GOODTIMES
After School Child Care Program

PARENT MANUAL

The Y: We’re for youth development, healthy living and social responsibility

Please read this Parent Manual carefully. You are responsible for all information contained in it. If you have any questions, please contact the YMCA Goodtimes Program at 279-8666.
YMCA GOODTIMES ENROLLMENT PROCEDURES
2016–2017 AFTER SCHOOL PROGRAM

The YMCA Goodtimes Program is for Elementary and Middle school youth, ages 5–12.

2. Complete the front and back of the enclosed Registration Forms.
3. Read and sign the enclosed Code of Conduct Form.
4. Return all forms to the YMCA.
5. Registration fee is due at the time of registration.
6. Automatic draft is mandatory so include the draft form.

ENROLLMENT IN A GOODTIMES PROGRAM DOES NOT QUALIFY YOU FOR A MEMBER RATE. YOU MUST BE A YMCA BRANCH MEMBER TO QUALIFY FOR A DISCOUNTED RATE.

2016–2017 FEES

AFTER SCHOOL PROGRAM:
Registration Fee- June 1 – June 30: FREE
    July 1 – July 31: $25.00
    August 1 – August 28: $50.00
    August 29 – May 24: $25.00

RATES – YMCA Locations
    Cleveland Avenue YMCA, East YMCA (ACA and Dalraida), Kershaw YMCA, Wetumpka YMCA
    After School: Members: $55.00/wk  Non Members: $70.00/wk
    Multiple Child Discount: $5.00

RATES – Goodtimes Center School Sites
    After School: $55.00/wk
    Before School: $29.00/wk
    Before & After: $70.00/wk
    Multiple Child Discount: $5.00

RATES – Middle Schools
    Baldwin, Carr, Floyd: $48.00/wk

THE GOODTIMES PROGRAM DOES NOT OFFER A DAILY RATE OR DROP-IN SERVICE
2016 – 2017

ON-SITE AFTER SCHOOL PROGRAM LOCATIONS:
On-Site programs are held at your child’s school.
Associate Executive Director: Debbie Hall 279-8666
Program Directors: Kaye Uptagrafft, Rachel Dumas and Nick Brown 279-8666

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<th>School</th>
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<tr>
<td>Baldwin Magnet</td>
<td>Dozier Elementary</td>
<td>MacMillan Elementary*</td>
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<td>Bear Exploration*</td>
<td>Fitzpatrick Elementary</td>
<td>Morningview Elementary</td>
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<td>Blount Elementary*</td>
<td>Flowers Elementary</td>
<td>Pintlala Elementary</td>
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<td>Brewbaker Intermediate*</td>
<td>Floyd Elementary</td>
<td>St. Bede Catholic</td>
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<td>Carr Middle School</td>
<td>Floyd Middle Magnet*</td>
<td>Vaughn Road Elementary</td>
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<td>Catholic Preparatory School</td>
<td>Forest Avenue Magnet*</td>
<td>Wares Ferry Elementary*</td>
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<td>Children’s Center</td>
<td>Garrett Elementary*</td>
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<td>Crump Elementary</td>
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<td>Dannelly Elementary</td>
<td>Holy Spirit Catholic</td>
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(* Indicates sites that offer a morning program at the School)

YMCA AFTER SCHOOL LOCATIONS:
Your child will be bused from their school to the YMCA.

East Family YMCA
Associate Executive Director: Terry Galloway 272-3390
Alabama Christian Academy
Dalraida

Grandview Family YMCA
Executive Director: Bill Myers 285-5381
Airport Road Intermediate
Coosada Elementary
Millbrook Middle
Prattville Christian Academy

Wetumpka Family YMCA
Executive Director: Scot Patterson 567-8282
Eclectic Elementary & Middle
Redland Elementary
Wetumpka Elementary & Middle

Cleveland Avenue Family YMCA
Executive Director: Daryl Woods 265-0566
Program Director: Ariann Charity 265-0566
Davis
E. D. Nixon
T. S. Morris
Carver
WELCOME TO THE YMCA GOODTIMES AFTER SCHOOL PROGRAM

The YMCA of Greater Montgomery welcomes you and your child to the Goodtimes Before and After School programs. We believe that your child will enjoy this highly creative program. To help with questions you may have, we have prepared this manual for you. Please read it completely and keep it for future reference.

