

FAQ'S

1. What is the YWCA After School Program?

The YWCA Princeton After School Program (ASP), licensed by the NJ State, Department of Children and Families (DCF), offers a safe environment providing quality before and after school care. Group activities include both indoor and outdoor environment: arts & crafts, homework assistance, board games, reading, sports, usage of playground equipment, etc. One snack and drink will be offered daily. Parents may send a snack inform home. Due to food allergies (sensitivities), snacks and (lunches on full days) must contain nut free products. Enrichment activities may include: robotics, science, cooperative games, art, jewelry making, etc. There is a separate fee for enrichment activities offered from outside vendors.

Children will be in a safe and secure environment under the supervision of experienced professionals.

Staff receive an intensive orientation and training program that includes: positive behavior management, conflict resolution, strategies for redirection of inappropriate behaviors, positive reinforcement techniques, child development and American Red Cross first aid, CPR/AED training. Staff must complete continual education in these areas annually. Beginning March 2017, staff must complete a 10 hour on-line training mandated by the Federal government. YWCA Princeton ASP will provide coverage when schools have early dismissals, parent/teacher conferences, and most full days when school is not in session. (Please check Parent Handbook for exceptions.) Children will only be released to those parents and individuals designated on the ASP application under "release of children".

2. Where is the ASP located?

After School Programs at the following locations:

Princeton schools

Riverside Elementary
Community Park/***Johnson Park (students are transported to Community Park).

Lawrence schools

Ben Franklin Elementary
Eldridge Park Elementary
Lawrenceville Elementary
Lawrence Intermediate School
Slackwood Elementary

What about homework?

Homework Time is **not** mandated, but left to the parents' discretion. Homework is usually done during **Quiet Time**. Staff may answer general questions, but not one on one teaching sessions. It is important the parents check their child's homework each night. After School Program is not designed nor staffed to offer a comprehensive homework program. Please inform the head site supervisor in writing (information board) if you want your child to participate in the homework club. You may choose to enter or exit this "club" at any time during the school year by removing your child from the list. When homework time is over, students will move on to the next group activity.

3. Where can I get an application/contract for the ASP?

On-line registration is not available at this time

There are several options available to get the forms:

- Applications for the new school year are available at all ASP school sites beginning in June
- Applications/contracts can be downloaded from our website at www.ywcaprinceton.org/asp.
- Obtain a packet at the YWCA Princeton Information Desk located at 59 Paul Robeson Place, Princeton, NJ 08540
- Main office of each school YWCA Princeton ASP is held

Please be sure to completely fill out all areas, sign where indicated and submit the application along with cash, check or credit card payment

4. What is the cost?

Tuition will not be pro-rated for students starting mid-month. Please check current school year registration forms for prices.

What are the benefits of the YWCA Membership?

Your child's registration in the ASP, with its required membership in the YWCA, enables him/her to participate in classes offered at the YWCA Princeton.

7. Is there financial aid?

YWCA Princeton ASP offers an in-house scholarship as well as through CCDF subsidy for those who qualify. Please call our Financial Aid Specialist at 609-497-2100 x 319 for assistance.

8. When is tuition due?

Your first payment, plus deposit is due upon registration along with a YWCA Princeton membership fee of \$35.00.

- Payments are due on the first of the month.
- Payments can be made with an automatic deduction from your debit or credit card. Please fill out the Payment Options form.
- Checks/money orders may be sent to: YWCA Princeton ASP, 59 Paul Robeson Place, Princeton, NJ 08540

Payment is accepted at the YWCA **Information Desk:**

**M-F 9am-6pm, Saturday 9:30am-1:00pm,
609-497-2100 x0**

9. Do we pay for a full month even though the children are in ASP only part of the month?

Our payment schedule is consistent monthly; we do not pro-rate for shorter months, nor do we charge additional fees for staff in-service, early dismissals, etc. on your regularly scheduled days.

10. What credit cards do you accept?

We accept Master Card, Visa and Discover.

11. What times does the ASP start?

Immediately after dismissal, the children are sent to ASP. The start time varies from school to school. ASP ends promptly at 6PM. Late pick -ups will be charged a late fee. Please check your registration application for the start time for before school programming as it varies from school to school.

12. It's my child's first day in the ASP, what do I need to do?

Be sure to write a note to your child's teacher and let them know that it is the first day your child will be attending the ASP. Our staff will be expecting your child.

13. How do I find out about weather/emergency closings?

- (See Parent Handbook for more information)

Call our hotline at 609-497-2100, ext. 9

www.ywcaprinceton.org

14. What if my child will be absent?

Call the ASP office at 609-497-2100, ext. 317, and the ASP administrative assistant will inform the site of your child's absence.

15. What if my child is going to attend another activity at their school during the hours of the ASP?

Parents should notify the ASP site **in writing** that their child will be attending a program specifying the name of program, date(s), time, and length of program. If the student is picked up after the ASP has begun, they must be signed out by the instructor of the program. If the child goes directly from the regular school day to the other program, the child will not be considered in the YWCA ASP until the child is brought to ASP and signed in by the instructor of the other program. It is vital to relay this information to the ASP staff in advance.

16. What happens when school gets out early or is closed?

When school has early dismissal, our ASP will run from dismissal-6PM. Please refer to the ASP calendar on days that have school closures. The ASP program will be open most days that have school closures from 8AM-6PM. (refer to Parent Handbook for exceptions.)

17. Is there an extra charge for the early dismissal days or full days for the ASP?

For full time students there is no additional charge for these days. Part time students attending on a regularly scheduled day are not subject to additional fees. Students may attend on unscheduled days with *advanced notice* and a fee of \$50.

18. What do the children do on full days?

We plan "special" activities designed for these days such as chess tournaments, dance, arts and crafts, etc. Princeton sites go to the YWCA located at 59 Paul Robeson Place. Lawrence schools will go to Lawrence Intermediate School.

19. Can I switch from full time to part time (or vice-versa) or change to a five day pass?

Changes go into effect on the first of each month and can be made by calling the registration office at 609-497-2100, ext. 317. To change status from FT to PT or PT to FT or a 5-Day pass there is a \$25 change fee. We accept cash or debit/credit cards at the time of making the change.

20. How are concerns/issues addressed?

Parents should talk to the head site supervisor regarding any issues or concerns. Staff should notify parents on the day of the incident or concern. If resolution is not reached, please contact the director of youth programs at: toshea@ywcaprinceton.org. Or 609-497-2100 x334.

21. What is the approach to discipline?

The YWCA Princeton ASP approach to discipline is based on teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children and lead to the ability to develop and maintain control.

Positive discipline is different from punishment. Positive discipline tells children what they should do; it teaches self-esteem. (Refer to Parents Handbook)