notify of this change. After School students must attend a least 3 days a week, each week throughout the entire program. Students are also required to stay until 4:30pm each day they attend so we can make sure we are meeting our requirements and the people in the program are using the program for its purpose: academic enrichment and help. If the attendance isn't being met, the Program Director reserves the right to withdraw the child from the program.

WITHDRAWALS

If you wish to withdraw your child from the After School program, please let the Director know as soon as possible.

Safety Information



ILLNESS OR EMERGENCY

To ensure the health and well-being of all children in our program, if a child has a contagious illness, infection or fever of 100 degrees, vomiting, or diarrhea, parents must make arrangements for their child to be picked up from the program immediately. It is necessary for the child to be symptom-free for 24 hours, without the use of fever reducers, before being allowed to return to the program. If a child has been sent home from school with a communicable disease, the child will not be re-admitted to the site until he or she has been re-admitted to the school or provided a written doctor's release. A child with chicken pox can return to the program when there are no open sores. The remaining sores should be well scabbed over. Children are usually out for one week. All parents at the site will be notified in writing. If a child is found to have head lice at the site, the child will be isolated with staff supervision and the parent contacted to pick up the child immediately. The school will be notified that the child has been sent home with head lice, and all parents at the site will be notified in writing. The YMCA will not re-admit children to the program as long as lice are present. A child identified as having head lice shall not be permitted to return until the following day and only provided that treatment has occurred and has been verified by YMCA staff. Verification of treatment may include a product box, box top, or empty bottle. If your child becomes seriously ill or sustains any injury in our care, all efforts will be made to contact a parent, guardian, or emergency contact immediately. As in any severe emergency, 911 will be called. Please keep your contact information up to date in case of an emergency. Staff members are required to fill out incident report forms and share those with each parent/legal guardian.

MEDICATIONS

The YMCA does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. Medications must be in original containers with written instructions for dispensing. Do not send medications with your child. A parent or guardian must give the medication to the program staff. Notice: With respect to giving EpiPen and/or Glucagon injections to children participating in its programs, the YMCA will comply fully with the requirements of the Americans with Disabilities Act. For those children who may require EpiPen and/or Glucagon injections, or who have other special medical needs, the YMCA will meet with the parent(s) or guardian(s) of such children and, through dialogue, strive to develop a mutually acceptable plan designed to address the need.

ALLERGIES & SPECIAL DIETARY RESTRICTIONS

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, and bee stings) must be listed in the "Allergies" section of the child's registration form. Please include any reactions and treatments.

COVID-19 POLICIES

At the Williams YMCA of Avery County, we are taking all necessary precautions to keep your children and our staff member safe. We are following all state and local guidelines to keep your children as safe as possible. We are following Avery County Schools policies on mask-wearing as well as the CDC guidelines.

EMERGENCY PROCEDURES

All emergency procedures including building and facility emergencies, bomb threats, fire emergencies, missing persons, life-threatening injuries, aquatic emergencies, blood-borne pathogen control, and hazardous materials control are available at the front desk in the Emergency Procedures Flip Book.

SAFETY PROCEDURES

All staff will be required to wear staff shirts and YMCA nametags. Site staff will provide direct supervision of children. Only staff and children are permitted in program areas. A federally issued picture ID, such as a driver's license or military ID, must be provided to sign a child out of the YMCA's care. We are required to do fire drills at each of the schools once a month.

Student Information

DRESS CODE

After School follows the YMCA Appearance Policy and School Board dress code guidelines. Appropriate clothing and closed-toe shoes are required for outdoor play.

PERSONAL BELONGINGS

Please do not allow your child to bring toys, electronic devices or any other valuable items to After School. If a child brings personal items, the YMCA is not responsible for lost or stolen items. Please label all personal belongings with a permanent marker for identification purposes. If an item is missing, you can check the lost and found at the site.

Cell phones are permitted, but must be stored in the child's backpack and must not be a disruption to the program. The YMCA will not be held responsible for lost or damaged phones.



After-School Curriculum

AFTER-SCHOOL ENRICHMENT CURRICULLUM

Each YMCA After School site follows a curriculum framework based on sound planning principles following core developmental content areas.

The specific activities associated with the various curriculum categories generally take place in one or several of the following contexts, each of which is balanced throughout the day or week.

