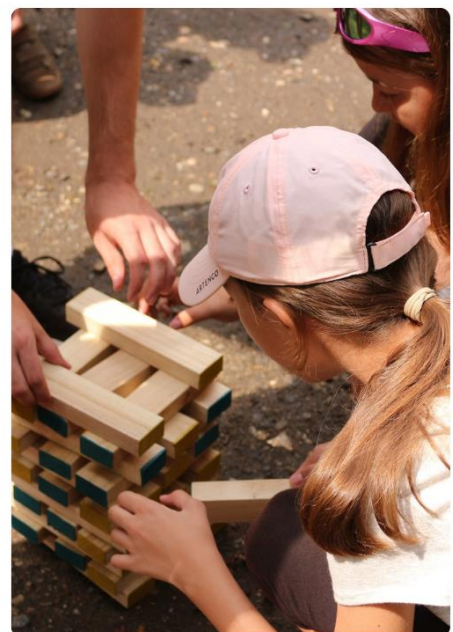


YMCA AFTERSCHOOL



**Building bright futures,
One afternoon at a
time.**



Dear parents,

Thank you for joining the YMCA After-school Program 2025-2026. We are very enthusiastic about working together with you and your child. For a better understanding of who we are, what we do and how we work, we prepared an info-pack, full of details meant to answer your questions.

Opening statement from CEO

At YMCA we are empowering dreams through the After-School Program for Ukrainian Refugee kids. Imagine a place where language barriers dissolve, where friendships transcend borders, and where dreams are nurtured. The YMCA After-school program provides a safe space for these resilient souls to not only catch up on their studies but also to explore a world of opportunities beyond their circumstances. In a world that can sometimes feel isolating, the YMCA after-school program becomes a meeting ground for children from diverse backgrounds. Friendships bloom, cultural exchange thrives, and a sense of belonging takes root. These connections aren't just about making friends, but about building a supportive global community.

At YMCA we are nurturing dreams: every child has aspirations, regardless of the challenges they face. The After-school program fans the flames of these aspirations, offering workshops, activities, and exposure to a variety of fields- from arts and sports to science and technology, these programs provide a canvas for dreams to be painted upon.

Within the walls of this program, leaders are born. Children learn to be resilient, adaptable, and innovative. They discover that they have the power to shape their destinies, no matter where life has taken them.

The YMCA after school program for Ukrainian refugee kids, is a space where education becomes a beacon of hope, friendships transcend borders, and dreams take flight. Together, we're sculpting a brighter future for these young minds, proving that with love, support, and education, anything is possible.

(Alina Pop, CEO YMCA Romania Federation)

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1. YMCA VALUES AND PRINCIPLES

Our organisation develops an exceptional program in the planning, implementation and evaluation of day care, camps, and youth programs, guided by global good practices (especially YMCA SUA Camp – American Camp Associations Standards). With an experience of more than 125 years in terms of organisation, structure and methodology, the YMCA delivers high-standard camps and programs for children and young people.

The YMCA After-school program teaches the children life-long needed values such as: respect for themselves and those around them, honesty, correctness, generosity, responsibility, care, tolerance, fair play, courage, civic spirit – values to help them develop harmoniously.

We believe in the transforming impact of the After-school services we provide. Afterschool is the perfect place for children and teens to develop (physically, mentally, and emotionally), work on self-esteem, leadership, and personality traits.

The determined team of YMCA youth workers tailors the After-school program to address the learning/social/emotional/physical needs of your children, to create a schedule that 'grows' and adapts alongside them.

The After-school program is created to celebrate children and young people as they are, for who they are, connecting them to a community of happiness, hope, acceptance, caring and love.

2. BENEFITS OF YMCA AFTER-SCHOOL

1. Creating a routine (stability)
2. Participating in group activities/connecting with other participants
3. Doing school-work (homework, studying, working on projects)
4. Working on self-esteem and self-expression
5. Cognitive and physical development
6. Having fun

2.1 Basic competencies developed through the YMCA After-school program

- Building healthy inter-social relations
- Problem-solving and decision-making
- *Conflict resolution*
- Proactive attitude
- Active listening
- Leadership
- Teamwork

3. PROGRAM AND METHODOLOGY

The After-school program unfolds in the English language.

