



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



## YMCA OF GREENVILLE PARENT/GUARDIAN HANDBOOK

### RECESS MISSION >

To serve adults with diverse abilities by providing opportunities to socialize with peers, promoting healthy lifestyle habits through proper nutrition and exercise, fostering community and independent awareness, and service.



# WHAT IS RECESS?

## RECREATION EDUCATION COMMUNITY EXERCISE SOCIAL SERVICE

The YMCA of Greenville RECESS program recognizes that for many adults, the end of high school means the end of the social, educational, and recreational opportunities provided in that environment. The need for a place for adults with disabilities to find acceptance, belonging, and opportunities for a better lifestyle was recognized, and the RECESS program was started. It is the goal of the YMCA to provide a quality program for adults with diverse abilities.

The YMCA of Greenville RECESS program is a place where participants learn about nutrition, fitness, social responsibility, community outreach, and independent living skills. RECESS allows adults with diverse abilities not only a place to continue to learn new skills, but also gives them a place to connect with friends and gain a sense of belonging.

## WHO IS ELIGIBLE FOR THE RECESS PROGRAM?

- Post-High School Adults – Completed a high school program
- Ability to function within a 1:6 ratio
- Ability to use the restroom independently
- Willingness to participate in the daily activities while at RECESS

# CAUSE-DRIVEN LEADERS

## STAFF QUALIFICATIONS

The YMCA of Greenville is a place where members and participants discover new activities, enjoy new and old friends and learn to develop new skills and interests in a safe environment. Staff members are expected to be honest, caring, respectful, responsible, faithful, and safe so we expect the same from our participants.

Site lead instructors and program aides are required to be good role models for our participants. We employ caring and compassionate staff. All staff are certified in First Aid, CPR, AED, and Blood Born Pathogens.

## YMCA STAFF CODE OF CONDUCT

1. Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have developmentally appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only as a last resort, in necessary situations (to protect the participant or other participants from harm), only administered in a prescribed manner by trained persons, and must be documented in writing.
2. Staff will treat each participant with dignity and respect.
3. Staff will administer clear delivery and regular review of program expectations, rules, and procedures to participants.
4. Staff will establish an atmosphere of appropriate behavior.
5. Staff will communicate any behavioral and/or social issues involving participants to their parents in a timely manner.
6. Staff will deliver program components appropriately, demonstrating the YMCA's Five Character Values and the mission of the YMCA of Greenville.
7. Staff will deliver program information updates and reminders regularly via email, social media, etc.
8. Staff will respect the privacy of program participants and adhere to established confidentiality policies.
9. Staff are mandated reporters regarding child abuse.



# A PLACE FOR ALL

## AT YMCA RECESS

We realize that so much in our world has changed since COVID-19. Please read the following information about what you and your participant can expect from the Y this year. Please note: our procedures and protocols are subject to change based on CDC guidelines and state and local directives. Please visit [ymcagreenville.org](http://ymcagreenville.org) to learn about the most up-to-date information.

### CLASSES

- Caine Halter Family YMCA – Greenville
  - Monday, Wednesday, Friday
  - Tuesday, Thursday
- YMCA Program Center – Simpsonville
  - Monday, Wednesday, Friday
- Eastside Family YMCA – Taylors
  - Tuesday, Thursday

### COMMUNITY OUTINGS

For safety reasons, participants will wear ID lanyards while in the community. The lanyards will include a participant picture ID and phone numbers of the YMCA and RECESS instructors.

## WEATHER POLICY

### IF SCHOOL IS CANCELLED OR DELAYED DUE TO WEATHER RELATED SITUATIONS:

- RECESS programming will be cancelled
- If school is closed due to inclement weather, the RECESS weekly program fees will be prorated for that week

### CLOSING NOTIFICATION OUTLETS

- Email
- Social Media – RECESS Facebook Page

### IN CASE OF TORNADO

Program staff will ensure participants are indoors, if possible, where there are no windows. Participants should duck down with heads covered against the walls. Participants and staff will remain in this position until given further instruction.

### IN CASE OF THUNDER AND LIGHTENING STORMS

Program staff will ensure that participants are indoors when thunder or lightning is present. Participants and staff will not be outside during inclement weather. \*Please note this may affect scheduled community outings. Calendar plans are subject to change daily based on the weather.

## RECESS HOURS

**9am – 1pm**

### DROP OFF

**Between 8:50am – 9:00am.** For our staff to adequately prepare for the day, please keep your participant in the vehicle with you until the staff opens the door at 8:50am. We begin organized activities at 9am; so please have your participant at the Y by 9am.

If the class is scheduled for a community outing, please note that we are unable to delay community outings for anyone arriving late and you may be asked to meet the class at the anticipated designation. For the safety of all participants, if you arrive after 9am, please confirm your participant is signed in by RECESS staff before leaving.

