



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BACK TO SCHOOL, BACK TO THE Y!

YMCA After School Program



Family Handbook

Welcome!

Welcome to the Missoula Y After School Program for school-age students! The After School Program is led by qualified and caring Y counselors who offer a fun, safe, and supportive environment for students in grades K–5.

After School Registration:

The Missoula Y After School Program offers 2-, 3-, 4-, or 5-day program options for students in grades K–5. To register, please complete all forms in the packet and either email them to schoolage@ymcamissoula.org or return them to the Welcome Center. As a licensed child care provider, the Missoula Y is required by the State to collect forms annually. Both new and returning Y After School participants must fill out all forms.

Application does not guarantee program admittance. Y After School staff will contact you about your application status. All children are registered on a first-come, first-served basis. A waiting list will be taken once all spots are full.

Participating Schools:

We provide onsite after school care at Chief Charlo, Hellgate, Jeannette Rankin, Paxson, and Russell. Lewis & Clark students are bussed to Paxson Elementary School.

Note: Best Beginnings is accepted. Y financial assistance is available.

After School Payment Schedule:

After School tuition is automatically drafted through a checking account or credit card 5 days before the start of every month unless previous arrangements have been made with the program director. Schedule changes or withdrawal from the program requires two weeks' notice. Visit ymcamissoula.org for current pricing.

YMCA After School Details:

Missoula Y After School offers 2-, 3-, 4-, and 5-day program options. Care is offered Monday–Friday from school release until 6:00 p.m. Excludes half days.

Each site is supervised by YMCA counselors and offers structured activities. Sites also follow Y HEPA (Healthy Eating and Physical Activity) guidelines, serving CACFP-certified healthy snacks and engaging children in at least 30 minutes of active play. Snack calendars are available at the beginning of the month at each Y After School site.

After School ends promptly at 6:00 p.m. A \$30 fee will be charged for every late pick up. Police will be called should a child not be picked up and should the Missoula Y be unable to reach their parent or guardian by 6:30 p.m. Please bring the following labeled items to your Y After School site:

- Weather-appropriate clothing
- Backpack from school
- Water bottle
- A good attitude

Please leave the following at home:

- Toys from home
- Cell phones and other electronics
- Candy
- Money and valuables

No After School on Half Days:

There is no Missoula Y After School on district half days. The Missoula Y offers School's Out Day Camp on most school holidays. These days are not included in Y After School's monthly tuition. Visit ymcamissoula.org or call the Y at 721-9622 for School's Out Day Camp fees.

Absences:

It is extremely important to let us know prior to 12:00 p.m. if your child will not be attending Y After School on a regularly scheduled day. Please call our After School team at 532-6272 or email schoolage@ymcamissoula.org before 12:00 p.m.

Immunizations:

Email your student's immunization records to schoolage@ymcamissoula.org.

Participant Safety and Expectations:

Missoula Y After School is a welcoming, educational, group environment. All participants are expected show the Y's core values of honesty, caring, respect, and responsibility in both their actions and words. Behavior that disrupts programming, endangers self or others, disrespects property, is not in accordance of the Y mission, or requires repeated one-on-one attention may result in suspension or expulsion. Should a behavioral issue occur, Y counselors will fill out a Behavior/Incident Report that parents/guardians are required to sign and return. A copy can be provided to families for their records upon request.

Y staff may work with participants on behavior changes through action plans, behavior contracts, and parent/guardian meetings. Ongoing behavior issues will result in a meeting with Y staff, parents, and Y After School directors.

Best Beginnings Child Care Scholarship:

Best Beginnings scholarships are accepted at all Y After School sites. The Best Beginnings Child Care Scholarship is a state program that provides assistance to qualifying families in need of child care. Best Beginnings applications must be completed and turned into Child Care Resources. Applications and information about Child Care Resources can be found online at www.childcareresources.org/families/paying-for-child-care/.

Missoula Y Financial Assistance:

Families who do not qualify for Best Beginnings scholarships may qualify for Missoula Y Financial Assistance. Please submit a Best Beginnings scholarship application to Child Care Resources **prior** to seeking Missoula Y Financial Assistance.

To apply for Missoula Y Financial Assistance, please fill out a financial assistance application available at the Welcome Center or online at ymcamissoula.org/financial-assistance. Forms and all required documentation must be received a minimum of 7 days prior to the start of Y After School in order to be considered. For more information on financial assistance, please call the Missoula Y at 721-9622.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

For more information, visit <https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

YMCA Diversity & Inclusion Statement

Together, we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race, or sexual orientation, has the opportunity to reach their full potential with dignity.

Have a terrific school year!

The Missoula Y After School Program