The daily programme*:

- Arriving at YMCA Hub
- Eating lunch
- Free play
- Doing homework
- Free play
- Non formal learning activities

**the following schedule can suffer modifications*

The program will be running, Monday through Friday, for two periods of time:

- 1st session: 8th September 2025- 19th December 2025
- 2nd session: 8th January 2026 - 19th June 2026

In cases of official national holidays, holidays issued by the state of Romania, the program will be closed.

In the sense of methodology, the activities are of non-formal nature, we will play, experiment, test our limits, work in teams and we will express our point of view, we will be creative, we will learn and have fun.

The Afterschool Program is happening between 1PM and 5 PM at YMCA HUB.

3.1 Methods utilised

- Storytelling: an important aspect of childhood that contributes to emotional and behavioural development of children.
- Interactive games: meant to solidify teamwork. By participating in these games, the children learn to communicate (to express their opinions, needs, emotions), to ask questions and to listen to their teammates.
- Roleplaying: role playing games create an imaginary context in which children can practise different behaviours and communication styles.
- Experiential learning: is a method that urges the participants to complete certain tasks, that takes them out of their comfort zones and that allows them to reflect and reach certain conclusions about their personalities and traits.
- Outdoor: activities outside, in the nature, where children can connect with the environment.

Each activity ends in a debrief, so that the children can reflect on the activity that just happened, internalising what they understood/felt and how they can apply the knowledge in their daily lives. At the end of each session, we will have a final reflection, so that the participants can express their opinions on the activities for that day, their performance in individual and group work and what they learnt that day.

4. THE YMCA TEAM

The YMCA team is composed of youth workers, teachers, psychologists, students, and young leaders brought up in the YMCA programs. The After-school is organised as a part of the services offered at the YMCA HUB, meant to facilitate the integration process of the Ukrainian refugees. The team prepared a diverse program that includes learning elements combined with recreational activities to assure a balance between physical and mental exertion.

5. LOGISTICS

All the activities will be taking place at the YMCA Hub, on Gheorghe Șincai Street, entrance from park side. In cases of special activities, both parents and children will be notified ahead of the schedule to prepare accordingly.

Parents/legal guardians should mark all belongings of the participants with your child's name in order to avoid losing them. Please do not send valuable items (electronics, toys, money, etc.) with your child to the YMCA program. YMCA Romania will not be responsible for lost or stolen items. If these items are brought to the YMCA After-school program, they will be stored by the staff and returned to the parent at pick-up time.

6. BEHAVIOUR

The YMCA team requests a proactive attitude, of good faith, transparent, starting from the idea that each child/young person creates their own experience in the given context. In cases of breaching of rules, the children/young people will try to find solutions together with the team to assure a smooth learning process for everyone involved.

YMCA has zero tolerance regarding drug and alcohol consumption, violent attitudes and behaviours (including use of bad words, bullying, etc) , discrimination of any kind, towards the participants, the team, and the activities.

To have a meaningful learning experience, both staff and participants must follow a certain set of rules while on the premises of the YMCA After-school program. We believe in the importance of growing together thus parents are advised to have a discussion with their child/children about the following rules and explain them:

- Listen and follow directions
- Do what's right
- Keep your hands and feet to yourself
- Try everything and do your best
- Be an upstander. If you see something, say something.
- Be safe and have fun!

7. POLICIES

7.1 Enrolment and registration

To participate in the YMCA After-school program, the parent/legal guardian must complete the Google form provided by the organisation, pass the selection stage and attend an interview with the staff of YMCA. The After-school program follows the official school schedule, according to the Romanian Ministry of Education, thus the program will be separate in two big semesters:

- 1st session: 9th September 2024 - 20th December 2024
- 2nd session: 8th January 2025 - 20th June 2025

Parents/legal guardians are advised to register for the first session then renew the enrolment for the second session. The schedule is as follows to help families who decide to leave the country at a certain point. In such cases, the parent/legal guardian will be able to begin the termination procedure and leave before the second session starts.

In cases of early departure, parents must notify the staff at least one week prior, to begin the termination procedure.

