

ywca central carolinas

youth learning centers

participant handbook



helping children boost reading skills,
partnering with parents for academic success

a message from ywca youth learning centers staff

Welcome!

We would like to thank you for expressing interest in YWCA Youth Learning Centers and for allowing us to partner with you for your child's academic success. We have a long history of providing high-quality After School and Summer Programs for youth in grades K-5 in Mecklenburg and Union counties. Our goal is to provide each participant with an academic experience filled with fun and personal growth.

Every day, we surround your children with staff who have training and experience in working with youth. Staff members are involved in workshops and strategy sessions to strengthen their teaching skills.

We enjoy being part of a team as we strive to enhance the quality of life for our students, families and communities. It has been our experience that youth in our programs are most successful when parents work in partnership with the YWCA. Together, we can make a difference by creating supportive environments in which youth are enabled to make positive decisions. We look forward to working with you at parent meetings, workshops and volunteer opportunities in our centers. Your time at our monthly meetings is "payment" enough for the care, academic support, and fun that we will offer your child.

Your input is very important to us and our doors are always open. We hope that both you and your child will be active participants in the YWCA family.

YWCA Youth Learning Centers Staff

ywca vision

YWCA Central Carolinas will be the community's leading nonprofit agency for empowering women, strengthening youth and families and working toward racial justice. We do this as we:

- **Lead** in the services we provide
- **Partner** to extend and strengthen our reach
- **Respond** to unmet needs
- **Innovate** with new and creative solutions to community issues
- **Impact** current and future generations

ywca mission

YWCA Central Carolinas is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

hours of operation

after school

2:30 pm - 6:30 pm

2:00 pm - 6:00 pm (Union County sites)

2:30 pm - 6:00pm (Billingsville site)

teacher workdays, union county intercessions, and winter/spring break

9:00 am - 4:00 pm

summer program

9:00 am - 4:00 pm

Youth Learning Centers will be closed on the following holidays: Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Good Friday and Memorial Day.

enrollment and attendance

Our program serves youth in grades K-5. Students must be enrolled in school and are expected to participate daily.

The following information is required for enrollment:

- Completed YWCA Youth Learning Centers Application
- Request for School Records Form
- Immunization Record
- Child Food Program Eligibility Form
- Proof of Residency and Income

We maintain waiting lists for each center and contact parents as space becomes available.



family support

Family support is an important component of YWCA Youth Learning Centers. With our 50 years of experience in high-quality youth programming, we know there is a direct correlation between parental support and the academic success of youth.

The family support component is designed to provide on-going support to parents/guardians as they fulfill their role as their child's first and most important teacher. When parents/guardians are involved, children succeed in school and in life!

We offer the following opportunities to parents:

- On-site workshops
- One-on-one coaching
- Full time family support coordinator
- Resource and referral information

Parents are encouraged to become active volunteers. Parents are invited to:

- Assist with classroom activities
- Chaperone field trips

By working together, parents, teachers, community volunteers and YWCA staff can make a difference in the lives of children.



after school program

Our after school program provides a safe learning environment where the focus is to help children improve their reading skills. A schedule of daily activities and special events is posted at each center. Additional activities include, but are not limited to: homework help, cultural enrichment activities, field trips, health and wellness activities, and community service projects. Community partners such as Boy Scouts of America and Girl Scouts (Hornets' Nest Council) provide additional programming. We use the I-Ready software program to strengthen students' reading comprehension and vocabulary. I-Ready online instruction also includes close reading lessons that provide even more instruction and practice on each standard. These highly engaging lessons provide a thoroughly immersive experience, giving students exposure to high-quality texts that guide them on their path to becoming thorough and analytical readers. These lessons can be found within the reading comprehension domain and are automatically assigned, tracked, and available through the online reports.



summer program

Educators agree that children who read during the summer gain reading skills. We're committed to providing a summer program that prevents summer learning loss and provides opportunities for enriching experiences. In addition to literacy activities, students enjoy activities that promote cultural development, health education and physical activity. Our students enjoy weekly field trips and swim lessons, arts and crafts, horseback riding, nutrition and cooking lessons and programming provided by community partners such as the Mecklenburg County Public Library.

parent monthly meeting

Parents are given specific skills and techniques at the monthly meetings. All youth programs use the Love and Logic approach to parenting as a focus for each meeting. Love and Logic Method: The Love and Logic approach to parenting is built around the science of crafting caring and respectful relationships. An authentic, loving connection between parents and their children is the root of a healthy, thriving relationship built on trust and understanding. Sounds easy enough but never before in the history have parents been faced with so many challenges! Our approach provides a variety of simple and effective strategies for parenting children from birth to adulthood. Whether you're embarking for the first time with your new baby or navigating the turbulent teens with your youngest, our strategies and techniques will help you create calm and loving solutions.

arrival procedures

To ensure the safety of all participants, YWCA staff members meet all participants at their designated bus drop-off locations.