STAFF
We take a great deal of pride in the quality of our staff. Program counselors who work with your child in groups divided according to age or interest level provide supervision. All staff members participate in a series of comprehensive training sessions with emphasis on programming, skill development and children’s needs.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS:

A. Your Site Director is the first person you should talk to concerning any questions or problems.
B. If you need further assistance, contact the YMCA Professional staff listed for the location your child attends.

THE CURRICULUM WILL INCLUDE:
- Daily Devotions
- Homework Time
- Reading and Language Enrichment
- Group Games & Activities
- Snack & Devotion Time
- Nutrition and Health
- Math and Science Enrichment
- Creative and Performing Arts
- Dramatic and Creative Play
- Social Responsibility

GOODTIMES is a year-round program, designed with the Y’s basic philosophy of helping children realize their full physical, mental, and spiritual potential in a climate of stability and trust.

HOURS
The YMCA Goodtimes program will be offered from school dismissal till 6:00 p.m. each school day during the 2016–2017 school year. You must pick your child up by 6:00 p.m. to avoid a late fee. A late fee of $1.00 per minute per child will be charged to parents picking their children up later than 6:00pm. When a child has been picked up late 3 times, that child will not be allowed to continue in the program. A Montgomery YMCA branch will be available for full day care on most school holidays.

HOLIDAYS
Childcare is available, however, PRE-REGISTRATION IS REQUIRED. Registration forms are available at your child’s after school site. It is very important that the form is turned in by the deadline due to limited space available. There is a $15.00 late fee charged to all registrations received after the deadline. The program will operate as a Full Day on most school holidays. When attending the Full Day program your child will need to bring a non-perishable lunch. Afternoon snacks will be provided.

ILLNESS/ATTENDANCE
A sick child is to be kept at home for his/her own sake, and for the health of others. If a child has run a fever or vomited, they cannot return for 24 hours. The YMCA should be informed about the nature of any illness. If your child has a communicable disease, please notify the staff of when the symptoms first appeared.
COMMUNICABLE ILLNESS
Please do not send your child to the program if they have the following symptoms:
- Individual has an oral temperature above 100°F and
- Individual has a cough or sore throat and
- Individual doesn't feel well (achy, fatigued).

MEDICATION
A Medical Release Form must be submitted for each medication that a child requires. The medication, that needs to be administered, should be discussed with and given directly to the Site Director. Documented specific instructions of quantity, time to be administered, name and phone number of physician should be in a written format and given directly to the Site Director.

SNACKS
Children in the Goodtimes program receive an afternoon snack and drink. Please make sure we are aware of any allergies your child may have. If your child cannot eat the snacks we provide, you may send an alternate snack.

PARENT CONFERENCES
Exchanges of information between parents and staff provide insights for both. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include moving, hospitalization of a sibling or parent, or alterations in parent relationships. These influence the way in which your child relates to others. Staff members can better provide for a child’s needs if they are aware of the situation.

SCHOOL PROBLEMS
Any trouble your child may have in school will probably affect behavior while in the Goodtimes program. Please keep us informed of such problems so we can be sensitive to your child’s needs. The YMCA staff would like to work as a team with school and family. This will enable us to provide the best environment for your child’s growth and development.

PARENT INVOLVEMENT
Family involvement with the YMCA Goodtimes Program is encouraged and welcome. Cooperation with all policies and procedures is essential. Take every opportunity to talk with the YMCA staff about any of your concerns regarding your children. Ask your children about their daily experiences with the program every day. Let us know immediately of any problems or concerns that you or your child may have. It is important to resolve a minor problem well before it becomes a serious problem. We want your child to feel safe and secure at all times during their stay in the Goodtimes Program.

DISCIPLINE
All children enrolled in YMCA Goodtimes Program will be expected to follow rules established by the Montgomery YMCA Goodtimes staff, for the purpose of safety and organization of the program. Children with continual behavior problems may be asked to suspend their participation in the YMCA Goodtimes Program. Our staff members are instructed and believe in the use of positive reinforcement. Should a severe discipline problem occur, the family will be contacted directly by the Site Director or Program Director. Cooperation with the YMCA Goodtimes Staff is vital, therefore it is very important to stress good behavior patterns with your children at all times. It is everyone’s goal to keep the program fun....for everyone!!

