



## Mendota Area YMCA After School Program Discipline Code

With the Mendota Y After School Program being similar to a classroom setting these rules have been established to ensure proper behavior from our participants in the program, and ensure parents to be knowledgeable of the consequences set in place for students who do not abide by the rules of the program.

The Mendota Area Y After School Program was created to provide quality after school care with education incorporated as a service to families in the Mendota School District. Our program is offered on all full school days from 3:00-5:30 at Lincoln School Gymnasium, with transfer bussing provided. The program is committed to hold a structured program for children to attend after school which includes a snack time, recess, homework time, and craft activities.

### After School Program Fees

Yearly Registration fee of \$10 per family is required upon initial registration.

Payments for the upcoming week should be made by Friday of the week before attendance. Payments can be made at the Mendota Area Y, over the phone to the Mendota Area Y, or by dropping off a check at the After School Program with designated days signed up for listed.

Number of Days	Cost for 1 Child	Cost for 2 <sup>nd</sup> Child	Cost for 3 <sup>rd</sup> Child
5	\$35	\$18	\$18
4	\$30	\$15	\$15
3	\$25	\$13	\$13
2	\$15	\$10	\$10
1	\$10	\$5	\$5

### Program Details

Children attending the program will go to Lincoln New Gymnasium upon the conclusion of school. Any children coming from Blackstone or Northbrook on the transfer bus will meet the instructor at the door. Children will be given a snack once all children for the day are checked in; recess, or indoor activity time will follow. After recess, children will be split up at different tables and be required to work on homework, and if homework is not available; must read silently. During this time all children should be quiet and working on school work. Upon the conclusion of homework time, children will then be able to do an indoor activity or craft. Upon a child being picked up, parents must sign the child out. Only a child's parent or those listed on a "Pick Up" Form are allowed to pick them up. If another designated person, not a parent, is to be picking up the child, please inform the ASP staff by calling and informing the Mendota Area Y, or calling the After School Cell Phone during ASP hours.

## **Discipline Code**

To ensure a proper environment for all participants of the After School program, a discipline code must be in place. Staff has the responsibility of ensuring this discipline code is abided by. The Mendota Y has a main goal of ensuring that the child's experience at the after school program is a positive and enriching one. Our discipline is designed to be appropriate for the program and similar to discipline codes the students are used to in their regular classroom. A child will be made aware of the consequences of their actions while an instructor also will attempt to redirect their behavior or use initial warnings first. A child will be given a "time out" if the staff feels it is necessary. Parents will be notified of disruptive behavior, and have the ability to discuss with the instructor as to what discipline steps were taken.

In the instance of misbehavior, a note will go home to parents to allow them to be aware of the incident, and ensure that they speak to their child about his/her actions to prevent it from reoccurring. We ask that parents send back the note signed to allow staff to know parents received it. If continual warnings are sent home, a child may receive temporary dismissal from the program. After 4 warnings home, a child will be dismissed from the program for a week. Upon returning, if further warnings are given a child will be dismissed permanently.

## **ASP Rules to discuss with your child**

Upon arriving to the program children must take a seat at the ASP table and sit quietly. When receiving snack, cups and napkins should not be destroyed.

Children shall listen to each instructor and their rules set in place. Children should not talk back to an instructor, yell throughout the gym, or be disruptive of others in the program.

During homework time, children are responsible to have homework to work on silently, or find a book to read. Disrupting others during homework time will not be acceptable.

## **Bad Weather**

In the case that Mendota School District 289 dismisses early due to bad weather, the program will not be in session.

## **Clip Chart**

We will be implementing the same Clip Chart used in the school district in our After School Program. Each child will begin the day at "Ready to Learn" and have the ability to move their clip up the chart as the day goes on. In the instance of inappropriate behavior, the clip will be moved down. Any child who's clip is not at the "ready to learn" section, will not be allowed to participate in recess or free time at the instructors authority. We hope that using this method will give children the option to strive to make it to the top of chart during the time they are at ASP. We encourage all parents to check where their child's clip is located upon picking them up, and using this as a chance to ask the instructor why their clip is located where it is at. Instructors have the ability to send a note home regarding bad behavior to the parent to allow them to be aware of why their child attended time out or a clip was moved down.