



# Youth Village

Parent/Student Handbook

August 2019

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# Youth Village Mission Statement

**Our mission is to provide a safe place, a fun place, a learning place, a place for kids where people care.**

We are very excited to have you join our Youth Village family. Youth Village is a non-profit organization that was formed in 1999 by Ms. Nellie Bogar to create a safe place to provide various education and recreational services to children grades K-8 in our community. However, as our family grew, we desired to make an even bigger impact on our community. We are now adding on a preschool for children ages 3-5. Research shows that the greatest influence on a child's development occurs from Birth to age 5, before they enter Kindergarten. Therefore, it is our goal to provide a high-quality preschool program to the community that will positively influence each child's development throughout Kindergarten and beyond.

## Contact Information

Nellie Bogar: Founder/Executive Director  
(850) 582-0549  
Email: [njbogar@yahoo.com](mailto:njbogar@yahoo.com)

Valerie Bogar: Program Director  
(850) 460-5649  
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Christine Clark: Assistant Director  
(850) 496-9242  
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Website: [www.ouryouthvillage.org](http://www.ouryouthvillage.org)

# Registration/Enrollment

To register your child for our after-school program, please go to the “Parents” section of our website. There is no registration fee in order to register your child for the after-school program. **Please note:** As of right now, we are only providing after-school care at 312 Pelham Road. We will not provide before-school care until we move into our new building later in the year. We will keep you updated.

All information on the enrollment forms must be filled out before your child is allowed into the program. This information is kept strictly confidential.

## Hours of Operation and Holidays

Our hours during the school year are 2:00 pm – 6:00 pm Monday-Friday. A late fee of \$10 will be charged for every ten minutes that the child is not picked up past 6:00, (example, at 6:01 you will be charged \$10. At 6:11 you will be charged \$20... etc). The late fee must be paid in full by the following Monday.

Our after-school program is open from 7:30 am – 6:00 pm for the following school holidays. A \$35 drop in charge per day will be charged for these holidays. We require one week’s notice to reserve a drop-in spot for your child. **PLEASE NOTE:** We need to have a minimum of 10 children signed up in order to be open during these days.

- Teacher Work Day (October 14, 2019)
- Thanksgiving Break (November 25-27, 2019)
- Winter Break (December 20, 23, 26, 27, 30, 2019 and January 2-3, 2020)
- Teacher Work Day (January 6, 2020)
- Martin Luther King Jr. Holiday (January 20, 2020)
- Spring Break (March 13-20, 2020)
- Teacher Work Day (March 23, 2020)

Youth Village will be closed on the following school holidays:

- Labor Day (September 2, 2019)
- Veteran’s Day (November 11, 2019)
- Thanksgiving Day (November 28-29, 2019)
- Christmas (December 24-25, 2019)
- New Years (December 31, 2019 and January 1, 2020)
- President’s Day (February 17, 2020)
- Memorial Day (May 25, 2020)
- Inclement weather when schools are closed

### **Please note:**

We DO NOT return to the school to pick up your child once we have already picked up the students at regular dismissal times. If your child repeatedly misses the van because of stopping to chat with friends, running off to the store or anything else within their

control, we will exclude your child from our pick-up list. We also DO NOT return to pick up your child for the following reasons:

- After school detention
- Sports practice or games
- Dance rehearsals
- Any extracurricular activities
- Etc.

Tuition is due upon your child's official start date and each Monday that your child receives care for that week. Payments may be made by cash, check, or through our website. There will be a \$25 late fee attached to your account if your payment is made on Tuesday or later. If your payment is declined, a \$40 fee will apply. If tuition is excessively late, your child may be withdrawn from the program.

### **Tuition**

- \$40 per week per child payable in advance on Monday of each week. If it is more convenient for you, feel free to pay for two weeks or more in advance.
- Full tuition is payable by the week, we do not charge or accept tuition by the day. We do not prorate for holidays.
- A \$25 additional fee is charged for each day past Monday that your child's tuition is not paid.
- If we receive a returned check from your bank for "non-sufficient" funds, ALL future tuition payments must be paid in cash and you will be liable for all fees charged by our bank. Your child's enrollment will be suspended until the balance is paid in full, including all late fees.
- If you are paying by a debit or credit card and your payment is rejected from a bank account or declined from a credit card, an extra \$20 late fee will apply and your child's enrollment will be suspended until the balance is paid in full, including all late fees and/or declined fees.
- If you are paying by cash or check, please put your child's weekly tuition payment in the black mailbox directly over the front table.
- If paying by cash, please use the envelope directly under the mailbox and put your child's name on the envelope.
- If paying by check, please put your child's name on the subject line (no envelope necessary).

