



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CARING FOR OUR FUTURE

AFTERSCHOOL PARENT HANDBOOK
YMCA CAMP CONISTON



YMCA Camp Coniston
PO Box 185
Grantham, NH 03753
(603) 863-1160

Dear Parent(s) and/or Guardian(s),

Thank you for your interest in the YMCA Camp Coniston Afterschool program. For 15+ years, YMCA Camp Coniston has brought after school care to elementary schools in Sullivan, Merrimack and Grafton counties. Our team of staff understands how important it is to create a safe and welcoming environment for our families. We are dedicated to creating a welcoming, nurturing, and engaging environment for your children, after school. Each staff member participates in 18 hours of professional development each year to ensure we craft a developmentally appropriate, interesting and desirable program for your child.

I look forward to meeting you and your family this school year. We welcome parent visitors at any time and are interested in hearing your thoughts and ideas. Thank you for reading this packet to become better informed about our program.

Sincerely,
Hannah Slafsky
Afterschool Director

YMCA CAMP CONISTON CONTACT INFORMATION

Address: YMCA Camp Coniston
PO Box 185
Grantham, NH 03753
Phone: 603-863-1160
Fax: 603-863-1620
Email: hannah@coniston.org
Website: www.coniston.org/afterschool

If at any time you need to contact your site staff please use the following numbers to reach each location:

AFTERSCHOOL SITE CELL PHONE NUMBERS:

Mt. Lebanon:	504-4422
New London:	504-4420
Hanover St:	504-4421
Plainfield: call the school	469-3250 (leave message with secretary)
Sunapee:	843-7015

Coniston Afterschool Experience

What My Child Can Expect In Afterschool

YMCA Camp Coniston's Afterschool programs are located at elementary schools throughout the Upper Valley of NH and provide children with a safe, nurturing environment under the supervision of childcare professionals in a recreation-based program.

Every student will have the opportunity to learn and grow through participation in physical outdoor and indoor activities, crafts and games, homework assistance, and snack time. However, Afterschool is more than that. We focus on promoting and enforcing the core values of YMCA Camp Coniston: caring, honesty, respect, and responsibility. The heart of our program encourages children to have a sense of pride and responsibility in the program. Our staff understands the importance of allowing youth to express themselves and encourages self-sufficiency and individuality which, in turn, creates young people better prepared to handle difficulties encountered in adolescence.

Active and successful participation in the afterschool program entails the ability to independently, safely and cooperatively:

- Interact with similarly aged children in the school and on the school playground, and take part in the social and play time of the group.
- Exhibit suitable behavior without needing more than the usual amount of individual attention given that the program is not able to provide 1:1 assistance.
- Be responsible for personal care, and individual health and safety, given that the program cannot access the school nurse.
- Demonstrate age appropriate bathroom practices.
- Follow a varied individual and group activity schedule, and manage time with appropriate supervision.
- Join in group activities that build community, such as games and family-style snack time.
- Be respectful to other students, teachers and staff members.
- Act appropriately in case of emergency.
- Contribute positively to the overall spirit of the Coniston community.

YMCA Camp Coniston endeavors to arrange reasonable accommodations within the framework established in the Experience Statement and provide a quality experience for all.

Adopted by YMCA Camp Coniston Board of Directors: March 20, 2014

ENROLLMENT:

Does my child have to attend every day of the week?

No, you can choose the days of the week that best fit your schedule. However, this schedule must stay consistent throughout the school year. For example, parents can sign children up for full time (Monday – Friday) or pick certain days of the week (every Monday and Wednesday). Any changes to your child’s schedule can be made in writing to the Afterschool Director through e-mail: hannah@coniston.org or through mailing a note to the Camp Coniston P.O. Box.

Space in the Afterschool program is limited. By enrolling your child, you are, in effect, reserving a space for him/her for the entire school year or until he/she is withdrawn from the program. You will be charged for all reserved days, even if your child does not attend.

How do I enroll my child in the program?

