

## *Maxwell-Gunter Youth Programs*

On behalf of the Maxwell - Gunter Youth Programs staff, we welcome you and your family to Maxwell AFB- Gunter Annex. We sincerely hope your stay here is pleasant. The mission of Youth Programs is to provide a fun, balanced, year-round program of indoor and outdoor leisure activities, sports/fitness and school age programs for all eligible youth at Maxwell AFB-Gunter Annex and the surrounding Montgomery community. We recognize that quality youth programs not only benefit the children, but also contribute to an enhanced family life. Our professional youth development staff makes every effort to provide children a chance to participate in wholesome leisure activities and sports/fitness opportunities to develop mind and body, encourage fair play, and promote good fellowship among their peers. We take great pride in our responsibility of service to the Maxwell AFB-Gunter Annex community and maintain the highest caliber recreational, leisure, sports and school age programs.

Youth Programs offers a structured sports experience in Soccer (fall and spring), Basketball, Baseball, T-Ball, Flag Football, Archery, Tennis and Golf Clinics, Swim Team, National Fitness Programs, and clinics. Instructional programs requiring an additional fee include Piano, Dance, Martial Arts (Tae Kwon Do & Brazilian Jiu-Jitsu), tumbling, Swim lessons and Baby-sitting classes. When interest warrants other classes such as art (drawing, painting), photography, and computer are offered. School Age Programs include services for Before- and After-school Care, Holiday and Summer Camps

We urge you to call or come by if you need more information about any of our activities. The Youth Programs staff is ready to serve you and your family.

Maxwell - Gunter Youth Programs

## *Location of Facilities* (Place on front of brochure)

Maxwell Youth Center....Bldg. #1, 351 Maxwell Blvd. Maxwell AFB, AL 36112

Maxwell School Age Center....Bldg. #1, 351 Maxwell Blvd. Maxwell AFB, AL 36112

Gunter Youth Center....Bldg. #863, 220 S Turner Blvd. Maxwell AFB-Gunter Annex, AL 36114

Gunter School Age Center....Bldg. #854, 205 S. Turner Blvd. Maxwell AFB-Gunter Annex, AL 36114

## *Phone Numbers* (Place on front of brochure)

Maxwell Youth Center.....953-6292

Maxwell School Age Center.....953-6292

Gunter Youth Center.....416-3436

Gunter School Age Center.....416-6507

## *Hours of Operations:*

### **Before School Program** (if available)

Monday through Friday .....0630 - 0800

### **After School Program**

Mon, Tues, Wed, & Friday..... 1500 - 1730

Early on Thursday .....1400 - 1730

In-service School Holiday .....0630 - 1730

Summer Camps.....0630 - 1730

### **Open Recreation**

Monday.....1300 - 1800

Tuesday through Thursday.....1300 - 1900

Friday.....1300 - 1900 (Gunter)

Friday .....1400 - 2100 (Maxwell)

Saturday.....Special Events only

### **Office Business Hours**

Monday through Friday .....1300 - 1800

**The Youth Center is closed on Sunday, Federal Holidays and AETC**

**Family Days**

## *Membership Eligibility*

Membership is open to school-aged dependents of active duty military, active duty reservists, retired military, and Department of Defense, Non-Appropriated Fund civilian personnel and Contracted Base Personnel.

An annual \$36 per year or \$24 six-month membership is required to participate in most regularly scheduled recreational activities. Certain special events, summer day camp, leisure classes and youth sports are open to all eligible dependent youth for an additional program fee. This fee entitles the youth to participate in a specific activity only. Guests can come to the center with a member for a \$2.00 per day fee. Guests must be bona fide out-of-town visitors or civilian youths not eligible for Youth Center membership.

## *Volunteer Program*

The Youth Center welcomes support from volunteers. Hundreds of hours of volunteer service are contributed each month. Volunteers are a vital part of all youth programs. Without them, the quality, quantity and cost of activities would be severely impacted.

Volunteers are needed to serve as coaches and assistants, timekeepers, scorekeepers, and sports assistants. Chaperones and event aides are needed on an occasional basis. We constantly seek instructional talent for music, art, photography, and computing. Particular talents are welcome on a one-time basis.

All volunteers are required to complete a registration form. Training is mandatory and provided. Coaches must go through a specialized application process and training. Volunteers must undergo local, state, and national agency checks assuring the safety of youth prior to serving in our programs. Volunteer incentives include reference letters, letters of appreciation, and certificates and awards in addition to the personal satisfaction received when you invest your own time and effort to make this world a little better for youth in the Maxwell AFB-Gunter Annex community.