### PICK UP

**Programming ends promptly at 1pm.**

The YMCA of Greenville recognizes the need to provide a safe and secure site for all participants in our programs. As a result, the Y will only release a participant to an adult who is listed on the "Authorized Pick-up List" provided on the registration form. Furthermore, the Y staff will adhere to the rules below to protect participants in their care. We understand that emergencies happen. In the event you will need to send someone to pick up your participant that is not on the "Authorized Pick-up List," you will need to communicate that information in writing to the RECESS Program Director or the Site Lead instructor prior to pick up time. If no one is available to pick up the participant, he/she will remain in a safe location at the YMCA until someone is available to pick him/her up. RECESS staff are not able to arrange transportation for your participant.

### SIGN-OUT

Adults picking up participants may be asked by a Y staff member to show a picture ID.

### LATE PICK-UP POLICY

YMCA RECESS programs end promptly at 1pm. There is a \$1 per minute fee after 1pm. This fee will be billed to your account. This policy is strictly enforced. We understand that emergencies happen. If you are unable to pick up your participant at 1pm, please notify the Program Director or the Site Lead instructor as soon as possible.

### IMPAIRMENT

Your participant's safety is our priority. At times we are called to make judgments concerning his or her safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up the participants is impaired when he or she arrives to pick-up the participant, the YMCA will keep the participant at the YMCA facility until alternative transportation can be arranged. The YMCA will first try to contact another family member or spouse; then one of the emergency contacts listed on the participant's registration form. The YMCA reserves the right to involve appropriate authorities if necessary to protect the participant and the YMCA.

# PAYMENT POLICIES

## TUITION

- 3 days per week – \$80 • 2 days per week – \$55

## ANNUAL REGISTRATION FEE

Due in January OR the 1st month a participant starts programming.

- \$50 per year

## TUITION PAYMENT

Payments are due each FRIDAY for the following week; a \$15 late fee will be added if payment has not been received on TUESDAY of the program week. We reserve the right to temporarily suspend services from the program if the account becomes two weeks delinquent. If the account becomes delinquent for more than four weeks, we reserve the right to exit the participant from the program. We understand that occasional financial situations arise; please keep the RECESS Program Director informed as to your family's situation in advance of delinquency so we can work with you. We also offer financial assistance through our Annual Campaign scholarship program. Applications are available at [ymcagreenville.org](http://ymcagreenville.org) or upon request from the RECESS Program Director.

## FORMS OF PAYMENT

Check payments can be made at the drop off and pick up point. Payments will need to be placed in a sealed envelope. Money orders, cash, check or credit card payments can be made on site at the membership services desk. You may also choose the weekly draft option or online payments through [ymcagreenville.org](http://ymcagreenville.org).

## AUTOMATIC WEEKLY DRAFTING

For your convenience, we offer automatic weekly drafting. By choosing the bank draft payment system for your weekly program fees you agree to the following:

1. I will be drafted weekly on Friday. I understand that this plan will remain in effect until I wish to exit the program or until the end of the seasonal semester.
2. I authorize the YMCA of Greenville to draft my account for any late pick-up charges which I may incur while participating in the RECESS program.
3. If I wish to exit the program, I must give the YMCA of Greenville RECESS Program Manager a two business-week's written notice prior to my next debit date. If proper notice is not received, I will be held responsible for tuition regardless of whether or not my participant attends the program.
4. Should any debit not be honored by my bank/credit card company for any reason, I understand that I am still responsible for the payment, plus a \$25 service charge. This is in addition to any service fee my bank/credit card company may require.

## ENROLLMENT AGREEMENT

Upon registering for the YMCA RECESS Program, you are paying for the participants' position in the program. You will be billed for up to the total weeks each semester and are responsible for paying every week from the first week of enrollment. The spring semester is a total of 16 weeks, and the fall semester is a total of 12 weeks. Billing is not based on attendance, nor do we offer daily rates. You will not be charged for holiday breaks. For weeks associated with school holidays/teacher workdays, your account will be pro-rated based upon the number of program days offered. Along with your weekly fees, there is an annual registration fee for your participant that is due in January or the 1st month that a participant begins programming. A two-week written notice is required if you decide to withdraw your participant from the program. During the summer, RECESS offers 10 weekly events in the evening. You can register for as many weeks as you wish, pending availability.

## RECESS PAYMENT PLAN

SPRING/FALL	PAYMENT DUE	PAYMENT IS LATE	LATE FEE APPLIED
WEEKLY PAYMENTS	FRIDAY before program week	WEDNESDAY of program week	WEDNESDAY of program week
MONTHLY PAYMENTS	1st FRIDAY of each month *	1st WEDNESDAY of each month *	1st WEDNESDAY of each month *
FULL SEMESTER PAYMENT	1st FRIDAY of semester start date	2nd WEDNESDAY of semester start date	2nd WEDNESDAY of semester start date
SUMMER	PAYMENT DUE	PAYMENT IS LATE	LATE FEE APPLIED
WEEKLY PAYMENTS	FRIDAY before program event	WEDNESDAY of program event	WEDNESDAY of program event

\* Monthly payments for January and September are due the first Friday of the semester start date.

