



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTER SCHOOL ENRICHMENT **PARENT HANDBOOK**

Santa Monica Family YMCA

WELCOME TO YMCA AFTER SCHOOL ENRICHMENT

Dear Parents, Caregivers, and Guardians,

Welcome to After School Enrichment! We're thrilled to have you and your child join us for an unforgettable year of growth, fun, and friendship.

At the Y, we believe that our facility is more than just a place to play—it's a space where young people can explore their creativity, build lasting friendships, and develop confidence, teamwork, and leadership skills. Through exciting, adventure-filled programs, participants discover the joys of healthy living and what it means to belong.

We recognize that each child is unique, and that's what makes our community so special. To help us provide the best possible experience, we invite you to share your insights, ideas, and any specific needs or preferences your child may have. Your input helps us create an environment where every child can thrive.

As your partners, we are committed to ensuring each child's safety, personal growth, and emotional well-being. Together, we can make this summer a truly meaningful experience—full of laughter, learning, and lifelong memories.

Thank you for choosing YMCA After School Enrichment. We look forward to an amazing year ahead!

Warmly,
The YMCA ASE Team

About the YMCA

Mission Statement: The Santa Monica Family YMCA is dedicated to serving the community by providing programs and services that enrich the quality of the physical, mental, spiritual and social lives of individuals and families. In all we do, we will be guided by principles of love and respect for all people, embracing diversity in all its forms to ensure that everyone has the opportunity to learn, grow and thrive. Our core values of caring, honesty, respect and responsibility guide us in everything we do.

Our Values: All YMCA staff members, parents, guardians, members and youth are expected to conduct themselves in accordance with our Four Core Values of Honesty, Caring, Respect and Responsibility.

- **Caring:** to demonstrate a sincere concern for others, for their needs and well-being. Related values: compassion, forgiveness, generosity, and kindness.

- **Honesty:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.
- **Respect:** to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.
- **Responsibility:** to do what is right--what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service and citizenship.

Equity Statement: In pursuit of our mission where all are valued and respected by the Y, the Santa Monica Family YMCA is committed to advancing equity for all so that everyone has an opportunity to reach their full potential and live life to its fullest. We nurture and intentionally promote a culture free of bias and injustice. We recognize the uniqueness of each individual person and celebrate all dimensions of diversity. We are committed to dismantling oppressive systems and hold ourselves accountable to identify and put in place long-term policies designed to eliminate racism and inequity. We commit to intentionally and consistently make progress to become an anti-racist, multicultural organization that advances equity for all and stands against all forms of prejudice.

Goals and Outcomes

It is our belief that each participant is a unique individual with his or her own rate of development. Our goal is to introduce the children to as many positive experiences as possible. It is our hope that the experiences we provide will foster creativity and individuality in each camper, and encourage an awareness of themselves and others.

The Santa Monica Family YMCA has established the following goals for all participants:

- To grow personally and gain a greater sense of his or her own worth.
- To be inspired to live by the four YMCA character values: caring, honesty, respect and responsibility.
- To experience improved personal relationships.
- To learn and appreciate diversity.
- To become better leaders.
- To have fun!

Hours of Operation

Program Hours: Student Dismissal to 6:00 pm

Pick Up: 4:45-6:00pm

Contact Information

YOUTH DEVELOPMENT DIRECTOR: Jessica Lopez, jessica@ymcasm.org | 310-393-2721 ext. 123

AFTER SCHOOL ENRICHMENT AND DAY CAMP COORDINATOR: Joshua Figueroa, joshua@ymcasm.org | 310-393-2721 ext. 141

SCHOOL DISPATCH: daycamp@ymcasm.org

REGISTRATION

Paying for After School Enrichment

Paying for ASE is simple! Log into your Y account or visit our front desk to make your program payment. We recommend scheduling payments in advance so you don't forget!

Cancellation Policy

We understand that plans can change, and you may need to adjust your pick up arrangements.

Missed program days or absences due to illness are not eligible for refunds or Y-credits. Y-credits do not expire and can be used for any Santa Monica Family YMCA program. Credits are non-transferable.

Financial Assistance

At the YMCA, we believe every child deserves the opportunity to experience the joy of youth programming. That's why we offer financial assistance to help make programs accessible for all families. If you're interested in learning more or applying for support, please don't hesitate to reach out—we're here to help!

Contact fap@ymcasm.org for more information.

COMMUNICATION WITH PARENTS

Parent Newsletter

Emails will be sent out the last Friday of the month.