- Choice: The child has the option of choosing from several activities.
- Small Group: The activities available can be done either in small groups or alone.
- Project Time: Time is set-aside for children to begin or return to a long-term project.
- Large Group: Activities are designed for large group participation.
- Indoor/Outdoor: All of the contexts and activities above are presented or done in both indoor and outdoor settings.
- Please take a few minutes to look at the curriculum calendar that is posted monthly at your child's site. It is our hope that your child enjoys his or her experience at YMCA After School. If you have any questions regarding the curriculum, please do not hesitate to ask your Site Director.
- Academic Support
- Homework time is offered Monday through Thursday for at least 30 minutes per day. While we make every effort to give your child appropriate time and support to complete his/her homework, please realize it is not the responsibility of the staff to be sure it is correct and complete. We encourage parents to follow up on the child's homework.

NUTRITION AND SNACKS

Avery County Schools provide a meal based on USDA-approved meals. If a child has special dietary needs, it is the parent's responsibility to provide an alternate healthy snack. This MUST be noted on the Registration Form. you must also have an allergy formed filled out with your child's school.

POSITIVE RE-DIRECTIONS & DISCIPLINE

YMCA staffers wish to work with your child and for you to have the best experience possible. It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

FAMILY ENGAGEMENT

Throughout the year, we offer 4 family engagement opportunities. The initial parent meeting is one of those family engagement opportunities. The others will be offered in October, February, and April. We require that families attend at least 2 family engagement opportunities as this is something we are required to do to continue receiving 21stCCLC funding. This is necessary for your child to continue in the After School program and other 21stCCLC programs.



Key components of the After-School Curriculum are included on the follow page

After-School Curriculum (continued)

Component	Outcome	Examples
Arts and Humanities	Demonstrate an appreciation for arts	Program offers art activities and humanities a minimum of 3 times per week
Character Development: Demonstrate YMCA Core Values	Development of respect, responsibility, and faith as role-models reinforce, and practice leadership and social skills that help promote character development values on a daily basis	Staff confronts behaviors that are inconsistent with the values.
Health and Wellness	Improve physical fitness and develop healthy lifestyle skills	Demonstrate physical fitness and Program offers 30 minutes daily of physical fitness and healthy lifestyles through physical activities, cooperative games, dance, and/or sports
Literacy Development	Develop skills in reading, and writing,	Program offers a variety of vocabulary, and comprehension a minimum of 2-times per week
Homework & Academics	Complete homework and offer additional learning support	Program offers a time for homework and enrichment centers that demonstrate a commitment to and learning.
S.T.E.M. / S.T.E.A.M	Support classroom learning through hands-on academic activities that promote interest in science, math, and engineering.	Demonstrate a commitment to activities that encourage learning and problem solving at least two times per week.

Student Behavior Policy & Procedures

THE YMCA DOES NOT CONDONE AND WILL **NOT** PERMIT

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriately loud voice
3. Leaving children unsupervised
4. Use of profanity

A CHILDS BEHAVIOR IS EXPECTED TO BE CONSISTANT WITH THE FOLLOWING:

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Aggressive behavior and hitting is not allowed.
6. Stay in program areas – running away is not acceptable.
7. Participate successfully within the YMCA staff-child ratios for each program

DISCIPLINE POLICY

1. If a child is having a hard time following expectations, the child will be given every opportunity to be able to turn their day around and make the right choices. YMCA staff has a variety of positive behavior techniques and coping tools to help the child have a successful day; including time away, time with staff, redirection, coping skills, voice, choice, etc.
2. If a child is still unable to comply with behavioral expectations, and more than 3 verbal warnings or behavioral strategies have been implemented, the student will be written up on a behavior form. The behavior form serves as a warning and a copy will be given to the parent.
3. After 2 behavior reports, a conference will be held with the child and the Site Coordinator to come up with a plan of action for the child to be successful. The parent(s)/guardians will be notified of the outcome of the conference, as well as the school principal.
4. If the child is still struggling and receives 3 behavior reports, the child will be subject to suspension of 1-5 days, and the Program Director will hold a conference with the child/parent. A behavior contract will be created and maintained for the child to be successful.
5. If the child's behavior continues to be disruptive or unsafe, the child will be subject to additional suspensions and/or expulsion from the program. Failure of the parent/guardian to attend the conference and cooperate will subject the child to suspension or dismissal from the program.
6. The program director holds the right to dismiss a child from the program at any time if behaviors are unsafe. These decisions will be made in conjunction with the school Principal. Infractions deemed "serious" may result in immediate suspension and/or expulsion regardless of previous disciplinary action.

