



Parent Handbook

***YouthCares
2122 Oak Grove Road Suite E.
Hattiesburg, MS 39402
www.youthcaresms.com
E- mail : youthcaresms@gmail.com
Phone Number : 601-336-2344***

Welcome To YouthCares!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at YouthCares would be glad to address any of your questions or concerns. Once again, welcome!

Mission Statement

YouthCares mission is to provide children with an experience that will result in socialization and fun among peers while learning new skills and increasing their personal growth of value. YouthCares is a safe, fun and friendly learning environment created to encourage kids 5-17 to build their learning skills and explore their creativity. To achieve this goal we offer a wide range of services: individualized academic tutoring, group academic tutoring and after — school homework help. We are open throughout the summer as well. We are committed to offering the best in individualized learning opportunities through small group instruction, peer to peer assistance and individualized tutoring sessions in the Pine-belt area.

About YouthCares

YouthCares is located at 2122 Oak Grove Road Suite E. Hattiesburg, MS 39402 and has been in operation for two years providing mobile services in Mississippi.

Our staff is comprised of retired educators, qualified child care workers, and teachers of the pine belt area. Background checks are performed on all staff members and volunteers.

The YouthCares after — school program is for students K - sixth grade. You may use our program on a consistent basis or simply as a drop in option. From 2-6 pm, your child can participate in a number of activities, enjoy a snack, receive homework help and tutoring.

The After - School program runs on all school days including school half days. The program does not run on holidays when schools are out, or early dismissal weather permitted days unless specified by the director.

YouthCares Hours of Operation

The After - School Program begins at 2:00 pm to 6:00 pm.

Monday - Friday

Drop-Off: Begins at 2:00 pm

Pick Up: 5:45 - 6:00 pm

Enrollment Procedure

Students in Kindergarten through 6th grade can be enrolled in our after — school program. Whether you plan on consistent basis or as a “drop in” we ask that you please enroll your child before they come to our after — school program. We have created a convenient form for you to quickly fill out online or at our facility. You must fill out one for each child that attends.

Rates

All participants must pay a \$50 registration fee.

After - School : \$80/week

Drop - In Services: \$20 a day

Fees

Payment for services are due every Monday to cover the coming week. For fees not paid on time, a late charge of \$10.00 per day will be charged. Additionally, a fee of \$35.00 will be charged on checks that are returned by the bank.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

Withdrawal & Dismissal Policy

A two-week notice is required before withdrawing a child from our center. Accounts must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of dis enrollment will be paid through our electronic withdrawal option.

The director at YouthCares reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in

The parent agreement.

- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.

- Expired or non-immunizations and/or physical.

Confidentiality

Each family has the right to confidentiality. YouthCares keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of YouthCares unless written permission has been obtained from the parent(s).

Arrival and Departure Policy

Arrival Procedure: Upon arrival to the YouthCares facility children and parent/guardians will enter the lobby where the parent/guardian will sign in the child and check in with a YouthCares staff member.

Departure Procedure:

The parent / guardian will enter the facility and sign the participant out of the program. This assures child safety and compliance with state childcare licensing . A photo ID will be required for the release of the participant. The child will only be released to his / her parent/guardian and / or those adults whom the parents/guardian specifically designate on the enrollment form. Only those designated on the enrollment form will be allowed to modify your information and all changes must be made with the program director.

Holidays

YouthCares will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. If any of 5 the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as well.

Emergency Policy:

In case of emergency (fire/flood/otherwise), children and staff will be evacuated to SPF Window Tinting 2125 Oak Grove Road Hattiesburg, MS 39402. This is just short walk from the facility, and that will be how the children will be transported there. If an emergency occurs such as a chemical spill, gas leak, or any emergency that requires us to relocate more than a mile, children will be transported by employees cars to the Corner Market Grocery Store 7123 US Highway 98 Hattiesburg, MS 39402. Emergency contact information will be transported along with us, so you will be contacted to pick up your child at the alternate location.

Discipline Policy:

Class Disruption

A YouthCares staff member will refer discipline problems to the YouthCares director if a child is continuously disrupting a class and efforts such as group separation and restricted time have been ineffective. The YouthCares director will contact the child's parent / guardian and report the problem. If a behavioral problem continues after that point, the child will be excused from the next scheduled day of after school. If problems persist, the YouthCares director may remove the child from the program.

PHYSICAL ALTERCATIONS

If the behavioral problem is physical all the above steps will be taken but after the first physical altercation the child will be suspended for the next scheduled day of after school. The second offense will result in the child being suspended for one week of after-school. The third altercation the child will be removed from the after school program for the remainder of the term.

BULLYING

Bullying will result in an automatic one-day suspension from the program. If the bullying continues an automatic suspension from the program for a length of time to be determined by the YouthCares director.

Meals

A snack is served in the afternoon. A child is expected to eat what is served for each meal. If they dislike something, and don't want to eat it, please note that no alternatives will be served and they will have to wait until the next time a meal is served. If there are dietary needs, or allergies, it is the parent's responsibility to notify the program director.

Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately.

Sick Policy

In the event that your child becomes ill during the day, you will be notified. However, please do not bring your child to the facility if they have suffered from a fever of 101 degrees or more, vomiting, diarrhea or have a rash other than a heat rash within the past 12 hours.

Daily Schedule

2:00 - 3:30 p.m. - Students will eat a snack and discuss homework assignments with a YouthCares staff member.

3:30 - 4:30 p.m. - Students will complete homework assignments

4:30 - 5:45 p.m. - Students will choose one enrichment activity to complete.

5:45 - 6:00 p.m. - Students prepare for departure.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the program director.

PARENT HANDBOOK SIGNATURE PAGE

After reading the Parent Handbook, please sign the appropriate lines below and return the form to YouthCares.

I, the parent/guardians of _____ have read and understand the contents of the Parent Handbook.

I understand that the school reserves the right to amend policies and procedures when necessary, and that I will abide by changes. Any changes made to the Handbook will be distributed by YouthCares

Signature of
Parent/Guardian _____

YouthCares Photo Release Form

I, _____, the parent of a child/children at YouthCares agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at YouthCares during normal hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the internet.

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the YouthCares services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Guardian Signature _____ Date _____

COVID Liability Waiver

Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

YouthCares has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19. YouthCares has made an informed decision about preventative measures from such bodies as the CDC, State and local government, and amongst other agencies, the Mississippi Department of Health. That being said, all of our preventative measures which include but are not limited to hand washing requirements, sanitation requirements, mask wearing in certain circumstances, and other such measures cannot be exhaustively listed in this document but YouthCares is making its best effort to protect all individuals involved from risk of contracting COVID-19. Should you have further questions about specific measures that YouthCares has put in place, please contact us at your convenience. Further, attending YouthCares could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending YouthCares and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at YouthCares may result from the actions, omissions, or negligence of myself and others, including, but not limited to, YouthCares employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at YouthCares or participation in YouthCares Childcare programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless YouthCares its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of YouthCares, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in YouthCares program.

Signature of Parent/Guardian

Date

Liability Release Form

In consideration of allowing the previously declared participant(s) to begin participation in YouthCares activities, while on the premises and property of the Center, the undersigned, for themselves, and/or being the legal and acting guardian of participant(s), acting for themselves and on behalf of the participant(s), release and hold harmless YouthCares, its owners, employees, and agents of and from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises upon which YouthCares is conducted, or any premises under the control and supervision of YouthCares, its owners, or employees in route to or from any of the said premises, or while at any premises or place when activities sponsored by or participated in by YouthCares, its owners, or employees.

Parent/Guardian Signature _____ Date _____