Contents will include:

- Reminder on daily requirements - lunch, snack, personal equipment.
- Upcoming closures, schedule changes, events.
- YMCA Programs available to families.
- Branch specific information - site map, contact information, transportation information and more.

Parents/guardians are encouraged to speak with program leadership at any time to discuss program operations.

During Program

Parents/Guardians will be notified at pick-up of any minor injury at pick-up via an Ouch Report, or other general updates from the day.

Post-Program

An online evaluation link will be sent at the end of the school year. We want to hear about your child's experience.

CAMPDOCS



In order to ensure the safety of your camper, The Santa Monica Family YMCA partners with **CampDoc/DocNetwork**, an online platform where parents, guardians or authorized representatives can provide important information about their camper that will ensure our staff are ready to support your child with their needs. From collecting medical history, allergy information, authorized pick-ups and behavioral information, CampDocs is designed to ensure we are meeting your child's specific needs while in our care.

Children may not be picked up or checked into the program until all required information is completed in the CampDocs system. Program staff will send reminders to complete the camper's profile regularly. The YMCA does not offer refunds, credits or transfers of any kind for program days missed due to an incomplete CampDoc profile and/or due to the parent not receiving the CampDoc invitation.

Throughout the year, the YMCA may make periodic updates to the Enrollment Packet, including changes and updates to policies and procedures. CampDoc will automatically send a notification via email to the account holder whenever any portion of the Enrollment Packet is updated.

ABOUT OUR STAFF

We model the YMCA character development values of caring, honesty, respect and responsibility. We program friendship, achievement and belonging into every activity in ASE. Most importantly, we are made up of people who love working with

kids. We are creative people with good hearts who are silly enough to sing “The Y Song” at the top of our lungs!

We are First Aid/CPR certified and are required to attend 24 hours of training prior to the first day of School. Training includes topics like: Day Camp specific academies, behavior management, health and safety, spirit and programming and much more.

MEDICATIONS

A completed Health Profile in CampDocs is required for any medication needed for a participant.

Medications must be brought in the original container with physician’s instructions. We will administer meds accordingly. It is helpful to store the meds in a zip lock bag with your child’s name.

YMCA staff will verify frequency of administration on our Permission to Administer Medication Form and the frequency logged into our master medication list. Meds will be kept in the controlled possession of Y staff or stored in a locked facility.

INJURY/ILLNESS

Participants will be monitored throughout the day for any signs or symptoms of illness. If a participant is observed to possibly be ill or complains of illness that is not immediately explained by current conditions, ASE Leadership will be notified. If your participant becomes ill while in the program, we will contact you to pick him/her up.

If your participant is injured, we will take necessary steps to provide first aid. An Ouch Report will be completed and given to you at pick-up. If we are unable to reach you in the event your child needs further medical care, he/she will be transported to the hospital by a YMCA vehicle or ambulance.

Lice

The YMCA maintains a No Live Lice Policy to protect the health of all participants. Parents/guardians should regularly check for lice and promptly treat any cases. If lice or nits are found, notify the Youth Development Director. Children may return after treatment, but staff may conduct follow-up checks. If live lice are found again, retreatment is required. In the event of an outbreak, families will be notified in writing and the program site will be treated.

DROPPING OFF AND PICKING UP

Sign In / Sign Out Procedures

To ensure an efficient drop-off process, please make sure to follow all posted drop-off and sign-in instructions. A signature from a parent, guardian or authorized adult is required in our daily sign-in/ out sheet for your child to participate in program activities.

If using carpool service, participants will be signed in by a YMCA employee. Participants must be signed out by parent/guardian at pick-up.

Authorization to Pick Up Participant

Only parents, Guardians and/or caregivers over the age of 18 are authorized to sign a camper in and out of our participant programs. If you need to add an individual to your authorized pick-up list, please make sure this is documented with our program staff. All adults picking up a participant are required to present a government-issued photo ID everyday regardless of familiarity with our team.

For the safety of our participants, children may not sign themselves out of the program.

Parental Rights and Court Orders

Under California law, all legal parents/guardians have the right to pick up their child unless a valid court order (e.g., restraining order, sole custody decree) is on file with the YMCA restricting that right. If one parent wishes to restrict the other from pick-up, they must provide such documentation. Without it, the YMCA may release the child to either parent or guardian who can provide proof of legal parentage.