BEHAVIORS WHICH MAY RESULT IN IMMEDIATE DISMISSAL:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children, or staff. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, threats, name-calling, bullying, or intimidation.
2. Fighting or hitting
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Sexual misconduct
6. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
7. Running away
8. Biting

Student Behavior Policy & Procedures (continued)

INVESTIGATING AN ISSUE OR CONCERN

You may occasionally have an issue or concern you wish to bring to our attention. We welcome your thoughts and comments. In the event you have reported an issue at the site, please be assured that we will complete a thorough investigation which includes speaking to any pertinent staff and sometimes the children. So that you can be aware of our process, listed below are the procedures we follow when dealing with parental concerns:

- Speak to the parent/guardian to get all the information regarding the concern. We are unable to speak with anyone other than the parent/guardian (this includes grandparents, aunts, uncles, etc.). If necessary, we will bring our Human Resources Representative to work with us.
- Once we have gathered all the pertinent information, we will follow the Williams YMCA of Avery County Policies and Procedures. Depending on the circumstances, disciplinary action may be required. Due to confidentiality, we are unable to discuss any details.
- There is no time limit for an investigation. We will take as much time as necessary to thoroughly investigate all issues.

REPORTING SUSPECTED CHILD ABUSE

In order to ensure the well-being of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow the North Carolina statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff, or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

BABYSITTING POLICY

The YMCA strives to employ the very best staff possible in all of our programs. After they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with former staff of the YMCA are separate and independent from any YMCA program and must be based on the independent investigation, responsibility, and judgment of the parent or guardian. Current YMCA staff is prohibited from babysitting children in YMCA programs while under the employment of the Y. The YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

INCLEMENT WEATHER

The after-school program will follow the lead of Avery County Public Schools on the first day of inclement weather. Parents/Guardians can call the Site Director's Cell Phone to receive instructions via our voicemail system. If bad weather occurs while the program is in operation the program director will contact the site coordinator to make a decision as to whether the site will close early or remain open. If a decision is made to close the program, parents will be notified and will have 30 minutes to pick up their child.



NEXT STEPS

CONCLUSION

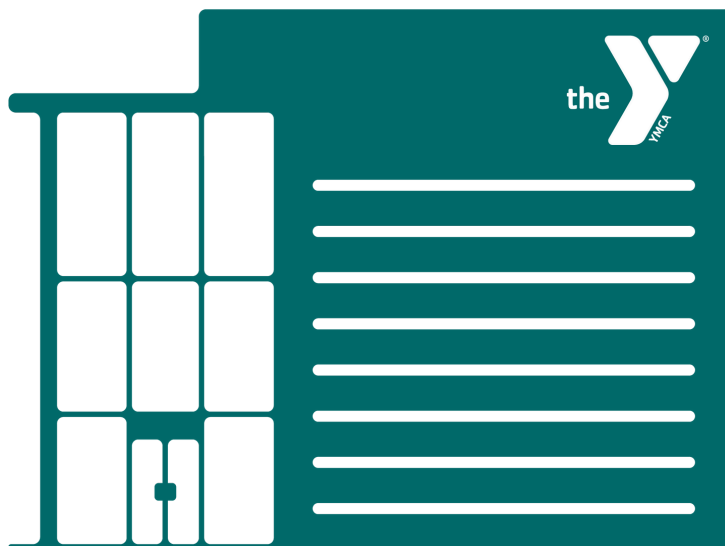
Thank you for taking the time to review the information presented in this handbook regarding our YMCA After-School program. This parent handbook provides information to help you and your child have a smooth experience in after school. Please read everything carefully, as several policies have changed. We are here to answer any questions that you have, and we are excited to spend the school year with you! If at any time you feel as if the program is not meeting your expectations, please do not hesitate to contact the Youth Director so we can work together to address your concerns.

NEXT STEPS

To complete your child/children's enrollment into the YMCA's After-School program please follow these steps:

1. Completely fill out and sign the following documents located on the following pages;
 - a. Appendix A-Handbook Acknowledgement Form
 - b. Appendix B- YMCA Photo/Audio Visual/Narrative Release
 - c. Appendix C- Data Usage/Sharing Form
 - d. Appendix D- Allergies & Medication Form
 - e. Appendix E - Admission Agreement
2. Return the completed forms to the Youth Development Office:

Williams YMCA of Avery County
ATTN: Youth Development Director
436 Hospital Drive, Suite 145
Linville, NC, 28646



Appendix A- Parent Handbook Acknowledgment Form

Child's First & Last Name: _____

*A signed handbook is necessary for each child in the program.