YMCA HOUSE RULES
1. Speak for yourself
2. Listen to others
3. Take charge of yourself
4. Show respect
5. Avoid put downs
INJURIES
If your child is injured, the Site Director or acting Site Director will take whatever steps that may be necessary to obtain emergency medical care. Depending on the severity of the injury, the following steps may include, but are not limited to the following:

A. Call 911.
B. Have the child taken to an emergency hospital in the company of a staff member.
C. Attempt to contact a parent or guardian.
D. Attempt to contact you through any of the persons listed on the emergency information form.

INSURANCE
The YMCA does not provide accident or health insurance. Each parent is urged to provide accident insurance coverage for his/her child.

PAYMENTS
All payments will be by automatic draft. Payments are auto drafted on Thursday for the following week. If your draft is declined on Thursday for the following week, you will be charged a $15.00 late fee. If payments fall one week behind, your child will not be able to continue in the program. You are responsible for the registration and miscellaneous fees when applicable.

ABSENCES
The Site Director will check attendance daily. If your child does not report to the YMCA Goodtimes program a YMCA staff member will immediately call the child’s family unless they have previously been notified that the child will not be attending that day or if the child has checked out of school on that day. We do have access to a check-out list. YOU MUST CALL TO LET US KNOW IF YOUR CHILD IS ABSENT. THIS WILL PREVENT THE SITE DIRECTOR FROM HAVING TO TAKE TIME AWAY FROM THE PROGRAM TO MAKE PHONE CALLS TO LOCATE YOUR CHILD. MESSAGES CAN BE LEFT WITH THE BRANCH SERVING YOUR FAMILY.

CREDIT FOR ABSENCES
The YMCA Goodtimes Program does not credit for days missed. Your fee pays for direct operating costs, i.e. staff, snacks, crafts and program supplies. When you enroll your child you are reserving the time, space, staff and provisions for your child whether he/she attends or not. However, should a child miss 5 continuous days or more and you submit a doctor’s excuse you will not be required to pay for that week. To receive an adjusted rate, you must inform your Site Director no later than one week after an illness occurs. Please notify the Site Director in writing at least one week in advance to avoid paying for a week you know your child will not attend. Should you have any unusual circumstances regarding payments or absences, please notify the YMCA. Weeks, in which school holidays occur, fees are not prorated.

PRORATION OF WEEKS
Weekly fees will not be prorated.

REFUNDS FOR WITHDRAWALS
No refunds will be given. Your child may be withdrawn from the program at the completion of any week. You must give a one-week in advance written notice when withdrawing from the program to not be responsible for the next week’s fee. There will be a $25.00 registration fee to re-admit your child to the Goodtimes Program once you withdraw.

Annual Campaign
This is the YMCA’s Annual Campaign and it gives hope by making character building programs available to children, teens and families who cannot afford the YMCA experience. With this program we build stronger communities through donors and volunteers participation. For more information on how to volunteer or donate to the PWY Campaign please ask the Site Director.
CHILD PICK UP
You must enter the site to sign the roll sheet when picking up your child. You must sign out using a complete signature. Initialing the sign out sheet is not sufficient. The staff uses these roll sheets to determine which children are at the site at any given time. This may seem inconvenient, but we need your cooperation for the safety of each participant in the Goodtimes program. Please check for information on holidays and special events when you sign your child out each day. Notices and forms will be near the sign out roll.

CHILD DROP OFF
If your child is in the morning program, you must bring your child in the building and sign them in using a complete signature. Initialing the roll sheet is not sufficient.

WHO IS AUTHORIZED TO PICK UP A CHILD?
Children WILL NOT be released to persons other than the parent or persons listed on the Information Sheet. Notify the Site Director in writing if a person other than those authorized will be picking up your child. Only persons authorized in writing by the parent/guardian may pick up a child. This is for the child’s protection. The staff will question those with whom they are unfamiliar and check their authorization, please use their legal name. Anyone without proper authorization and identification will not be given permission by the Site Director to take the child.

CLOTHING AND PERSONAL ITEMS
During the Goodtimes After School program we encourage children to participate in a wide variety of activities in the building and outdoors. Please dress your child in suitable play clothes or send a change of clothes. The children will have time each day after school to change. PLEASE LABEL ALL CLOTHING and be sure all books and book bags are clearly marked. We will not be responsible for anything brought to Goodtimes.