During the period 10th December 2025 - 19th December 2026 a new selection for enrolment will take place, to fill empty spaces/renew enrolment contracts if necessary.

To ensure a transparent process, we follow clear requirements and eligibility criteria, considering the needs of the children who can benefit from the program.

Criteria of selection

- *Age*: the program is open for children aged 6 to 14. We will choose participants based on the age most prominent (the majority) of children registered.
- *Grade*: 1st to 8th grade.
- *Financial need*: priority may be given to participants from low-income families
- *Social need*: priority may be given to participants who come from 1-parent households,
- *Residency*: participants must reside within Baia Mare (even if temporarily)

- *Sibling priority*: siblings of current and/or past programs may receive priority enrolment.
- *Parental employment*: at least one parent/legal guardian must be employed or registered at the Employment Agency in Baia Mare.
- *School work schedule*: based on the type of school program (online/offline)
- *Commitment*: priority will be given to participants that can fully attend the program.

7.2 Attendance and punctuality

The attendance and punctuality policy are designed to ensure the safety of the participants, facilitate effective program planning, and promote a consistent and respectful learning environment for all involved stakeholders.

All enrolled participants are expected to attend the program regularly and be on time.

Parents/legal guardians are responsible for notifying the staff in advance if a participant will be absent. This notification should be provided via WhatsApp, at least one day prior.

Frequent absences may be addressed through communication with parents/legal guardians to understand any underlying reasons and offer support.

For repeated unexcused absences, a meeting will be scheduled with the participant's parent/legal guardian to discuss the situation and collaborate on a solution.

Parents/legal guardians should communicate any anticipated absences due to special events or appointments at least one day prior.

DROP-OFF Children will be signed in by program staff every day they are at the program. The YMCA does not and will not assume responsibility for children that arrive before the start time.

PICK - UP You will need to sign your child out when you pick them up from the program. Please bring a photo ID with you every day. If someone other than yourself or the persons authorised on the registration form will be picking up your child, a written note must be submitted to staff ahead of time. This person must also bring a photo ID with them when they pick up the student.

7.3 Childcare and protection

YMCA fully identifies with the proverb 'it takes a village to raise a child' and therefore notes safeguarding as everybody's responsibility. Staff must adhere to the following:

Fulfil YMCA's moral, legal and mission-driven commitment to safeguarding and protecting all from vulnerability, abuse and/or neglect whether actual or suspected.

Capture YMCA's commitment to safeguarding through its actions, activities and staff (includes volunteers and contractors).

Ensure the child's welfare is paramount, with responses to concerns being child centred, timely and appropriate to YMCA's legal and organisational role and responsibilities.

Certify a consistency of practice across YMCA's provisions in staff having clear guidance on expectations and processes.

Advocate YMCA's responsibility to work together and collaboratively with external partners including statutory services if applicable (e.g., Children Protection Authorities, Police).

Reflect YMCA's child safe culture, in being open and transparent with all regarding YMCA's Safeguarding and Child Protection policy and procedures, including the sharing of information with children and families and statutory services (where applicable).

To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in our Program. We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others. Our code of conduct does not permit language or action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior

- Behavior which intends to or results in the theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons.

Members are also responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff are trained and expected to respond to any reported violation of our Code of Conduct. Please do not hesitate to notify staff if you need assistance; we are here and want to help! YMCA Management will investigate all reported incidents.

Dismissal from a program or termination of YMCA Afterschool Program attendance may result from any violation of the code of conduct. Prior dismissal the YMCA staff will report to parent any violation of the accepted behaviour, fill incident report and announce the parent about these facts. After maximum 3 incidents (depends on the gravity of the situations) reported by the staff to parents, the management can suspend the child in case for attending the YMCA Afterschool program for a certain period of time.

DISCIPLINE POLICY If your child needs to be disciplined, acceptable measure include: verbal warnings, timeout from activities, removal from activities, removal and/or suspension from the program. Unacceptable measures that we do not condone include verbally degrading the camper, physical punishment, isolation without proper supervision.