# WE KEEP THE PEACE

Here at the YMCA of Greenville our behavior expectations and discipline procedures are based on our Core Values of Caring, Honesty, Respect, Faith, and Responsibility. We believe in creating a safe, secure, and fun environment and believe that in order to do this, all participants need to know and understand the rules and expectations for appropriate behavior. We also believe that when participants do not follow the rules, we have an opportunity to help them learn from their mistakes. The YMCA promotes behavior guidance and discipline through creating a positive environment, developing structure and clear limits, promoting social and emotional learning, reinforcing our core values and addressing challenging behaviors. From our Core Values we have developed these expectations:

- Caring: Showing kindness toward all participants and staff through words and actions.
- Honesty: Telling the truth about your actions and feelings to help solve problems and find solutions.
- Respectful: Listening to other participants and staff, while honoring their thoughts, requests, and expectations in a respectful manner.
- Responsible: Taking ownership for your words, actions, and belongings while at the YMCA, but also respecting YMCA space by taking care of the property and keeping it clean.
- Faith: Always respecting other's beliefs and religious practices.
- All participants are expected to follow the rules established by the YMCA for the physical and emotional safety of all participants in our programs. Considering this, the YMCA does not allow the following behaviors:
- Unruly behavior within the group that disrupts the daily operations of the program
- Use of phones or other technology inappropriately
- Communicating with staff through private messaging, whether on social media, gaming platforms, or electronic devices
- Vandalism, fighting, stealing, and threats against others
- Abusive or profane language, gestures, or physical actions towards staff or program participants
- Harassment, intimidation, bullying
- Inappropriate verbal or physical contact in a sexual nature
- Inappropriate racial comments towards other students or staff

The YMCA staff desire to partner with families of the participants in our care and communicate when issues may arise during RECESS. If a participant is unable to meet established behavior expectations, YMCA staff will follow these disciplinary steps below.

1. Conversation between staff and participant to discuss behavior and reset expectations using positive reinforcement.
2. Parents will be notified in written or verbal form if participant is not following established rules. The offense may result in an immediate suspension.
3. If the offense requires a suspension, a family meeting to create a behavior contract will be required before the participant may return to programming. If the behavior continues after the participant returns to program, staff will refer to the consequences set forth within the behavior contract.
4. If suspensions nor a behavior plan is effective in changing the participant's behavior, they may be dismissed from the program.

\* Please note: these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as situations arise. We want all our participants to enjoy their experiences at the Y. We also want all our participants to be physically, emotionally, and mentally safe when in our programs. Participants who interfere with the mental, emotional, and physical safety of others might not find this program a good fit and may be asked to leave. If your participant is removed from the program due to behavior, a refund will not be issued.

\*\*Please note: any offense that jeopardizes the safety of the program OR an offense that is aggressive/violent toward a YMCA staff member or participant will result in an automatic next day suspension. A parent/guardian will be contacted immediately to pick up the participant. Future participation in the RECESS program will be dependent upon the family meeting.

## Y BUS CODE OF CONDUCT

- The Participant Behavior Code of Conduct applies while riding on the bus.
- Eating and drinking are not permitted on the bus.
- Riders must always remain seated and wear seat belts.
- Riders hands, arms, etc. may not extend outside the bus at any time.
- Riders must not tamper with the bus emergency door.
- Riders must obey the driver.
- The driver is in charge of the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- Riders may not throw objects on the bus, shout or display any other behavior that may distract the driver and compromise the safety of those on the bus.

# TAKING GOOD CARE

All YMCA of Greenville programs have adopted an optional mask policy for both staff and program participants based on family preference. We will continue our cleaning procedures, enforce regular handwashing, and enjoy time spent in the outdoors as much as possible to help ensure everyone's comfort and safety. Stay up to date on our COVID-19 policies on our website.

## HEALTH AND WELLNESS

It is our sincere desire to provide quality care for your participant while they are in our care at RECESS. It is imperative that we work together to make this happen. If your participant has felt sick during the night, please do not send your participant to RECESS. If a participant becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian, and the participant will be isolated from their group immediately. Any participant running a temperature over 100 degrees or has vomited will be required to go home. If a participant is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. If the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted. Please be advised that staff will not exclude your participant from activities unless one or more of the following exists:

- The illness prevents the participant from participating comfortably in program activities.
- The illness results in greater care needed than the staff can provide without compromising the health and safety of the other participants.
- Participant has a fever, signs of possible severe illness (i.e., lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs) until medical evaluation allows inclusion, uncontrolled diarrhea (including one or more watery stools in a 24-hr. period), vomiting or signs of communicable illness (rash, lice, etc.).