I have read, understand and agree with all policies and procedures as stated in this document and have discussed the expectations of behavior with my child. I understand that the YMCA has the authority to revoke my child's right to participate in YMCA programs for behavior which is not in keeping with the mission of the YMCA or for failing to follow the policies/procedures of the YMCA.

Parent or Legal Guardian Printed Name: _____

Parent or Legal Guardian Signature: _____

Date: _____

Appendix B- YMCA PHOTO/AUDIO VISUAL/NARRATIVE RELEASE

I am 18 years of age or older and, if not, my parent or legal guardian has also provided their consent by signing below.

Consent & License. For my participation in activities to be conducted by the National Council of Young Men's Christian Associations of the United States of America ("YMCA of the USA") or any of its chartered member associations in the United States (collectively "the Y"), and collaborating third parties, I consent, now and for all time, to the making, reproduction, editing, broadcasting, or rebroadcasting of:

- video film or footage of me,
- soundtrack recordings of me,
- photo reproductions of me,
- any narrative account of my experience,

My consent includes a perpetual license to the Y and collaborating third parties for the use of the above materials for publication, display, sale, or exhibition in promotions, advertising, education, and commercial uses. Use includes reproductions in any form and media currently existing or later conceived, adaptations, and/or revisions, throughout the world in perpetuity.

I understand and agree there may be no additional compensation for this license, and I will not make any claim for payment of any kind from the Y or collaborating third parties. I may, or may not be, identified in such licensed uses; however, my name will not be used to endorse any particular products or services.

Ownership, Confidentiality, and Shared Use. With respect to any of the above uses, I further agree:

- All works shall belong to the YMCA of the USA;
- The Y has no duty of confidentiality regarding any licensed uses;
- YMCA of the USA shall exclusively own all known or later existing rights to the uses throughout the world;
- The Y and collaborating third-parties may use any video film, footage, soundtrack recordings, and photo reproductions of me and/or my narrative account for any purpose without additional compensation to me.

Release from Liability. I agree that my consent is irrevocable. I hereby release and discharge The Y and collaborating third parties, from any and all claims, actions, lawsuits, or demands of any kind arising out of my consent, license grants, use, or the shared uses of any works or materials referenced herein.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

I am the parent or legal guardian of (child's name). I hereby consent and grant the licenses detailed in the foregoing on behalf of my minor child.

Signature of parent or legal guardian: _____

Printed name: _____

Childs Name: _____

Appendix C- Data Usage/Sharing Form

I, _____(Parent Name) understand that all information provided on the registration form will be shared with YMCA After School staff. I acknowledge that the YMCA uses different data platforms such as Daxko Operations and Daxko Attendance to store children's information and parent contact information. This information is only intended for After School staff and will not be shared with anyone outside of the YMCA organization.

I, _____(Parent Name) understand that the Williams YMCA of Avery County is able to offer the Avery County After-School program through grant funding from the 21st Century Community Learning Centers. I further understand that some data such as test scores, attendance, and other student information will be collected, deidentified, and shared through the designated data systems as required by the grant requirements and 21st Century Community Learning Centers program.

I, _____(Parent Name) understand that participation in the Avery County After-School program is voluntary.

Parent Signature: _____

Date: _____

Appendix D- Allergies & Medication Form

Please indicate your child's known allergies, medications, or special circumstances. Check all that apply to your child, or check "None" for those that don't apply:

Medication (type and schedule) _____
 None

Emotionally, behaviorally, intellectually or physical challenged (explain) _____
 None

Allergies (type) _____
 None

Special circumstances _____
 None

Additional Information: _____

Medication Policy

The Avery County After School staff is not responsible for administering medication.

MEDICAL TREATMENT POLICIES

Accident Insurance – Participants are responsible for their own accident insurance when using Avery County After School.

Medication – Avery County After School does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. Medications must be in original containers with written instructions for dispensing. Do not send medications with your child. A parent or guardian must give the medication to the program staff. Notice: With respect to giving EpiPen and/or Glucagon injections to children participating in its programs, Avery County After School will comply fully with the requirements of the Americans with Disabilities Act. For those children who may require EpiPen and/or Glucagon injections, or who have other special medical needs, the After School program will meet with the parent(s) or guardian(s) of such children and, through dialogue, strive to develop a mutually acceptable plan designed to address the medical circumstances of each individual child. Avery County After School will not administer, or be responsible for administering, medications that have to be inserted into body cavities.