BEHAVIORAL GUIDANCE In order to promote your child's physical, intellectual, emotional, and social well-being and growth, staff will provide needed help, comfort, and support, while

- Respecting personal privacy
- Respecting differences in cultural, ethnic, and family backgrounds
- Encouraging decision making abilities
- Promoting ways of getting along and problem solving
- Encouraging independence and self-direction
- Using consistency in applying expectations.

Behavioural guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behaviour and resolve conflicts. Parents will be notified when persistent behavioural problems are identified.

EXPECTATIONS Good behaviour will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behaviour problems and methods used to teach and guide the children toward socially acceptable behaviour. Behaviour problems that cannot be resolved with cooperation from all parties will result in dismissal from the Program. Certain abusive behaviours will result in immediate dismissal. If your child has been receiving assistance in behaviour management during the school year, it is imperative that this information be shared with Program staff. This will enable us to work more effectively and productively with your child.

The YMCA reserves the right to remove a child from any program due to behavioural or other concerns. Every attempt will be made to work with children and their families through conferences, counselling and direct communication.

7.3.1 Sexual Exploitation Prevention

This policy applies to all staff members, volunteers, participants, parents/legal guardians, and anyone associated with the YMCA After-school program. YMCA has zero tolerance for sexual exploitation, harassment, or abuse. We are committed to maintaining a safe and respectful environment for all individuals involved in our program.

All staff members and volunteers are required to maintain appropriate boundaries and always exhibit professional conduct. They must refrain from engaging in any behaviour that could be interpreted as sexual in nature or could exploit the program participants in any way.

Any suspicion or allegation of sexual exploitation must be reported immediately to the Program Director or designated reporting authority. The organization will respond promptly to the allegations, conducting a thorough investigation while maintaining confidentiality to the extent possible.

As a parent/legal guardian you can help to ensure the safety of your child by working with us. Here's what you can do:

- Talk to your child about his/her experience in the YMCA program,

- Drop in on your child's program
- Trust your instinct
- Don't wait to tell us if something seems 'strange'.

We take proactive steps in the prevention of child abuse including thorough staff/volunteer screening, child abuse prevention training and staff/volunteer rules aimed at protecting children from abuse.

If you have any concerns about how your child is treated in any YMCA program, please contact the main office at +40742920876.

7.4 Health, safety, and emergencies

Participants must submit accurate and up-to-date medical information during the registration process, including allergies, medical conditions, and emergency contact details.

Parents/legal guardians are responsible for informing the staff of any changes to the participant's health status, medication, or allergies.

Medication will only be administered by authorised program staff with written consent from parents/legal guardians.

Allergy-triggering foods will be avoided during lunch and snack times of the program.

7.3.1 First Aid and Medical Emergencies

Designated staff members are trained in basic first aid and will respond promptly to injuries and medical incidents.

In case of a medical emergency, staff will take appropriate measures and seek medical assistance if necessary. Parents/legal guardians will be informed immediately.

7.3.2 Evacuation and Emergency Procedures

The program has established evacuation plans and emergency exit routes for various locations within the facility,

Fire drills and emergency evacuation drills will be conducted regularly to ensure participants and staff are familiar with the procedures.

Parents/legal guardians will be contacted as soon as it is safe to do so in the event of an emergency.

Parents/legal guardians will be informed promptly in case of a medical emergency or evacuation through phone calls, text messages, or other designated communication methods.

7.3.3 Incident reporting and safety during activities

All incidents, injuries, and medical occurrences will be documented in an incident report by program staff.

Parents/legal guardians will be provided with a physical copy of the incident report (if requested), otherwise just verbally communicated the contents, and informed about the steps taken to address the situation.

Staff will conduct regular safety checks of equipment and facilities to ensure they are in good conditions.

Participants who are feeling unwell or exhibit signs of illness (fever, vomiting, etc.) should not attend the program until they are symptom-free for at least 24 hours.

7.5 Communication

The purpose of the communication policy is to establish clear guidelines for effective and transparent communication, as it is essential to ensure the safety, wellbeing, and success of all the participants. Open and consistent communication can be done in both English and Ukrainian.

Methods of communication: email, phone calls, program website, parent meetings (if required), social media. *A specific WhatsApp group will be created for efficient communication.*

Frequency of communication:

Regular updates about the daily activities of the participants will be posted on the social media networks used by the organisation (Facebook and Instagram mainly), at least 2-3 times a week.