If your participant has any of the symptoms listed above or is removed because of an above listed condition, please refrain from returning to the Y until condition discontinues (a minimum of 24 hours). If your child has been diagnosed with COVID-19, please contact the RECESS Program Director immediately. Please assist us in our efforts to maintain a healthy environment for our participants.

## MEDICATIONS

YMCA RECESS prefers that all medications be administered at home before the program day. However, if medication needs to be administered, all prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medication, including over the counter items (vitamins, creams, lotions, etc.) must be stored in a locked cabinet and administered by the participant with oversight of program leadership staff. Medications that may need to be administered in the event of an emergency, should be checked in with the Site Lead instructor on the first day of each session. Please make sure participant's name is on all items. Refrigeration will be provided if necessary. PARTICIPANTS MAY PACK MEDICATION IN BACKPACK, OR IN LUNCH, IF THEY ARE ABLE TO ADMINISTER THE MEDICATION INDEPENDENTLY. A "Medicine Administration" form MUST be submitted to RECESS staff.

If your participant has had a change in medication that may affect his/her behavior at RECESS, please notify the site lead instructor or the Program Director in advance, so that we are aware.

## WHAT'S GOING ON AT HOME

Participant's actions in Y programming often reflect situations they are experiencing at home (i.e., pet's death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or staff. Please review the following regarding the YMCA's policy:

- YMCA Staff and volunteers are not allowed to transport participants at any time outside of YMCA programs. Exceptions may occur if staff are respite providers through an outside agency.
- Parents may not leave participants at the YMCA or program site unsupervised, unless the participant is an active member of the YMCA.
- The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.
- Any traumatic experience from home that might reflect participant behavior should be reported to the RECESS Program Director.
- YMCA staff may serve as an additional Respite Provider through a third-party organization. If this applies to your family, please notify the Program Director, and complete the necessary paperwork to distinguish between staff supervision during programming and respite services.





# PARENT RESPONSIBILITIES

- Parents must follow all established policies and procedures outlined in the YMCA RECESS Parent Handbook including the pick-up policy, payment policy, late pick-up policy, etc.
- Payments may be submitted online, phone or by check. Checks for RECESS program payments should be submitted to the Y member services or RECESS staff. Cash payments must be made at the Member Services Desk. Parents are responsible for keeping personal payment receipts.
- Parents must notify the Y of all absenteeism of their participant ahead of time by communicating with the Site Lead instructor or the Program Director. This will keep our staff and bus drivers notified of when to expect and not expect your participant.
- Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the RECESS program as well as regularly reviewing the Y website, Facebook page, and materials available at your participant's class location to keep well-informed about the program.
- Parents should read and review the Participant Code of Conduct with their participants.

## STAY INFORMED

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your participant! We communicate through email, RECESS Facebook page, and in person. It is strongly urged that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact your class Site Lead instructor or RECESS Program Director.



## FOR ALL FAMILIES

Did you know the YMCA of Greenville is a part of the YMCA of the USA's Diversity, Inclusion, and Global (DIG) Innovation network? The DIG Innovation network is a cohort of Ys throughout the country in fast-growing areas that are leading the Y movement's efforts in outreach to diverse and underserved communities and driving program innovation so that everyone, regardless of who they are or where they come from has an opportunity to reach their full potential. Through the DIG Innovation network, the YMCA of Greenville uses these guiding principles in organizational strategies, operations, and program development:

- Lead with empathy in all interactions and activities.
- Recognize, value, and embrace all dimensions of diversity and work toward the greatest possible inclusion.
- Foster a safe exchange of ideas, beliefs, and perspectives within and through the Y locally and globally.
- Advance social equity and bridge-building across and within all communities.

# ONE Y FOR ALL



The YMCA of Greenville's Annual Community Support Campaign ensures that everyone in Greenville has the opportunity to learn, grow and thrive. At the Y, no child, family or adult is turned away because of an inability to pay. If you would like to apply for a scholarship, please fill out an application and return to your local branch. Applications are available online and at your local Y.

Visit [ymcagreenville.org/give](https://ymcagreenville.org/give) for more.

## LOCATIONS

**CAINE HALTER FAMILY YMCA**  
721 Cleveland Street  
Greenville, SC 29601

**EASTSIDE FAMILY YMCA**  
1250 Taylors Road  
Taylors, SC 29687

**YMCA YOUTH PROGRAM CENTER**  
100 Adams Mill Road  
Simpsonville, SC 29681

**YMCA OF GREENVILLE**  
[ymcagreenville.org](https://ymcagreenville.org)  
864-412-0288

