

Welcome to the YMCA of Saginaw Afterschool Program!

Hours of Operation:

Monday – Friday 4:00 - 7:00pm

(School days only-excludes days when school is closed for weather, holidays etc.)

- ❖ **The YMCA of Saginaw reserves the right to make necessary adjustments to these policies and procedures at any time.**

RULES AND REGULATIONS

- The YMCA Afterschool program is open to youth Preschool- 16 years old. The program is for youth to develop their interests in areas such as music, art, education, and movement, but is not limited to these four categories.
- The afterschool program is based on per month registration. All youth must be registered and payed for the upcoming month by the specific deadline. All required forms must be filled out and on file before youth are allowed in the program. All students must check in with their assigned staff member before exiting the school bus. Each assigned group will receive a group specific wrist band that must be worn at all times.
- Each student must be checked in by their assigned staff member before the start of the program.
- Each student must be checked out **ONLY** by the person identified on appropriate forms, unless identified person has informed the YMCA staff that another person is picking them up that day. Parents/guardians may update the forms whenever necessary. The students must be picked up by 7 PM each day. ***Students will NOT be allowed to leave the building with someone other than the person/people identified on the forms unless prior notice has been made.
 - Failure to pick up the youth by 7 PM each day will result in the following consequences.
 - Staff will begin by calling the emergency contacts, or identified individuals who pick up youth on the forms. If staff cannot get a hold of emergency contacts, or identified individuals who pick up youth, within two hours, Child Protective Services will be contacted.
 - If failure to pick youth up by 7 PM occurs a second time a meeting will be held with the parents/guardians and HOST Coordinator. If failure to pick up youth by 7 PM occurs more than two times, youth may be asked to leave the program.
- Each student must remain with their group at all times. If a student chooses to leave their assigned group without permission from the staff, there will be consequences. Please see Behavior Expectations below.
- For the safety of our youth, parents/guardians must gain acknowledgment from Afterschool Program staff and sign-in to the Visitor's Log to observe their youth.
- Youth must always respect the rights and property of others, including YMCA property. Good citizens will help keep the YMCA neat and clean. Be proud of your YMCA. Please sit on the furniture appropriately and use the space for its intended purpose. Failure to do so will result in consequences. Please see Behavior Expectations below.

CARE OF PERSONAL PROPERTY

- We ask that you do not bring outside video games, cell phones, & IPODS. Large sums of money, watches, jewelry, record players and radios should be left at home.
- The YMCA of Saginaw is not responsible for any lost or stolen items. If you do lose an article, check to see if it has been turned into the Membership Services Desk.

PUBLIC DISPLAYS OF AFFECTION:

- Couples will be discouraged from making a public display of affection (PDA) on the YMCA grounds. Examples of public display of affection are holding hands, embracing, and kissing. Youth that persist in such practices will be referred to the Afterschool Program staff and if necessary, the parents will be called in for a conference.

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LOCKERS

- The YMCA maintains no responsibility for lost or stolen property.
- No valuables of any type are to be brought to the YMCA.

DRESS CODE:

- Appropriate dress will be expected at all times. Youth are encouraged to dress in clothes that enable them to work out and or play in the gym. All clothing must be neat and clean. All youth are required to wear shoes. Athletic shoes must be worn in the gym.
- Clothing with art work, words, or other printed materials on them which might be disruptive and/or offensive shall not be allowed.
- **The following apparel is prohibited at the YMCA:**
 - A. Attire that reveals the chest, such as net/mesh
 - B. Attire that exposes a bare midriff.
 - C. Obscene or vulgar jewelry.
 - D. Gang dress, such as bandanas, hats, or headwear; gang-related jewelry, attire, symbols, or paraphernalia identified by police as gang-related; gang-related color or color combinations.
 - E. T-shirts, sweatshirts, other clothing or paraphernalia with profanity or suggestive slogans related to the use of drugs, alcohol, sex, violence, etc.
 - F. Pajama-type or bedtime wear and house shoes.
 - G. Jeans, slacks, or pants worn below the waistline, or sagging.

ENFORCEMENT OF DRESS CODE

The Afterschool Program staff are delegated the authority to determine the proper action to be taken in issues related to the dress code. This includes sending youth home to change clothes. Repeated offenders can be suspended from the YMCA. It is the duty and the responsibility of the entire staff to enforce this dress code policy.

BEHAVIOR EXPECTATIONS:

- ❖ The YMCA Afterschool Program has posted rules which communicate the YMCA's expectation that each and every youth strive to be **Caring, Honest, Respectful, and Responsible**.
- ❖ The YMCA reserves the right to suspend and/or dismiss any youth who cannot or does not adhere to rules.
- ❖ When inappropriate behavior occurs, staff will: redirect behavior, speak with the youth to determine the cause/resolution and, when appropriate, assign special responsibilities to help the child build self-esteem.
- ❖ If a teen's behavior consistently disrupts the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines, a conference will be scheduled with parents and suspension and/or dismissal may follow. Any time a teen is asked to leave for the day, or suspended, s/he must schedule a meeting with the HOST Coordinator **BEFORE** they are allowed to use the facility again.
- ❖ Chronic behavior problems will lead to dismissal from the program. These behaviors include, but are not limited to:
 - destroying or taking property of other teens, staff, members, or that of the YMCA
 - rudeness or discourteous behavior to other youth, members, or staff
 - causing physical and/or emotional harm to other youth, members, or staff
 - Any youth that vandalizes, damages, or otherwise destroys YMCA equipment and/or supplies **WILL BE HELD RESPONSIBLE** for making the appropriate repairs and amends.