- If paying by debit or credit card, please pay online via our website. This will be found under the “Parents” section.
- Please DO NOT hand the executive director, program director, or any staff member your tuition payment. Thank you!

### **Transportation**

We provide transportation from the following schools: Edwin’s Elementary, Mary Esther Elementary, Elliott Pointe Elementary, and Wright Elementary. There is an extra \$10 per child per week fee if you need us to provide transportation. Liza Jackson drops children off at Youth Village.

### **Scholarships**

1. A scholarship is not just a promise to let your child or children attend here for free.
2. Scholarships come from donations that people have donated to us for that purpose.
3. Not many people are donating scholarship money right now.
4. They are giving us money now mostly for sustainment for our new building.
5. Sustainment money goes toward salaries, utilities, insurance payments, van upkeep, etc.
6. If you do request a scholarship and **IF** there are funds available, there are forms to fill out and requirements to be made... it is not going to just be “here you go... no tuition payments for you Ma’am or Sir”.
7. Once you fill out these forms, neither the CEO nor Director will make the decision on who may or may not receive a scholarship.
8. The decisions will be made by our Board of Directors, who will have no idea who you are, so you cannot say, “well you’ve known me for years and you know I need some help”. The Board will not even know your name.
9. Everyone will have the same chance as anyone else... and again we say **IF** scholarship money is available.

# Policies and Procedures

## Arrival and Dismissal

**Arrival:** You or a designated person must sign in your child each day. We sign in all children that ride in our vans from their schools. Children are not to sign themselves in.

**Dismissal:** You or a designated person must sign your child out each day. Children are not to sign themselves out.

It is **very important** for children to be signed in and out each day. We are responsible for these children and we absolutely need to know how many children we have at any time. This is for their safety!

Your child will not be allowed to leave the program with anyone not previously authorized. However, we may not stop a biological parent from picking up their child unless there is a court order.

For your child's safety and to protect our liability, your child will not be released to any person that appears to be under the influence of drugs or alcohol. Our staff will refuse to release the child and the proper authorities will be notified.

*Please do not be offended by this rule, we are doing our job which is to help protect your child.*

## Discipline

All children are expected to follow the rules of the program. If a major discipline problem occurs, you will be contacted to immediately pick up your child. We reserve the right to have any child removed from the program.

The discipline procedures are as follows:

1. Reminder of the rules
2. Verbal warning – we will explain to your child why the behavior is not appropriate.
3. Time out alone in a designated area
4. Written notice and/or conference with parent/guardian
5. Suspension from the program (time suspended depends on the infraction)
6. Permanent expulsion from the program

Please note: There is a discipline policy form that must be signed by each parent and returned to Youth Village staff upon enrollment.

## Sick Child Policy

We are concerned for the health and welfare of each individual child, therefore, in the event that your child becomes ill at the program, we require that your child be picked up within 45 minutes of notification.

In the interest of other children, teachers, and staff of Youth Village, please keep your child at home in the event of illness. Please refrain from sending your child to our program if the following occurs (subject but not limited to):

- Vomiting or Diarrhea
- Fever
- Symptoms of childhood illnesses (chicken pox, scarlet fever, strep throat, flu)
- Pink eye or other infections
- Indications or finding of lice or nits

To help keep illness to a minimum, the director along with the Youth Village staff will make a decision about whether or not your child needs to be sent home based on the symptoms they are presenting while in our care. If a doctor's visit is required for their illness, your child will be permitted to return with a doctor's note 24 hours after your child's fever has subsided or 24 hours after the start of an antibiotic to treat bacterial infection. If no doctor's visit is required, the child must be kept out of Youth Village for at least 24 hours after the presenting symptoms have subsided.

Please contact Youth Village should your child have a communicable disease so we may extend the courtesy to other parents to notify them of the possible spread of the illness.