EXTRACURRICULAR ACTIVITIES
The YMCA organization has many other programs that your child may be interested in...Basketball, Soccer, Football, Gymnastics, Cheerleading, and Karate. Check with a YMCA or ask your Site Director about any activity in which your child is interested.

IF THE SCHOOLS SHOULD CLOSE DUE TO INCLEMENT WEATHER
When Montgomery County Schools decide to close school early or cancel other afterschool activities due to severe weather, our YMCA Goodtimes Programs will be closed as well. This means we will not send staff, and you will need to make other arrangements to pick your child(ren) up from school. This decision was made to ensure the safety of your child(ren) as well as the safety of our staff.

On all-day weather related closures such as snow days, you will need to contact your YMCA branch to check on childcare availability.

LAST BUT NOT LEAST
Please make sure that the information we have on your child is always up-to-date. Remember to notify us of any changes in address, telephone numbers, employment, and hours of work, custody, medical facts and other pertinent information concerning your child or family.
YMCA GOODTIMES AFTER SCHOOL PROGRAM
2016-2017 REGISTRATION FORM

Child’s Name___________________________________ Sex____ Home Phone (____)____________________

Home Address___________________________________ City_________________________,State ______,Zip______

B'date__________ Grade for 2016-2017 _____ School__________Teacher________________

Mother/Guardian_________________________ Cell#(____)________________________
Business Name: ___________________________ Wk# (____)________________________
Father/Guardian_________________________ Cell #(____)________________________
Business Name: ___________________________ Wk# (____)________________________
YMCA Member: Yes____ No____ If Yes, Which “Y” Branch________________________

E-Mail (This is how we will contact you)________________________________________

The following individuals may pick up your child or be contacted in case of an emergency. Please make sure all spaces are filled in. Children will be released only to those names listed.

Name Relationship Home # Work #
1)________________________ ___ ________________ ______________
2)________________________ ___ ________________ ______________
3)________________________ ___ ________________ ______________

Your child MAY NOT be picked up by: (Please Print)

Name:________________________________________ Name:________________________________________

If parents are divorced, which parent has custody?_______________________________
In medical emergency, call Doctor:_________________________ Phone:_________________________
Hospital:________________________________________________________________________
Medications your child regularly receives:________________________________________
Allergies, special health or dietary problems:_____________________________________
Special instructions:________________________________________________________________

I give authority to any hospital, doctor or paramedics to render immediate aid as might be required at the time, for my child’s health and safety. I understand any expense for this service will be accepted by me.

I give the YMCA of Greater Montgomery permission to photograph and/or videotape me or my Child’s participation in Goodtimes for the purpose of publicity, staff training or program promotion.

PARENT OR GUARDIAN SIGNATURE IS REQUIRED. THANK YOU
PARENT/GUARDIAN
SIGNATURE:____________________________________DATE:________________________
YMCA of Greater Montgomery Credit/Debit Card Authorization Agreement

Primary Member’s Name _________________________________________ Child’s Name: _________________________________________
Draft Account Holder’s Name (if different than Primary’s): _________________________________________________________________
Address _________________________________________________________________________________________________________
City ____________________________ State _______________ Zip _____________________________
Before School $ ____________ After School $ _____________ Weekly Total $ ______________________

Credit/Debit Card Account

Card Type:       Master Card    Visa    American Express    Discover    Zip Code _____________
Card Number _______________________________________________________  EXP Date: _________/_________  Security Code__________

YMCA BEFORE AND AFTER SCHOOL DRAFT AGREEMENT

1. I understand that this draft will remain in effect for the 2016-2017 Before and After School program until I cancel in writing one (1) week in advance of the weekly Thursday Before and After School draft.
2. I understand that the 2016-2017 Before and After School Program will draft on the Thursday due dates.
3. This draft agreement is only for the 2016-2017 Before and After School Program. Any additional programs will have to be signed up and paid for by their registration date.
4. If my child will not be in the 2016-2017 Before and After School Program for a week, I will submit in writing a notice one week in advance of the Thursday draft date to have the fees adjusted from the 2016-2017 Before and After School Program.
5. Should my Visa/Master Card/American Express, for any reason, including card changes and expiration date, not honor my 2016-2017 Before and After School Program draft, I realize that I am still responsible for that payment and any late fees or service charges that may apply. This is in addition to any service fee my bank may incur.
6. I hereby authorize the YMCA of Greater Montgomery to charge my credit card listed on this form for the amount(s) indicated above for the Thursday weekly payment of my 2016-2017 Before and After School Program Fees.

