



2009 – 2010  
**Afterschool Parent Handbook**

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YMCA Camp Coniston:  
Developing Local Youth Since 1911



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

Thank you for your interest in the YMCA Camp Coniston Afterschool program. Our mission is to provide your child with a safe, nurturing environment while under the supervision of childcare professionals in our recreation based program.

Each Afterschool location provides children with the opportunity to learn and grow through participation in physical outdoor and indoor activities, various crafts and games, homework help, and snack time. The Afterschool program focuses on promoting and enforcing the core values of YMCA Camp Coniston: caring, honesty, respect, and responsibility. It is our goal to encourage children, through positive role modeling, to have a sense of pride and responsibility in the program. Our staff understands the importance of allowing youth to express themselves and encourages individuality.

We welcome parent visitors at anytime and are interested in hearing your thoughts and ideas. Thank you for reading this packet to become better informed about our program.

Sincerely,  
Nicole Berthiaume  
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:** [childcare@coniston.org](mailto:childcare@coniston.org)  
**Website:** [www.coniston.org](http://www.coniston.org)

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

**After School Site Cell Phone Numbers:**

**Mt. Lebanon:** 504-4422  
**New London K-2:** 504-4420  
**New London 3-5:** 372-2423  
**Hanover St:** 504-4421  
**Plainfield:** call the school 469-3250 (leave a message with the secretary)  
**Sunapee :** call the school: 763-5675 X 318



## ENROLLMENT:

### Does my child have to attend everyday 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: [childcare@coniston.org](mailto:childcare@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?

You may find additional registration materials on our website, [www.coniston.org](http://www.coniston.org) under the ‘afterschool’ link or by contacting the Camp Coniston office at 863-1160. **To enroll your child please return completed registration and health assessment forms with current immunizations.** 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.

### What is the cost for Afterschool?

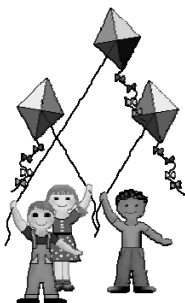
- Regular day: \$11 a day, \$10 a day for each additional child
- Early release day: \$15 for one child, \$14 for any additional children.

### 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, he/she will be called by the After School Director for a reassessment of child-care needs.

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



## ATTENDANCE:

### What does an average day at the Afterschool look like?

Generally, a day at the Afterschool Program includes: Attendance and table time, where children are given the opportunity to play board games, card games, or color. Then the children and staff head outside for free play, children often enjoy ball sports, jumping rope, or playing on the school's playground. After playing outside the children have a half an hour for snack, provided by the Afterschool Program. If children would like to bring their own additional snack, they are welcome to eat it during this time. Children are also given a half an hour to begin their homework, during this time, children who do not have homework are asked to find a book to read. At the end of the day, there is more free time. It is up to the Site Staff to decide whether they will be participating in an outdoor activity, indoor game, or craft.

### Who can pick up my child?

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 session. 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 (Mount Lebanon, School Street), 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, 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 a note to the ‘YMCA Afterschool program’ to school
- call the after school site
- 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 formal 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 manufacturer or pharmacy’s instructions still in tact 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. Parents must make arrangements for their child if school is dismissed due to bad weather. Snow days will be made up as your school schedule dictates. If there is a snow day, the credit will appear on the next month’s bill.

## 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 choose to have your child participate, an additional \$4.00 will be required to cover the additional activities and hours.





## **BILLING:**

### **When will I receive my bill?**

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

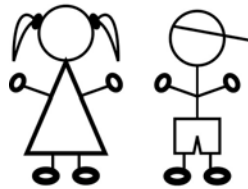
### **How do I pay my bill?**

Your payment is due by the 1<sup>st</sup> of the month and must be mailed to the camp office:  
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 unpaid by our bank.

### **Is there financial aid assistance available?**

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



**Thank you for taking part in our program, we hope you  
have a great 2009-2010 school year**