Custody, Visitation & Restraining Orders

The YMCA does not enforce visitation schedules and cannot mediate disputes. Staff may only follow clear court orders. Sole custody or restraining/no-visitation orders will be reviewed by YMCA Risk Management. If a restricted parent attempts to pick up a child in violation of a court order:

- Staff will remind the parent of the order.
- A supervisor will be contacted.
- The other parent will be notified.
- Law enforcement will be called if needed.

Parents must provide all relevant court documents at enrollment and keep them updated. Do not wait until a conflict arises. YMCA staff cannot act as go-betweens or enforce verbal agreements.

Late Pick-Ups

Our After School Enrichment Program closes at 6:00 PM and our staff is scheduled to leave to tend to their own families and personal commitments. Children must be picked up no later than 6:00 PM. If you are unable to make it on time please arrange for another authorized adult to pick up your child.

After 6:00 PM, a \$1.00 per minute fee will be charged per child until pick up. Parents will be issued a "Late Pick Up" form and fees must be paid immediately with the Youth Director or Coordinator. Parents receiving Financial Assistance or receiving funding from third-party agencies are still responsible for paying the late fees.

For Agency participants, your certificate will state the end time for your after-school care. If your certificate states an earlier time than the closing time of our After School program your late fees will incur at \$1.00 per minute, for each child, from the end time indicated on your certificate.

Parents who have not notified the After School staff or Front Desk staff that they will be late can expect the following sequence of events to occur:

- **6:00 PM:** Program closes, staff begins to contact numbers of primary parents for problems or miscommunication. If contact is not made, staff will begin to call Emergency Contact persons listed on the CampDocs profile.
- **6:30 PM:** ASE Coordinator will let the Youth Director know and will begin contacting local Sheriff or Police to determine if any problem related to the parent has been reported.
- **7:00 PM:** If the child has not been picked up by this time, our staff will contact the local Sheriff or Police station and your child will be reported as an abandoned minor.

You will risk dismissal from the program if:

- You fail to pay the late pickup fees incurred at the time of pickup
- You are late in picking up your child three (3) times within a 30-day period.
- Parents must keep the Youth Director and Coordinator notified of any phone number changes for work, home, and emergency contacts at all times.

Attendance

Program participants enrolled in the after-school program and/or utilize YMCA transportation services must notify the YMCA that their child will be absent. It is very important that we are notified of your child's absence. If your child does not report to the van pick up location and was not reported as absent, the Youth Director or Coordinator will contact parents to ensure that the child is safe.

All absence must be called in or emailed by 10:00 am. If calling the front desk, ask for the name of the Front Desk staff that took your call. Failure to notify an absence, will result in a "No-Notification" fee of \$10. This fee will be waived the first time, any subsequent time will result in the fee being assessed.

If your child utilizes our transportation services, it is vital that you notify the YMCA that they will be absent. Failure to report your child absent will result in van runs to run behind schedule. If failure to report an absence occurs more than three (3) times in a 90-day period, your child may be dismissed from our transportation services and/or program.

Extracurricular Activities

Parents, guardians and authorized representatives are responsible to inform the YMCA Youth Development Director or Coordinator of the program if their child will be participating in any outside YMCA extracurricular activities that take place during YMCA program hours. This includes Youth Basketball, swim lessons, yoga, etc. When informing the YMCA Youth Development Director or Coordinator of the program, the following information must be included:

- Name of Program/Activity
- Days of the week that the child will be attending the activity/program.
- Time period for the activity (start and end time).
- Whether the child will be picked up by a parent/guardian after the program, or if staff should expect to bring the child back

WHAT TO PREPARE FOR

What to Bring to Program

We will supply the atmosphere for a great participant experience and ask that you send your student with the below items (please remember to label your camper's belongings):

- Hearty snacks
- Sunscreen

- Sweatshirt or light jacket (if needed)
- Swimsuit and towel (if signed up for swimming lessons)
- Water bottle
- Closed-toe shoes
- Extra set of clothes in case of an accident

What Not to Bring:

The following are not allowed at camp:

- Personal toys
- Weapons
- Drugs
- Trading cards
- Cell phones
- Animals
- Alcohol
- Headphones or earbuds
- Weapons (real or fake)
- Items of personal or monetary value
- Electronics (laptops/chromebooks for school are allowed)

Clothing

Participants are required to wear closed-toe shoes and socks daily. Santa Monica weather, though seasonally warm, can be chilly in the mornings and evenings. Please pack warmer clothing for your child to wear during those times. Some activities take place outside.

Belongings are the responsibility of the participant. A backpack is helpful in keeping your child's belongings in a safe place. Please clearly mark your child's belongings with his/her name.