SIGNED ____________________________________________________________________________________ Date ____________________________
(CARD HOLDER’S SIGNATURE)

Staff use only: Branch ______________________ Staff Initial ______________ Unit# __________________________

New Draft Information _________________________ Updated draft information_________________
THE YMCA OF GREATER MONTGOMERY

Participation Agreement

In consideration for my child or ward being permitted to utilize the facilities, services and programs of The Young Men’s Christian Association of Montgomery, Inc. (“YMCA”), I, on behalf of myself and my child or ward, and his or her heirs, personal representatives, assigns and next-of-kin, do hereby agree to the following:

1. I understand that the activities that my child or ward will be engaging in while he or she is in or upon the premises of the YMCA, using any of its facilities, services or equipment, or participating in any YMCA program or activity are inherently risky and potentially hazardous and I, for and on behalf of my child or ward, hereby accept full responsibility for, and risk of, any injury to my child or ward or loss or damage to his or her property that may occur as a result thereof.

2. I hereby release, waive and covenant not to sue the YMCA, its successors and assigns, and its directors, officers, employees, and agents (collectively, the “Releasees”) from all claims, demands, damages, losses and causes of action arising or resulting from any injury to my child or ward or loss or damage to his or her property that may occur while my child or ward is in or upon the premises of the YMCA or using any of its facilities, services or equipment, or participating in any YMCA program or activity.

3. I hereby indemnify and hold harmless the Releasees from all loss, liability, damage, or cost that may incur due to my child’s or ward’s presence in or upon the premises of the YMCA or use of it’s facilities, services or equipment, or participation in any YMCA program or activity.

In the event of injury, I hereby authorize the Releasees to provide or cause to provide such medical care and treatment to my child or ward as may be necessary and appropriate. I understand that I am solely responsible for all costs incurred for such medical care or treatment.

I further understand that if my child or ward fails to abide by the rules and regulations of the YMCA, he or she is subject to removal from the premises of the YMCA and or removal from participation in YMCA programs and activities without a refund of dues, fees or other amounts paid to the YMCA.

I hereby give my permission to the YMCA to use indefinitely, without limitation or obligation, photographs, film footage, or tape recordings which may include my child’s or ward’s image or voice for the purposes of promoting or interpreting YMCA programs and activities.

In accordance with the U.S. Department of Agriculture discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department is prohibited. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Right program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.asci.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint for or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

I, as parent or guardian of the above-named minor, hereby give my permission for my child or ward to use the facilities and services of the YMCA and to participate in the programs and activities offered by the YMCA.

I HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT AND AGREE, INDIVIDUALLY AND ON BEHALF OF SAID CHILD OR WARD, TO BE BOUND BY ITS TERMS.

Parent’s Signature: ___________________________ Date: ____________________
2016 YMCA GOODTIMES POLICIES AND PROCEDURES

Initial Each Item

PROGRAM HOURS: The program is offered from school dismissal until 6:00pm. Pick-up after 6:00 p.m. will result in a $1.00 per minute charge until the child is picked up. After three late pick-ups, you will need to find alternate child care for your child as we do not meet the needs of your schedule.

PAYMENTS: I agree to have the YMCA draft $ per week for my child/children registered in the YMCA Summer Program. I understand payments are auto drafted on Thursday for the following week. If my draft is declined on Thursday for the following week, I will be charged a $15.00 late fee. If payments fall one week behind, my child will not be able to continue in the program. I understand that I am responsible for the registration and miscellaneous fees when applicable.

CREDIT FOR ABSENCES: The YMCA will not reduce your weekly fee for days missed from the program. When you enroll your child, you are reserving the time, space, staff and the provisions needed for your child.