In case of emergencies, parents/legal guardians will be notified immediately through phone call, using contact information they provided.

7.4.1 Parental Involvement:

Feedback: parents/legal guardians are encouraged to provide feedback and suggestions regarding the program's activities, structure, and policies. Feedback can be shared via email, text message, during parent meetings or through surveys.

Parent meetings: at least 1 meeting to discuss the evolution, improvement areas and individual needs of the participants will be scheduled. One for each quarter of the school year. Parents/legal guardians will be notified in advance when these meetings occur.

Volunteer opportunities: parents/legal guardians interested in volunteering or participating in program activities are welcome to do so after undergoing the necessary background check and screening processes.

Privacy: all communication between program staff and parents/legal guardians will be treated as confidential. Personal information, participant progress and any other sensitive matters will not be shared without explicit consent from parents/legal guardians.

Confidentiality: only authorised staff, with a legitimate need to access confidential information will be granted permission to do so. Staff members, volunteers, and participants are prohibited from accessing, using or disclosing confidential information for personal gain or any unauthorised purpose.

Data security: Any digital communication platforms used for communication will be secure and compliant with data protection regulations to ensure the safety of participants' information.

7.6 Dismissal and pick-up

If the parents/legal guardians cannot pick-up the participants, then only individuals authorised by the parents/legal guardians will be allowed by staff to pick-up participants from the program. Written consent with a list of authorised individuals (including a photo identification) must be provided to the program staff in advance. Authorised individuals must present a photo ID to verify their identity during pick-up.

Each participant will have an individual sign-out sheet, parents/legal guardians/authorised individuals must sign the sheet and indicate the time of pick-up.

In case the authorised parent/legal guardian is unavailable for pick-up due to unforeseen circumstances, emergency contact listed in the participant's registration will be contacted.

The regular dismissal time (end of program) will be at 5 PM. In case of late pick-ups, parents/legal guardians must notify the staff in advance (including changes in authorised individuals for pick-up). YMCA staff will verify changes in pick-up arrangements through a confirmation call to the parents/legal guardians before releasing the participant to a new individual.

7.7 Transportation

Based on the daily schedule and program of the afterschool, the participants, together with staff members, might go on trips/excursions outside the city limits. Parents/legal guardians will be announced ahead of time when these events occur.

7.8 Media release and privacy

The YMCA After-school program is committed to maintaining the privacy and confidentiality of participant information. You can check the privacy policy of YMCA Romania on our website (<https://ymca.ro/date-personale-privacy-policy/>) and for further information, please feel free to contact the After-school staff.

7.9 Termination of participation

Participant enrolment in the YMCA after-school program may be terminated under the following circumstances:

- **Behavioural misconduct:** persistent disruptive behaviour, bullying, harassment, violence, or any conduct that poses a threat to the safety and wellbeing of other participants, staff members or program property.
- **Attendance Issues:** consistently late pick-up, frequent absences without proper notification, or other attendance-related problems that disrupt program operations.
- **Family leaving country:** if the family/legal guardian leave Romania, they must notify the staff and initiate the termination procedure.

- **Upon request:** if parents/legal guardians decide they no longer wish for their child to participate, they must notify the staff of the after-school program.

7.9.1 Termination procedure

In cases of behavioural misconduct or non-compliance, staff will issue an initial warning to the participant and their parent/legal guardian, clearly outlining the concerns and expectations moving forward.

If behaviour persists, a parent meeting will be scheduled to discuss the concerns, provide an opportunity for the parent/legal guardian to share their perspective, and explore possible solutions.

The Program Director, in consultation with relevant staff members, will make a final decision regarding termination based on the severity and persistence of the issue.

If the family/legal guardian decides to leave the country, they must provide a written notice to the YMCA After-school staff, **at least one week prior** and **sign the termination of the enrolment**. Optionally, they could share the destination, to see if it's possible to identify YMCA support there.

8. CONTACT

For additional information regarding the schedule, types of activities, availability, and other issues concerning the YMCA Afterschool program, the parents/legal guardians can contact us at office@ymca.ro or at +4074292876.

Federatia YMCA Romania

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