



Irving Family YMCA: Serving Irving ISD Enrichment After Hours Fall 2009 FAQ Sheet

The Irving Family YMCA Teen Program provides FREE transportation from Irving ISD middle schools (ALL EXCEPT Bowie & Austin) to the YMCA Monday-Friday from 3:30p.m. until 6:30p.m.. Our well trained staff promises a safe and enriching environment for your Irving ISD middle school teen that enhances their confidence, esteem, and enriches them academically. The program is licensed by the Texas Department of Family and Protective Services and is FREE of charge*. We would like to extend an invitation for you to visit us and see what we have to offer your teen today! We are located at 2200 W. Irving Blvd. Irving, TX 75061. Contact me, the Teen Director at (972) 986-8898.

***First 30 spots are free on a first come first serve basis after this regular program fees apply with financial assistance available to those who qualify, registration opens August 1, 2009.**

Program Begins August 24th, 2009

What are the hours of operation?

Enrichment After Hours is open Monday through Friday from the time school is dismissed until 6:30 p.m. Bus will pick up after immediately after school from the following Irving ISD middle schools: De Zavala, Travis, Crockett, Sam Houston, and Lamar. (Bowie and Austin Middle School are **NOT** currently a part of the program). Parents/ Guardians will pick their middle school teen up from the Irving Family YMCA (2200 W. Irving Blvd. Irving, TX 75061) each day at 6:30p.m.

We will also be open for operation during Early Release. On regular days of operation ALL teens are to be picked up by 6:30 p.m. In the event that a child is picked up after 6:30 p.m., a late fee of **\$1.00 per minute per teen** will be assessed and **must be paid upon pick up.**

What activities will be available during the program hours?

Tentative Teen clubs: World Healers: Philanthropy, Junior Youth & Government, Leadership, Service, Sports, Teen Building, 2 Field Trips a week, FUN, and Arts and Humanities. Please see the General Information Sheet for a detailed description of each, and note that curriculum is subject to change based on demand for subject area.

Are their days when the program will not meet?

The Afterschool Program operates Monday through Friday and coincides with the Irving ISD School Calendar. If there is inclement weather we will notify parents/guardians of cancellations as promptly as possible.

Can parents/guardians volunteer or visit during program operating hours?

Parents and guardian are always welcome to visit the program during operation hours.

We strongly encourage parent volunteers in ANY capacity. In order to volunteer, parents must have a volunteer application on file with Irving YMCA and comply with minimum standards that apply to staff, including having a criminal history check completed before they can participate in the After School Program's operation. Parents are also encouraged to participate in our Parent Committee to provide us with feedback about our program.





What if my teen has extracurricular activities and is not able to attend all days?

Teens enrolled in Enrichment After Hours that are also taking part in extracurricular activities (held after the normal school dismissal time) **MUST** have an extracurricular form on file with the Irving YMCA Teen director stating the day, time, nature, and duration of the activity in advance for transportation purposes.

Will there be time for homework?

A designated time for homework is built into the program hours of operation (M, W, F 5:30p.m.-6:00p.m.). Upon parent/guardian written and signed request teen will be removed from activities early and given more time to complete homework assignments.

What happens if my teen is injured or becomes ill during operating hours?

We will take the following steps: (1) Administer basic first aid, (2) Contact parent/guardian, (3) Contact YMCA Director, (4) If necessary, transport the child to the nearest medical facility, and (5) Fill out all necessary paperwork for licensing

What is your medication policy?

Children must relinquish any medication in their possession to the Site Staff upon sign-in. Medication will be stored in a secure area and will be released at sign-out. A signed Medical Release form must also be on file in order for the Irving Family YMCA to administer any medication.

What are the sign-in & pick-up procedures?

Teens are responsible for prompt arrival at the YMCA buses after school for safety reasons. Parents/Guardians must notify staff of alternate plans by 12p.m. the day of. Counselors will take role on the bus and sign teens in upon arrival at the Irving Family YMCA. Sign-out will be located at the Front Desk of Irving Family YMCA. Area were teens have activities will be blocked off to guest traffic during program hours, and program counselors will be stationed at the doors during the pick-up hours in order to verify that individuals picking up your teen is authorized..

An authorized person must sign each teen out. The names and driver's license number of each authorized person to pick up a teen must be on the enrollment form.

Persons picking up children must be at least **18** years of age or we must have a "Release to Minor" form on file.

What are the program costs and the payment schedule?

There are 30 FREE spots open on August 1, 2009 on a first come first serve basis. Families who receive FREE spots will be responsible for a \$7.50 weekly field trip fee. If your child plans to participate the fee must be paid in advance by the previous Tuesday. If plans change money can be credited to your account for the following week. Or you can pay a monthly rate of \$30.

After FREE spots fill up, there will be a weekly program fee of \$30 **(with financial assistance available to those who qualify)**. ALL payments are due in full on **Friday** for the upcoming week. Payments will be considered **late on Monday** and will be assessed a \$5.00 late fee. If no payment is received by **Wednesday**, a **\$10.00 late fee** will be assessed and your child will not be able to attend the after school program until payment is received in full.





Payments can be made by credit card, check and money order made payable to the Irving Family YMCA. We also accept credit card payments over the phone at Irving YMCA via our front desk staff. Cash payments will not be accepted by counselors. Cash payments must be paid in person at the front desk of Irving YMCA located at 2200 W. Irving Blvd. Irving, TX 75061

An automatic monthly payment schedule is also available and funds will be drafted from your bank account on the 1st and 15th of every month.

If my teen does not attend the full 5 days a week will the program fee be pro-rated?

Payments will not be pro-rated. If a teen does not attend daily, weekly tuition is due regardless of attendance.

What are the financial aid procedures and who qualifies?

Financial assistance is available based on family size and income. Forms are available at the Welcome Center at the Irving Family YMCA. Forms must be signed in person along with all supporting documents. When registering your child, please bring the completed enrollment form, a copy of your child's current immunization record, and copies of photo IDs of anyone listed on your child's pick-up list.

ALL of our YMCA teen staff that will be supervising your teens and administering curriculum have met the following requirements:

Interviewed by YMCA Professional Staff

Three completed reference checks

Completed Criminal background check

Certified in CPR/First Aid

Completion of 8 hr pre-service Training covering the following:

TDFPS Minimum Standards

Child Abuse Prevention

Supervision

Health and Safety/Handling Emergencies

Developmental Stages

Age Appropriate Activities

Positive Discipline/Guidance

Self-Esteem

They also must complete a minimum of 15-clock hrs. of training annually.

How do I enroll my teen?

Enrollment forms can be found on-site at the Irving family YMCA.

My specific question was not answered, who can I contact for more information?

Questions or concerns about the policies and procedures of the program can be directed to Tanisha Clark, Teen Director at the Irving Family YMCA (972) 986-8898