To enroll your child, please complete our online application here: www.coniston.org/afterschool under the ‘Application’ link. **To enroll your child please return the completed application, health assessment forms with current immunizations, and letter to site staff to the camp office.** In accordance with NH State Regulations, we must have an up to date physical form on file, completed within the past two years, including documentation of immunization before your child can begin attending the program.

Return your forms back to the YMCA Camp Coniston office with the registration fee. Once received and processed, you will receive a confirmation letter.

Who is eligible to attend the program?

Eligible children are those in Kindergarten through 5th grade and attend the school in which the program is being held. Lebanon 5th graders who attend the middle school can attend as well.

What are the Afterschool hours?

3pm - 6pm Monday – Friday

When a child is not picked up by the hour of closing, a staff member will remain with the child until the parent or alternate contact person can be

reached. (The police will be called as a last resort.) You will be charged a late fee of \$10.00 for every fifteen minutes you are late after closing time. If a parent is continually late, enrollment will be reevaluated with the Afterschool Director.

The Afterschool program follows the school calendar. The program is in session every day school is in session. The program does not run during vacations or snow days.

What is the cost for Afterschool?

Flat Monthly Rate		
Days/ Week	1st Child	2nd Child
5	\$240/month	\$200/month
4	\$190/month	\$165/month
3	\$145/month	\$125/month
2	\$100/month	\$85/month
1	\$50/month	\$45/month

Your family will be charged for everyday your child is signed up for, even if your child does not attend, regardless of notice given to the program.

ATTENDANCE:

What does an average day at Afterschool look like?

Example of our Daily Schedule

Time	Activity	Description
3:00 -3:30	Attendance and Snack	When the children arrive in the program attendance is taken. Before snack each child washes their hands and joins their friends to sit and enjoy snack. If you think your child will need additional snack please be sure to pack a snack for them in their lunch box.
3:30-4:15	Outdoor Play	Weather permitting the group will go outside for free play each day. The children are able to use the school fields and outdoor play equipment. Often times a pick-up game of soccer, football, baseball, etc will happen during this time.

FREQUENTLY ASKED QUESTIONS

4:15-4:45	Homework Time	Children are offered assistance in completing their homework during this time. Children who do not have homework will engage in alternate educational activities.
4:45 -5:15	Daily Activity	The Site Supervisor plans and presents a different activity daily. The categories of activities include but are not limited to: science, physical activities, arts and crafts, music, engineering, literacy, and food exploration,
5:15-6	Free Play	During this time the children usually continue exploring the daily activity, other choices include:: board games, ball play, coloring, outside time, block building, arts and craft projects etc.

Who can pick my child up?

Anyone specified on your child's registration form can pick up your child. This includes both parents/guardians and all people listed under the emergency contact section. Please contact the Afterschool Director or Site Staff if you wish to add anyone to the list.

What if my child is absent?

Absent from school all day or leaves early:

If your child is absent from school, you do not have to call YMCA Camp Coniston to let us know. We have access to the absentee list at each school, so we will know who is out on a daily basis. **Exception:** If your child attends a school other than the program site (Lebanon Middle School), contact the Site Staff or Afterschool Director, as we do not have access to other schools absentee lists.

If your child is unable to attend school due to an illness we request they take adequate time away from the Afterschool Program as well. To ensure every child stays healthy, please take time to get better and then return to our program. ***Parents are required to notify YMCA Camp Coniston whenever a child has been exposed to a contagious disease. In the case of communicable infections, the child must be treated with antibiotics for a minimum of 24 hours before returning to the program.***

Leaves school early:

If your child has to go home in the middle of the day for any reason, your child will not be on the school absentee list. Please leave a note with the office secretary to be placed in our mailbox or call the Site Staff or Afterschool Director and leave a message including the date and your child's name.

Absent from the Afterschool Program only:

If your child has alternate plans on days they typically attend the Afterschool program, please notify the Afterschool Director or Site Staff in one of the following ways:

- Send the Site Staff a message through the Parent Portal (preferred)
- Send a note to the "YMCA Afterschool program" to school
- call the Afterschool site directly
- call/e-mail the Afterschool Director

Specific numbers can be found on the first page of this packet.