REFUNDS & CANCELLATIONS: Refunds will be given only for illness with a doctor’s excuse for the week. Cancellation by written notification is due one week in advance to cancel without paying for the week. For example: You need to cancel on Monday by 6:00 p.m. if your child will not be attending the following week. If your child is removed from the program for disciplinary reasons the fee for that week will not be refunded. I understand that if I fail to cancel a week, my account could be drafted and no refunds will be given. Cancellations by phone call will NOT be accepted.

PRORATED FEES: Weekly fees will not be prorated. We do not have a drop-in rate.

ADDITIONAL WEEKS: I understand that if I need to add a week, I must do so and pay by the Thursday prior to the week. Any child who checks in on Monday without being registered is subject to a $15 late fee.

RETURNED DRAFTS: If my draft fails to pay on Thursday for the following week, I will be charged a $15.00 late fee.

PARENT MANUAL: I certify that I have read the parent manual, that all of the attached information is true, and that I will notify the staff of any changes.

TRANSPORTATION RELEASE: I give permission for my child/children to be transported in YMCA vehicles to attend YMCA Summer Programs and Field Trips.

MEDICAL CARE: I give authority to any hospital, physician or paramedics to render immediate aid as might be required, at the time, for my child’s health and safety. I understand that any expense for this service will be accepted by me. I understand that the YMCA does not provide dental, accident or medical insurance for my child/children. I do waive and release all rights and claims for damages sustained and suffered by my child and/or family in connection with the YMCA Program, and while participating in field trips.

CELL PHONES AND HAND HELD ELECTRONIC DEVICES: Cell phones and handheld electronic devices are not permitted for Goodtimes program participants. The YMCA will not be responsible for the replacement or repair of any lost, stolen or broken cell phones, handheld electronic devices or cameras.

MEDICATION: The YMCA needs a written parental authorization form and instructions for any medication that needs to be administered. Any prescription or over-the-counter medication sent to the YMCA must be in its original container and must be labeled with your child’s name, the name of the drug, and directions for administering the drug. By law the YMCA cannot administer any medication (prescription or over the counter), without written authorization.

SNACKS: Every child will be offered an afternoon snack. The YMCA attempts to make these snacks healthy. We try to involve the children in snack preparation and offer nutrition education. Notify the YMCA and indicate it on the registration form if your child has special dietary restrictions. You will need to provide snack for the day(s) your child will not eat the provided snack. If you choose, you may send your child with a snack from home.

I AGREE TO ABIDE BY THE ABOVE POLICIES.
Parent/Guardian Signature: ___________________________ Date: ______________

_________________________
YMCA GOODTIMES CODE OF CONDUCT

PARENTS PLEASE READ, SIGN & RETURN TO YOUR SITE DIRECTOR IMMEDIATELY.

1. Check in with the Site Director immediately every day when arriving.
2. Keep your personal belongings in your bag and/or cubby during Goodtimes.
3. Remain quiet during announcements and answer only for yourself.
4. Follow all Goodtimes rules.
5. Follow all instructions given by the Site Director and Counselors.
6. Inform the Goodtimes staff if you are sick or injured.
7. Follow the time-out instructions of the Goodtimes staff: For each Code of Conduct violation, 5–15 minutes time-out – up to 3 time-outs per day. Parents may be called to pick up any child who will not behave after 3 time-outs.
8. Respect all other children and the Goodtimes staff at all times. (Example: Speak in a nice voice to everyone. Do not hit or kick anyone.)
9. Respect all Goodtimes supplies, equipment, and property. (Example: Always take care of games and computers. Try not to break anything. Do not waste arts and craft supplies.)
10. Respect all personal belongings of other children. (Example: Do not take anything that does not belong to you. If you have permission to borrow something that belongs to another child; take care of it as if it were your own.)
11. Help clean up after yourself in all activities.
12. Never leave the Goodtimes site without permission from the Goodtimes staff.
13. Check-out of Goodtimes only by signing out with the Goodtimes Site Director.
14. Continuous disciplinary problems will result in a written report followed by a Parent conference.
15. After written reports and parent conferences, if the problems continue Suspension or release from the program will be put into effect.

Definition: A disciplinary problem is defined as one in which a child is disrupting the smooth flow of the program by either requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is physically and/or verbally abusing staff or is otherwise unable to conform to the rules and guidelines of the program.

_________________________________________  ______________________________
Child’s Name & Signature  Date

____________________________________________________
Parent’s Signature  Date