Transportation

Although the YMCA does our best to keep lines of communication with all schools we serve, it is the responsibility of parent to provide the YMCA with all the necessary information (name of school, dismissal times, days of attendance, absences, room number, teacher, etc) when enrolling their child into the After School Enrichment Program.

It is the YMCA's goal that while transporting children, they are safe at all times. In order for the YMCA to do this, the basic safety rules listed below must be followed:

- Children must stay seated at all times while in the vehicle.
- Properly wear a seat belt at all times, when equipped.
- Refrain from eating and or drinking while in the vehicle.
- Use a low voice while in the vehicle.
- Keep all body parts inside the vehicle at all times
- Adhere to the driver's directions.

In the event that a child endangers themselves or others by not adhering to one or more of the above stated basic safety rules, the parent, guardian or authorized

representative should expect the following consequences, as determined by the YMCA Director of the program and YMCA Leadership:

- Conference with parent, guardian or authorized representative (virtually or via conference call, unless safe enough to happen in person).
- Suspension from transportation the following day.
- Suspension from transportation for one (1) week.
- Transportation privilege terminated.

Pick-up Locations

Edison Language Academy	Front office
Franklin Elementary	TK/K: at classrooms 1-5: Front office
Grant Elementary	Front office
Mckinley Elementary	Back gate on Montana Avenue
SMASH	Back gates on Pine Street
Will Rogers Elementary	Front Gates
Roosevelt Elementary	Side gate on Lincoln

Immediately after dismissal, participants are expected to report directly to their pick-up location. Children are signed into our care by the van driver when they are picked up, then signed out by the van driver as they are released to ASE staff. For the safety of other students and our staff, van drivers are not allowed to stop in transit to accommodate you by allowing you to sign your child out of care. Once your child has been signed into the Transportation Roster, they may be only signed out until they have reached the YMCA.

Transportation staff is trained to do the following:

- Arrive at pickup location within 15 minutes of dismissal (if running late, van drivers will notify school staff)
- Wait a maximum of 15 minutes at each school for all children on the roster (parent is responsible for picking up their child if their child is placed in detention)
- If a child is not at the van within the allotted time and not put on the YMCA Absent List, they will contact the school to see if the child attended
- If the child did attend school, but did not show up to the pickup location, the driver will contact the ASE Coordinator to notify the parent and will continue with their schedule of pickup

If the van has not arrived at the pickup location 15 minutes after dismissal, instruct your child to notify the school office. A majority of the time, if a pick up is

running late, it is due to parents not calling or emailing the YMCA to notify us that their child will be absent. A \$10 “No Notification” fee will be waived the first time; thereafter, parents will be charged the fee- which is due immediately for the account to remain in good standing.

Please assist us in providing the best possible care by abiding by our policies and procedures set forth.

Participant Schedule

A typical day at camp may look like this:

Student Dismissal- 3:30 pm	Check-in	Rotations include activities like pickleball, gaga ball, 3D printing, gaming, outdoor play, etc.
3:30 - 4:00 pm	Snack	
4:00 - 4:45 pm	Homework Assistance	*Times are subject to change. The schedule does not reflect a field minimum day.
4:45 - 5:15 pm	Rotation 1	
5:15 -5:45 pm	Rotation 2	
5:45 - 6:00 pm	Sign Out	

PROGRAM SAFETY

Participant to Staff Ratios

YMCA will maintain the following staff-child ratios:

» 5 year olds	1:6
» 6-8 years old	1:8
» 9-14 years old	1:10
» 15-17 years old	1:12

Bathroom Procedures

No participant is ever alone or one-on-one with a staff member. All participants will take trips to the bathroom with the entire group or of at least three campers escorted by staff. Participants will only use bathrooms inspected for safety by staff.

Participant Snack Time Space

Most groups will use their designated space for snack time. Other common spaces may also be utilized. We also have Y Mart, or our 'camp' store, where children can purchase extra snacks in case they are hungry. You may send your child with cash or you can email daycamp@ymcasm.org or to the Youth Development Director to add a balance on their Y Mart account.

Youth and staff will wash/sanitize hands before and after eating. Staff may help open food but must:

- Ensure hands are cleaned and sanitized prior.
- Clean and sanitize hands before and after.

Keep in mind that children may have allergies to certain foods, we highly encourage you to speak with your child regarding trading or sharing food. If you are sending your child to our program with snacks, please try to avoid foods with peanut butter or nuts.

Rainy Day/Excessive Heat Plan

When weather conditions are prohibitive to operating activities outdoors, groups may be displaced from their assigned group locations. Each group will have an alternate plan, indicating appropriate assigned group spaces.