Blood Borne Pathogen Exposure – I understand that, while my child is in the care of Avery County After School, if a child is exposed to a body fluid on broken skin or mucous membrane (e.g. splashing in mouth or eye) from another child, Avery County After School will contact the parents of both children. They will explain what has occurred, and provide the name of the attending physician of the source child to the parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, Avery County After School will provide the name and telephone number of the child's attending physician to the staff member. I have read and agree with the statement and specifically authorize Avery County After School to release the name and telephone number of my child's physician and a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or to any staff member who experiences such exposure from my child.

Emergency – In the event of an emergency in which the parent/guardian or listed emergency contacts cannot be reached, Avery County After School will contact emergency medical personnel and, pending their arrival, take those actions that are in Avery County After School judgment to be in the best interests of the child.

AUTHORIZATION FOR MEDICAL TREATMENT

In the event that I cannot be reached to make arrangements for medical treatment, I authorize Avery County After School Staff to administer first aid/or transport to the nearest hospital or emergency care facility.

Parent/Guardian signature: _____

Date: _____

Appendix E- Program Admission Agreement Form

Please read and initial

_____ Water Activities: I give permission for my child to participate in water activities during program hours.

_____ Physical activity: I permit my child to participate in physical activity as part of the Avery County After School program.

_____ Medical: In the event of an emergency, I give authorization for the Avery County After School program to render 1st aid and, when deemed necessary, contact emergency medical personnel.

_____ Family Engagement: I understand that I must attend at least 2 family engagement events in order for child to continue in the After School program and future 21stCCLC programs.

_____ Absences: I understand that it is my responsibility to notify the Avery County After School program director by 9 AM daily if my child will not attend the program that day.

_____ Avery County After School program closures: I understand that the Avery County After School maybe closed due to weather or other unforeseen circumstance.

_____ Internet: I give authorization for my child to gain access to the Internet or have Email/ Internet communications in compliance with 15 USC §Chapter 91, The Children's Online Privacy Protection Act and Title XVII, the Child's Internet Protection Measures.

_____ FERPA/HIPPA I understand the Avery County After School program staff may have access to my child's medical and academic information but will ensure privacy under federal law is maintained.

_____ Although the Avery County After School program will make every effort to safeguard personal belongings, I understand that the Avery County After School program is not responsible for any personal items lost, stolen, or damaged at the Avery County After School programs.

_____ Student/Parent acknowledges that they have received and read Avery County After School Student/Parent Handbook.

Appendix F- 21 Century Community Learning Center Grant Information

21st Century Community Learning Center Grant Information provided via:
<https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers#rfp>

The 21st Century Community Learning Centers (CCLC) Program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA) of 1965 as amended by the Every Student Succeeds Act (ESSA) of 2015.

The purpose of the 21st CCLC program is to provide federal funds to establish or expand community learning centers that operate during out-of-school hours with three specific purposes:

1. Provide opportunities for academic enrichment, including providing tutorial services to help students (particularly students in high-poverty areas and those who attend low-performing schools) meet state and local student performance standards in core academic subjects such as reading and mathematics.
2. Offer students a broad array of additional services, programs, and activities, such as: youth development activities; service learning; nutrition and health education; drug and violence prevention programs; counseling programs; arts, music, physical fitness and wellness programs; technology education programs; financial literacy programs; environmental literacy programs; mathematics, science, career and technical programs; internship or apprenticeship programs; and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students.
3. Offer families of students served by 21st CCLCs opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

The 21st CCLC grant funds are solely available on a reimbursement request basis for actual allowable expenditures. Organizations are eligible to receive reimbursement grants of not less than \$50,000 and up to \$400,000 a year, based on the number of students served, with an opportunity for a second and third year of funding.

Purpose of Program

The 21st CCLC program is authorized under Title IV, Part B of the Elementary and Secondary Education Act (ESEA). The program provides before and after-school, weekend, and summer school academic enrichment opportunities for children attending low-performing schools to help them meet local and state academic standards in subjects such as reading, mathematics, and science. In addition, programs may provide activities for youth development, drug and violence prevention, art, music, technology, character education, counseling, and recreation to enhance the program's academic components. The program also supports a component for family literacy and community outreach.

The Williams YMCA of Avery County has been awarded a 3-year grant to offer After-School and Summer Camp programming to Kindergarten - 5th-grade students enrolled in Avery County Schools. The Williams YMCA of Avery County provides 4 different opportunities for Private Schools in Avery County to participate in the program. The current grant award period is October 2021 - September 30th, 2024.

For more information about the 21st CCLC program, grant, or After-School and Summer Camp opportunities please contact the Williams YMCA of Avery County's Youth Development Director