Please accept this personal invitation to become a member of our great volunteer staff. Whatever time, talent, or effort you are willing to contribute will be greatly appreciated. Youth volunteers are also important in our programs. Volunteering teens can accumulate credit for college, receive recognition in national programs, and older teens and young adults are encouraged to participate in the Congressional Award program.

## *Programs and Events*

The Youth Center offers a variety of programs designed to appeal to the interests of eligible age groups. Some are:

### SPECIAL EVENTS

- Annual Open House, Annual Fall Festival, Annual Family/Teen Talent Contest, Black Heritage Celebration and Recognition, Annual Egg Hunt, etc.

### SOCIAL EVENTS

- Dances, Lock-ins, Movie Nights, Collaboration with other Youth Agencies such as Boys & Girls Clubs of America and 4H

### COMMUNITY SERVICE PROJECTS

- Make a Difference Day, Thanksgiving Canned Food Drive, Treats/Care Packages for Serviceman, Angel Tree Gift Collection for Needy Families, Visits to local Senior Citizen Homes, Recycling Projects, Service Projects to Montgomery County

### RECREATIONAL ACTIVITIES

- Board Game Tournaments - Game Room Tournaments (Pool, ping pong, foosball, air hockey) - Swimming - Field Trips (Amusement parks, shopping, movies, bowling and water parks) - Gym Games

### EDUCATIONAL/CULTURAL PROGRAMS

- Dance and Piano Recitals - National Fine Arts Exhibit - National Photography Contest - Job Shadow Program - Art, Photography and

Crafts Classes - Field Trips to museums, zoo and special performances and exhibits - Career Enhancement Programs - YES (Youth Employment Skills), Youth of the Year and Congressional Awards Program - Self-esteem Classes

#### PHYSICAL FITNESS/YOUTH SPORTS PROGRAMS

- Sports Clubs, Fit Factor, Intramural Sports, Parent/Child Hot Shot Contests (Basketball & Soccer), Parent/Child Homerun Derby, Soccer, Flag Football, Basketball, Baseball, Tee-ball, Swim Team, Swim Lessons, Golf, Tennis, Bowling and other sport Instructional Classes/Clinics.

## *Teen Programs*

#### SEMINARS

- Boys & Girls Club of America Keystone and Torch Clubs, Peer Pressure Survival Skills, Substance Abuse/Drug Awareness, Teen program planning, Teen Forums, Youth of the Year, Job Search Skills/Resume Writing, 4H Classes and Activities, etc.

#### SPECIAL EVENTS

- Teen Dances, Lock-ins, Cookouts, Summer Break Getaways, Car Washes, Bake Sales and Fall Carnival (Haunted House)

## *Youth Sports Program*

The Maxwell AFB-Gunter Annex Youth Center offers a comprehensive team sports program for eligible, school-age youth. A combination of on-base sports leagues is supplemented by participation in local leagues when necessary. These leagues are composed of Maxwell AFB, Gunter Annex, Montgomery City Boys & Girls Clubs teams, Prattville Parks & Recreation and other military base teams in the local area.

Every attempt is made to form a Maxwell and Gunter league in each of the team sports. In accordance with AFMAN 34-804

customers will be referred when it is not possible to directly provide the program or service the youth or parent is seeking.

We ask parents for their cooperation when signing their child up for a youth sport experience that a commitment is realized toward team concept. Please consider other team members and the league at large when using this meaningful classroom experience for your child as an incentive for grades. Coaches and staff will work with you and your child examining alternatives short of dropping off a team once formed as a consequence of your expectations of behavior and performance of your child in another setting.

Prior to participating in sports all children are required to have a current physical and immunization record on file at the youth center. Physicals should be scheduled with your family's physician or base clinic prior to sports registration. Air Force Youth Sports Programs follows the American Academy of Pediatrics and the Center for Disease Control guidance for immunization record.

In accordance with Air Force Instruction all coaches must complete a background screening, coaching certification and receive training prior to working with youth in the following areas: first aid, CPR, psychology of coaching, injury prevention, practice organization, training and conditioning, youth development, diversity and sexual harassment and techniques of coaching a specific sport. Training is provided through National Youth Sports Coaches Association (NYSCA). Volunteer who are interested in coaching start by taking a 3-hour training course called a "clinic." Clinics are offered through the Youth Sports program and will occur prior to each sport season. Coaches must also complete First Aid/CPR prior to coaching children. First Aid/CPR training is offered at the base clinic every 3<sup>rd</sup> Friday of the month. For more information about coaching please contact the youth center. All forms for participating or coaching youth sports are available at the youth center or on our website at [42fss.us](http://42fss.us).