Staff will reschedule activities for the affected time period to operate safely in a more limited space. This may necessitate less active recreation and more self-directed project-based activities.

OTHER IMPORTANT INFORMATION

Y Staff & Babysitting

YMCA of the USA policy states that our staff (while employed at the YMCA) are not permitted to babysit for or interact with campers outside of our programs. Please help us in upholding this policy.

Children With Special Needs

Parents often request that a specific staff person be designated to facilitate their child's participation, in a large group setting, if their child might not otherwise be successful in this environment. We will consider requests for additional support and work with you to determine whether your child can be fully integrated into camp without additional support, or if they would benefit from having an Adaptive Youth Leader assist them in camp.

Please contact the Youth Development Director or Coordinator to initiate an enrollment request and help us prepare a great experience for your child. Space is limited.

PARTICIPANT EXPECTATIONS

At ASE, we foster an inclusive environment filled with friendship, respect, and character development. Children that cannot participate within the rules and expectations of the program, or are adversely affecting the experience of other children, may result in one or more of the following:

- A telephone call home to the parent or guardian to discuss the behavior.
- Meeting with the Youth Leader, ASE Coordinator, or Youth Development Director to discuss the behavior.
- Use of behavior reports.
- Immediate pick-up.
- Suspension.
- Being separated from the ASE program.

Examples of serious discipline problem may include but not limited to:

- Hitting another child
- Threatening or intimidating others
- Injuring another child or YMCA staff member
- Leaving the program site and/or refusing to remain with their group
- Use of foul language or being repeatedly disrespectful towards a YMCA staff member
- Defacing YMCA or school property
- Stealing

BULLYING POLICY: Bullying—whether physical, verbal, social, or online—is any intentional act to harm, control, or intimidate others. The YMCA has zero tolerance for all forms of bullying.

Bullying may result in suspension from the program. To ensure a safe and positive experience for all, parents/guardians should promptly report any concerns to the Program Director or leadership team.

DISMISSAL FROM PROGRAM: A child may be suspended or dismissed from the program if the child or the parent does not comply with the program's policies and procedures. Suspension or dismissal is determined by the Program Director based on the severity of the offense and/or the number of offenses.

A parent may also jeopardize their child's participation in the program for any of the following:

- Failure to make scheduled payments or arrangements to pay otherwise

- Failure to pay any fees incurred
- A lack of cooperation regarding program policies and procedures
- Threatening another parent, child, or staff or indicating threatening behavior
- Failure to comply with the Parent Handbook policies

AS A PARTICIPANT I WILL:

- Show respect to other participants and treat them as well as I would like to be treated and try to be a friend to all.
- Have FUN, but not at the expense of others.
- Show respect to YMCA staff and cooperate fully with their instructions.
- Respect the rights of others and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other participants or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and not tolerated.
- Respect the property of others and camp, which includes no stealing, property damage, graffiti or vandalism.
- Remain with the group and within the boundaries that have been set.
- Remember that physical displays of affection or of a romantic nature are not allowed under any circumstances.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action or dismissal from ASE.
- Know and follow the rules of ASE.
- Have lots of FUN, learn, grow and have a GREAT time!

POSITIVE GUIDANCE POLICY

General Standards for Positive Guidance

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning and positive reinforcement.
3. Set developmentally appropriate guidelines for children.
4. Verbal abuse or name calling is not permitted. Guidance will not be associated with food, rest or toilet training.
5. Corporal (physical) punishment will never be allowed.
6. Procedure requires an organized process of guidance. Limits are set to foster caring, honest, respectful, responsible and self-sufficient children. Positive guidance is integrated into the overall program plan of the child care setting.

7. Behavioral concerns of individual participants are not discussed with other parents.

Summary

At After School Enrichment, we want every participant to have the best experience possible – full of fun, learning and growth. We strive to create an environment in which every participant is supported to engage in behaviors that are safe and represent our core values of caring, honesty, respect and responsibility. We ask that parents and guardians partner with our staff to reinforce these expectations with children. Assistance to identify and support positive behavior strategies that work for your child may be requested via a quick chat during pick up or drop off, a phone call or a meeting as needed. Behaviors that are severely or consistently unsafe or unkind may result in the participant being removed from the program, however our goal is to work together to support positive experiences for all.

We thank you for your time and attention to this important information. Frequently asked questions are also included online. For any questions, suggestions or concerns, please reach out to the Youth Development Director.