Our staff takes attendance as soon as children arrive and begin a search process for anyone who is not in attendance. The site staff will be 'looking' for your child until they have confirmation your child is safe.

What happens if my child becomes sick during Afterschool?

If a child becomes ill during the program, the parent or designated contact will be called to come and pick up the child. *Emergency Contacts are completed with your registration forms. If there are any changes or additions to this list please call or e-mail the Afterschool Director.*

In the event of a medical emergency, the Afterschool Site Supervisor will call 911 and the child's parent/guardian.

Can my child take medicine during Afterschool hours?

It is YMCA Camp Coniston policy not to administer *non-prescription* medication to children in the Afterschool program. If your child needs *prescription* medication, during Afterschool hours, please inform the Afterschool Director to fill out the proper medication dispense form. Once all of the proper paperwork is completed site staff can administer prescription medication to your child. **Note:** All prescription medication must be given to the site supervisor in the original container with the pharmacy's instructions still intact on the bottle.

Is the Afterschool Program open on snow days?

The Afterschool program follows all school vacations and cancellations, if school is not in session, cancelled or dismissed early due to severe weather the program will not run. Snow days will be made up as your school schedule dictates.

How do I make changes to my account?

You can update your billing, contacts, child information, etc., on the Parent Portal which you can find here: <https://parentportal.runsandbox.com/Login>

If you would like to make any changes to your schedule please send a note to the Afterschool Director at hannah@coniston.org.

All schedule changes must be completed in writing. Staying current with addresses, phone numbers, and alternate contacts ensures the staff will be able to fully meet your child's needs. Please notify staff immediately with any changes.

Can my child go to Afterschool on an early release day?

Yes, on early release days, the Afterschool Program begins at the time your child is dismissed from school. If you are looking for care on an early release that fall on a day your that your child is not scheduled to attend Afterschool, they will only be able to attend if space is available. Please contact the Afterschool Director if you're interested.

CANCELLATION:

How do I remove my child from the program?

Parents must notify YMCA Camp Coniston **two weeks in advance** if their child will be leaving the program. Notification of withdrawal must be made in writing and sent to the YMCA Camp Coniston office:
PO Box 185, Grantham, NH, 03753 (or email hannah@coniston.org).
You are responsible for payment through this two-week period.

Note: Your child may be asked to leave the program for the following reasons:

1. *Serious behavioral problems:* Parents will be notified of the problem, and the child will be allowed to return on a "conditional" basis. If the conditions are not met, the child will be suspended for one day. Continued behavioral problems may result in termination of enrollment.
2. *Failure to maintain regular payments:* if you are having difficulty paying your bill please contact the Afterschool Director at the camp office.

The first month of program participation will be considered a “trial enrollment.” YMCA Camp Coniston reserves the right to determine if our program is able to meet the needs of each individual.

After a child has been asked to leave the program, their remittance in following school years will be at the discretion of the Afterschool Director and will be evaluated on a case-by-case basis.

BILLING:

When will I receive my bill?

All bills are emailed out on the 15th of the month, for the following month. Your invoice will include charges for days registered plus any remaining balance you may have.

How do I pay my bill?

Your payment is due by the 1st of the month. You can pay by online through the Parent Portal (<https://parentportal.runsandbox.com/Login>) or you can make a check payable to YMCA Camp Coniston mail to:

**Afterschool Director
YMCA Camp Coniston
P.O. Box 185
Grantham, NH 03753**

(Afterschool staff cannot accept payments at the sites)

We expect your account will be paid in full each month. If you are unable to make a payment please contact the Afterschool Director to make arrangements so you will not lose your child’s place in the program. There is a \$25 fee for any checks that are returned.

Is there financial assistance available?

Yes, financial assistance is available for families in need, please contact the camp office for more information.



Thank you for taking part in our program,

**FINANCIAL ASSISTANCE FOR OUR AFTERSCHOOL PROGRAMS
PROVIDED THROUGH GIFTS TO THE YMCA CAMP CONISTON ANNUAL FUND**