# *Team Sport Schedule (2010/11)*

<u>Sport</u>	<u>Registration</u>	<u>Practice</u>	<u>Season</u>
Flag Football	Jul 1 - Aug 2	Aug 9 - Sep 3	Sep 7 - Nov 6
Cheerleading*	Jul 1 - Aug 2	Aug 9 - Sep 3	Sep 7 - 25 Feb
Fall Soccer	Jul 1 - Aug 2	Aug 9 - Sep 2	Sep 7 - Nov 6
Right Start Soccer	Aug 9 - Sep 3		Sep 13 - Oct 22
Basketball	Oct 1 - Nov 5	Nov 15 - Dec 17	Jan 10 - Feb 25
Right Start Basketball	Nov 8 - Dec 3		Jan 10 - Feb 14
Spring Soccer	Jan 10 - Feb 4	Feb 14 - Mar 25	Mar 28 - May 27
Baseball/T-ball	Jan 10 - Feb 18	Mar 1 - Mar 31	Apr 4 - May 27
Right Start Baseball	Mar 1 - Mar 31		Apr 11 - May 16
Swim Team	Apr 4 - May 13	May 23 - July 31	Jun 1 - Jul 31

\*Cheerleading covers flag football and basketball season

Contact the youth center for additional information. Please refer to our website for our most current sports information - [42fss.us](http://42fss.us).

## *Instructional Programs*

Music Lessons - available contracted instructors or volunteers currently active determine Music lessons available. Lessons are held at the youth center in one of our music rooms. The Instructors schedule music lessons throughout the week. A piano/keyboard is the only instrument available at the Youth Center. The student must provide all other musical instruments. Recitals are regularly scheduled twice a year.

Tumbling and Dance Classes - Classes are designed for children, ages 3 yrs and older, in tumbling, tap, ballet and jazz. Classes are held once a week at the youth center during the school year. Exhibitions are conducted at the end of the program year.

Martial Arts Classes are designed for children 6 through adult and are held twice weekly at the Youth Center. Classes are designed for the beginner (white belt) and an advanced class. Classes are one hour in length and are conducted during the school year.

Swim Lessons - Swim lessons are available during the summer for children, ages 3-18. Sessions are offered each summer. A session consists of one evaluation and seven 45-minute lessons. Lessons are taught Tuesday through Friday mornings at the Maxwell and Gunter community pools.

Please check with staff for other instructional classes that may be offered. All classes are subject to availability of qualified teachers.

## *Class Payment Policy*

1. Monthly class fees are due the first class of each month.
2. Classes will only be prorated for initial entry into a class or PCS move upon leaving. Exceptions: see items No. 5 and 6.
3. If, through no fault of the instructor, the student misses a class, no prorating will be approved.
4. Make-up classes will be held when the instructor misses a class. In lieu of this, prorating of fees will be approved.
5. Vacations - Notice should be given to the Youth Center staff and/or the instructor as soon as the vacation time is known. At least one week's notice should be given. When this criterion is met, prorating of fees will be approved.

6. For classes missed because of a bona fide student illness (verified in writing by a physician), prorating of fees or make-up classes will be approved.
7. Students who have not paid by the second class session of the month will be denied class instruction until fees are brought up to date. In case of unforeseen or unusual circumstances, please make prior arrangements with the Program Director.
8. Students must provide written notice to withdraw from class.

## *School Age Programs*

At the Maxwell AFB-Gunter Annex School Age Center, we believe each child is a unique individual. We strive to provide a loving, nurturing and creative environment for children. We are sensitive to a child's social, emotional, intellectual and physical needs. We provide developmentally appropriate programs that focus on the process of learning while also helping them to enjoy many other successful experiences. We encourage not only learning, but also the discovery of learning.

### BEFORE AND AFTER SCHOOL PROGRAMS

Our before and after school program is for children in kindergarten through sixth grade. Transportation is provided to and from Maxwell Elementary School as well as some other local schools to the base. Our focus is on enhancing and reinforcing lifelong leisure skills, academic progress, hobbies, and other interests to promote individual development for each child. The program follows the Maxwell Elementary school schedule.