If a child is dropped off by a parent/guardian, the parent/guardian must walk his/her child into the YWCA Youth Learning Center and sign in the child. On full program days, participants should be signed in no later than 9:30 am.

departure procedures

Parents/guardians must walk into the YWCA Youth Learning Center to pick up their child. Only an authorized person will be allowed to sign out the child. Children may not sign themselves out of the program. Your child will not be released to anyone who is not documented on the pick-up list.

absentee procedures

Please call the Youth Learning Center Coordinator if your child will be absent for the day. Please keep the Youth Learning Center Coordinator informed of all important changes including authorized/ emergency contact persons, phone numbers and addresses, your current work and home number and the parent/guardian emergency number.



staff

YWCA Learning Center Coordinators are qualified individuals with relevant college degrees and experience. All staff are chosen for their ability to implement our philosophy, and interact with, care for, and nurture the children in our programs. All staff receive training and certification in CPR and First Aid. Annual background checks are administered and driving records are monitored regularly to meet YWCA requirements for transporting children.

field trips

All youth who regularly attend YWCA Youth Learning Centers will have the opportunity to participate in many fun, educational and recreational field trips.

snack

Youth in our After School program will receive daily nutritious snacks provided by the YWCA. On teacher work days and during spring/winter breaks, youth must bring lunch and a drink. Breakfast and lunch is provided for youth in our summer program.



program policies

All program participants are expected to support the following policies. Failure to follow YWCA Youth Learning Centers' policy will result in suspension and/or termination from the program.

1. Youth are expected to attend the Youth Learning Center at least 80 percent of the time (a minimum of 4 of 5 days per week).
2. Parent / legal guardian(s) are expected to attend monthly meetings.
3. Youth are expected to be polite and respectful at all times.
4. Respect for the possessions of others is mandatory. Stealing will not be tolerated.
5. Fighting, vandalism and jeopardizing the safety of oneself or other youth will result in suspension from the program. A parent conference and a behavior modification plan must be implemented once a child is suspended and before the child will be allowed to return to the program.
6. Youth may not leave the YWCA Youth Learning Center for any reason without approval from a YWCA staff member.



discipline policy

Disruptive behavior in the program makes it difficult to provide appropriate supervision of each student.

1. The first incident will result in a conference between the Youth Learning Center Coordinator and the student. The staff member will document the disruptive behavior and the action taken by the staff member to stop the inappropriate behavior.

2. The second incident will result in redirection and/or a loss of privilege.

3. If a third incident occurs a conference with the parent will be scheduled. Depending on the severity of the situation, the youth may or may not remain in the program until a conference is held. A behavior modification plan will be implemented and reviewed with the parent, child, Youth Learning Center Coordinator and Family Support Coordinator.

PLEASE NOTE:

Serious rule violation(s) may lead to immediate suspension or expulsion from the YWCA Youth Learning Center. The Regional Director of Youth Learning Centers, in consultation with the team, reserves the right to determine the appropriate course of disciplinary action.

Learning Center Coordinator

Parent/Guardian

health and wellness

In order to maintain a healthy environment, we will not admit sick youth into the center. Youth who become ill during the day will be sent home. In the case of any serious illness or accident, parents will be notified immediately and youth will receive proper medical attention. In serious cases, parents may also be required to pick up their child immediately from the center. Children should be kept at home if they exhibit the following symptoms:

- A temperature of 100 degrees or more accompanied by ear ache, sore throat and/or rash.
- Vomiting
- Diarrhea
- Rash
- Head Lice
- Ringworm (or other skin rash)

US Department of Health and Human Services supplied the following information concerning contagious illness and returning a child to the center. We ask you to adhere to this policy.

| <u>Illness</u> | <u>May Return</u> |
|-----------------------|---|
| Chicken Pox | 24 hours after lesions have crusted |
| Pink Eye | 24 hours after prescribed treatment |
| Croup | After illness has subsided |
| Diarrhea | 24 hours after loose stool |
| Rubella | At least 7 days and 24 hours after symptoms end |
| Hepatitis A | At least 7 days after the onset of jaundice |
| Impetigo | 24 hours after prescribed treatment started |
| Fever | 24 hours after temperature is normal |
| Measles | At least four days after onset of rash |
| Lice | 24 hours after prescribed treatment has begun |
| Pin Worms | After prescribed treatment is completed |
| Rosella | After illness has subsided |
| Scabies | 24 hours after start of prescribed treatment |
| Bacterial Meningitis | When Health Department gives OK |

Medication can only be taken during program time if the participant's name is on the prescribed bottle and a parent has signed a permission slip. However, staff will not administer any medication.

youth learning centers

Albemarle Road 704-376-3495

5027 North Idlewild Road, Charlotte, NC 28227

Billingsville 980-343-5520

124 Skyland Avenue, Charlotte, NC 28210

Leafcrest 704-552-9293

6513 Leafcrest Lane, Charlotte, NC 28210

Old Armory 704-282-5765

500 South Johnson Street, Monroe, NC 28112

Park Road 704-525-5770

3420 Park Road, Charlotte, NC 28209

Southside 704-332-1622

435 Fairwood Avenue, Charlotte, NC 28203

Sugaw Creek 704-494-7040

943 W. Sugar Creek Road, Charlotte, NC 28213

Sunridge 704-532-2244

4005 Sunridge Lane, Charlotte, NC 28215

Willow Oaks 704-283-7733

3223 Walkup Avenue, Building E, Monroe, NC 28110

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