Any child with a fever of 101 or higher will be sent home and can return after they are fever free for 24 hours without the use of medication or with a doctor's note stating that they are not contagious.

If a child is found having lice or nits, the child will be removed from the other children immediately and a parent or guardian will be contacted to pick up the child. The child may not be readmitted until all lice and nits are removed and treatment has been completed. Proof of treatment including receipt and empty bottle will be required and an inspection of the head of the child will be performed upon return. For the safety of the child and other children in the facility, a proof of second treatment two weeks beyond the first treatment will also be required to ensure the child is lice and nit free.

### **Injuries or Accidents**

If your child is injured at school our teachers and staff are trained to care for minor injuries. Every parent will receive a written accident report for all injuries. All accident reports must be signed by the teacher, member of management, and the parent. We will make copies for you if necessary. Youth Village will contact parents immediately for all head injuries, no matter how minor. If an injury is beyond the scope of our ability to care for, we will call 911 and contact the parents immediately.

### **Snacks**

Youth Village promotes healthy and nutritious eating habits. We provide each child a snack every day.

Please notify Youth Village of any allergies that your child has so that we may take proper precautions. Allergies will be posted in the classrooms for the safety of the children. Children will be kept separated from any of their trigger foods.

### **Medications**

Any medication that you would like us to give to your child must be accompanied by a prescription and/or doctor's note AND you must fill out a medication form that gives clear instructions on when and how to administer the medication. If the doctor's note includes a name brand, the medication provided must be the same brand. We may not administer any medication to your child without a doctor's note. Parents who wish Youth Village to apply sunscreen or bug spray to their child must fill out a Permission form and must provide the sunscreen and bug spray you wish to be applied to your child. We prefer spray sunscreen for the ease of the teachers who may have multiple children they need to apply sunscreen to before going outside.

If your child feels ill during their time with us with such illnesses as a headache, cramps, etc., and we contact you to see if you would like us to administer medication, such as Excedrin, etc., you MUST reply to us by email or text. This reply gives us written authorization to administer medication in these cases. We WILL NOT accept your answer without this written authorization.

### **Severe Weather**

Youth Village reserves the right to close in case of severe weather. If a hurricane should come into our area, we may close for the safety of students and staff. We will re-open when the weather and building are deemed safe.

### **Update of Information**

Please be sure to update any changes in personal information. Remember, when we have your child in our care, we need access to you at all times and we need to be able to reach you!

Changes include:

- Home, work, or cell phone numbers
- Parental/guardian custodial matters
- Employment changes
- Changes in addresses or any other pertinent information.

### **Child Abuse Reporting**

We are mandated by state law to report any suspected cases of child abuse or neglect to the proper authorities for investigation.



# Youth Village

## Parent Notification

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children.

The school **must have a copy of the court order on file**; otherwise, either parent may check the child/children out of the school with proper identification.

I have read the above statement of the law.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_



# Youth Village

## Sunscreen and Bug Spray Permission Form

This permission form will authorize the use of sunscreen/bug spray to be administered to the assigned child stated on this form. All sunscreen/bug spray must be provided by the parents/guardian for the child's use.

Child's Name \_\_\_\_\_

Sunscreen/bug spray will be applied to the child's exposed skin areas prior to outside times.

My signature indicates authorization for facility staff to administer sunscreen/bug spray to my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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# Youth Village

## Discipline Policy Form

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1. Reminder of the rules.
2. Verbal warning – we will explain to your child why the behavior is not appropriate.
3. Time out alone in a designated area.
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5. Suspension from the program (time suspended depends on the infraction).
6. Permanent expulsion from the program.

Parent Signature \_\_\_\_\_

Child Signature \_\_\_\_\_

Date \_\_\_\_\_



# Youth Village

## Volunteer Signup Sheet

I would like to help with:

Homework \_\_\_ Arts and crafts \_\_\_ Capital Campaign \_\_\_ other \_\_\_\_\_

Days I am available: \_\_\_\_\_

Hours I am available: \_\_\_\_\_

My special skills that I would like to share are \_\_\_\_\_

**ALL volunteers coming into contact with the children must provide the following information required for a criminal background screening check.**

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Home telephone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email (please print): \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_

I give permission for Youth Village to conduct a background screening on me and if approved, I agree to abide by the policies of Youth Village, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_