We provide a wide variety of activities in the School Age Program. Your child could choose to: do arts and crafts, talk with friends, work with carpentry tools, build with blocks, race cars, do a puzzle, play a game, explore math and science, sing songs, act, play outside, read books, enjoy a quiet time alone, do homework, or be active in a structured gymnasium game.

Fees for school age programs such as Before and After School, Summer Camp and Holiday Camps are established annually within

Department of Defense guidelines. Patrons are charged according to total family income. Current fees and registration materials are available at the center.

### SUMMER DAY CAMP

This camp consists of one-week sessions from June into early August for all eligible dependents age 5 (completed kindergarten) through 12 years old. The cost, per child, for the program is based on Total Family Income. Included in the cost of summer day camp are admissions to field trips, bowling, and introduction to instructional and craft classes. Children are provided breakfast, lunch and afternoon snack every day the program meets. Children are divided into separate groups by age. Each age group is assigned an adult counselor who leads children through various planned activities daily. A detailed outline of weekly programs and trips as well as discipline procedures and payment policies is provided at the time of registration. The School Age Program maintains a Parent handbook containing information pertinent to that program.

### HOLIDAY CAMPS

These camps occur during the extended winter and spring breaks. Special activities, field trips and events are scheduled throughout each day. The cost for holiday camps is based on Total Family Income.

### CHILD GUIDANCE POLICY

The use of physical, verbal, sexual, or emotional abuse is prohibited.

**Unacceptable discipline techniques** are as follows:

Verbal abuse constitutes shouting, screaming, swearing, name calling or any communication that could be damaging to a child's self-esteem or self-respect

Physical Abuse is defined as hitting, slapping, or striking a child in anyway

Seclusion is defined as placement of a child in a confined space

Withholding or depriving a child of food or hydration that contributes to their well being

Time-Out is defined as a brief suspension from activities for a particular amount of time as determined by the caregiver.

**Acceptable discipline techniques** are as follows:

Setting limits with the children

Give Signals or cues for appropriate/inappropriate behavior

Redirection to another area or activity

Conflict Resolution

Active Listening skills

Sitting Apart

Praise for appropriate behavior or cooperation.

### Child Abuse

Parents should be aware that staff is ethically and legally responsible to report any suspicion(s) of child abuse to the School-Age Coordinator or Youth Programs Director. Reporting suspected abuse is a critical step in protecting children and stopping abuse. If we do not report suspected abuse we could be placing the child at further risk and may face legal action. After reporting to the director/coordinator it is extremely important that we **DO NOT** discuss the situation with anyone who does not have a "NEED TO KNOW."

Department of Defense Child Abuse and Safety Violation Hotline:  
1-800-336-4592

### FAMILIES AND THE PROGRAM

Parents are welcome visitors in our program at anytime and we encourage their involvement. We hold mass orientations before the beginning of school, Winter Break, Spring Break, and Summer Camp so that parents may ask questions and get to know staff members. When a child enters our program at a different time we conduct an individual orientation with the family. Open ongoing communication between parents and staff is essential. There are many ways we try to keep parents informed such as daily conversation, notes, newsletters, parent board and e-mail.

The exchange of day-to-day information is key to quality programs. Some form of communication is essential when parents arrive with or pick up their child. This includes greeting them, eye to eye contact, a smile, tactful inquiry, helping the child get ready to

leave, or some other form of appropriate nonverbal or verbal communication. We keep the confidences of individual families and do not talk about children or particular families in the presence of other children or families.

Parents may have skills they wish to share with a group of children and are welcome to do so. Parent resource materials are available and individual family conferences can be scheduled to meet the needs of the child, family and program

#### PUBLIC HEALTH, SAFETY, and FIRE DRILL RESPONSIBILITY

Our facility is inspected monthly, quarterly, and annually, and for this reason each employee is responsible for knowing all details of the public health, safety, and fire drill procedures. Staff are regularly trained and fire drill procedures are posted throughout the building.

#### NON-SMOKING POLICY

The use of tobacco products, alcohol, or illegal drugs in the Youth Program facility or its outdoor areas is strictly prohibited. It is also prohibited at any function or activity that is sponsored by Youth Programs (field trips, sports venues, etc.) Tobacco products can not be used with in 50 feet of the Youth Facility or an activity.

#### COMMUNITY PARTNERSHIPS

Our facility promotes community partnerships by performing various community services. We provide parents and staff members with up to date information on various developmental and behavioral stages through trainings and resources. We also encourage community service projects with all children involved in the program. Youth Programs is affiliated with Boys & Girls Club of America and partners with 4H.