



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CONFIDENT KIDS TODAY, ENGAGED ADULTS TOMORROW



YMCA OF THE GREATER TRI-CITIES
SCHOOL-AGE CHILD CARE
FAMILY HANDBOOK



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

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WELCOME

Dear YMCA Families,

Welcome to the YMCA! We are pleased to offer year-round programs for you and your family. We hope you will find that our programs fit your child's interests, are conveniently located, and provide your child with positive memories.

YMCA programs are not only fun but also instructive for life. Our staff provides activities that have a positive, life-long impact on your child through:

- Developing self-confidence and independence
- Communicating core values of Caring, Honesty, Respect, and Responsibility
- Creating lasting friendships and lifelong memories
- Encouraging learning and exploration in a supportive environment
- Infusing fun and good health into activities each day

Positive relationships among children, staff and parents are critical for each child's healthy development and social growth. In our quality programs, staff interact with children using warmth, patience, understanding and fairness.

We also make sure that there are positive relationships among staff. We know the children look to Y staff as role models, watching and learning as they cooperate, communicate, and solve problems with each other. We are excited about your interest in joining our programs. If we can answer any questions for you, please do not hesitate to contact us. Your site staff are available during program hours through the site cell phone. The phone numbers for the sites are located on the newsletters as well as on our website. We look forward to having you as part of our Y family!

Sincerely,

Brianna Kimsey,

Youth Development Director
(509)-374-1908 ex. 113
Brianna@ymcatricities.org

Cecilia Moreno,

SACC Director
(509)-374-1908 ex. 109
Cecy@ymcatricities.org

Kristopher McLendon

SACC Director
(509)-374-1908 ex. 105
Kris@ymcatricities.org

COVID-19 Policies and Procedures

At this time, DCYF and the Department of Health have specific guidelines for all childcare to follow to help prevent the spread of COVID-19.

Anyone who is picking up or dropping off must wear a face covering when entering the building. This new policy applies to our YMCA staff as well. Please help our YMCA in preventing the potential spread of COVID-19.

Children in our School-age Child Care program will be required to wear masks while in our care. We are encouraging parents to work with your child to understand the importance of wearing a face covering and how to take them on and off. Based on guidance from the Department of Health, children and youth may remove cloth face coverings to eat and drink and when they go outdoors for recess or physical education.

When entering the YMCA, children will be required to do a health screen before entering the program area. Staff will check the child's temperature and ask basic health questions such as "Have you been in contact with anyone who has COVID-19?" and "Has your child had a temperature over 100.4 degrees?". Please answer these questions honestly and do not have your children take Tylenol in advance to reduce fever before entering YMCA locations.

During day-to-day activities, children will maintain social distancing of six feet between groups and siblings will remain in the same group to help prevent cross-contamination between groups. The same staff will remain with the same group as much as possible to help keep groups of staff and children the same.

If you or your child has come in contact with anyone who potentially has COVID-19 please do not use childcare until you can confirm that the individual does not have COVID-19. If you or your child has come in contact with an individual who has COVID-19 and your child attended care please call our main office at 509-374-1908 and inform us so that we can take the appropriate steps to ensure our children and staff are safe.

If your child has a fever they are not able to attend YMCA childcare until they are fever free for 72 hours after symptoms appear or receive a negative COVID-19 test result. Please assist us in keeping all of the children in our care safe.

If you have any questions or concerns please email us at childcare@ymcatricities.org or call us at 509-374-1908.

Thank you,
YMCA School-Age Childcare Team

| PROGRAM LOCATION & SCHOOLS SERVED | SCHOOL ADDRESS | PROGRAM CONTACT NUMBER |
|--------------------------------------|---|------------------------|
| Amon Creek Elementary | 18 Center Pkwy Richland Wa, 99352 | (509) 947-3830 |
| Canyon View Elementary | 1229 W. 22nd Place Kennewick, WA 99337 | (509) 947-5764 |
| Cascade Elementary | 505 S Highland Dr Kennewick, WA 99337 | (509) 948-5441 |
| Cottonwood Elementary | 16734 Cottonwood Creek Blvd. Kennewick, WA 99338 | (509) 948-5202 |
| Edison Elementary | 201 S. Dawes Kennewick, WA 99336 | (509) 948-5226 |
| Fuerza Elementary | 6011 W. 10 th Pl. Kennewick, WA 99338 | (509) 366-2253 |
| Hawthorne Elementary | 3520 W. John Day Kennewick, WA 99336 | (509) 948-5469 |
| Lincoln Elementary | 4901 W. 21st Avenue Kennewick, WA 99338 | (509) 948-5258 |
| Ridge View Elementary | 7001 W. 13th Avenue Kennewick, WA 99338 | (509) 948-5513 |
| Sage Crest Elementary | 6411 W. 38 th Ave Kennewick, WA 99338 | (509) 947-7553 |
| Southgate Elementary | 3121 W. 19th Ave Kennewick, WA 99337 | (509) 948-1173 |
| Sunset View Elementary | 711 N. Center Parkway Kennewick, WA 99336 | (509) 948-5639 |
| Vista Elementary | 1701 N. Young Street Kennewick, WA 99336 | (509) 948-5491 |
| Washington Elementary | 105 W. 21st Avenue Kennewick, WA 99337 | (509) 948-5465 |

YMCA MAIN OFFICE

RICHLAND YMCA

1234 Columbia Park Trail, Richland, WA 99352

Ph: 509.374.1908

Fax: 509.374.9278

ymcatricities.org

PARTNERING WITH YOU

Our programs require open communication between Y staff and parents. Parents are welcome to stop by our programs at any time. We invite you to become familiar with the staff and encourage you to communicate with program staff as often as possible. A newsletter will be provided to you at the beginning of each program session to keep you informed of program plans and special events. YMCA staff will communicate with you regularly about how your child is doing in our program. Any problems your child may be having at home may affect his/her behavior at the Y. Please keep the Site Coordinator informed so that we can be sensitive to your child's needs. Any information of a confidential nature will be shared only with those who need to know.

MISSION & VISION

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

We are for youth development, healthy living and social responsibility. YMCA programs encourage a child's physical, social, intellectual, and emotional development. We use small group experiences that are developmentally and age appropriate.

CODE OF CONDUCT

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the YMCA of the Greater Tri-Cities has adopted a code of conduct to govern the actions and behavior of all people while participating in YMCA programs. YMCA is drug free. Drugs, alcohol, and tobacco products are not allowed on school grounds.

CHILD SAFETY

As a partner in your child's success, the YMCA of the Greater Tri-Cities is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time throughout the school year you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Child Care Directors. As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits.

To make sure your child remains safe outside of the YMCA's supervision and to protect our staff members and volunteers, we request that you do not ask a YMCA employee or volunteer to baby-sit, host sleepovers, or spend one-on-one time with your child outside of YMCA programs.

Child Abuse Reporting

YMCA staff are required to report immediately to Child Protective Services (CPS Intake), licensor or police any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the Police.

STAFF RATIOS AND TRAINING

All YMCA employees that work directly with children go through multiple background checks. The YMCA runs a background check on all potential employees, and they are required to go through the Department of Early Learning portable background check. At the YMCA we maintain a maximum staff to child ratio of 1:15, with it normally being much lower. Our staff maintains current certification in CPR, First Aid, Child Abuse Prevention, Food Handler's Cards, and other certifications required by state licensing. We provide regularly scheduled training events on behavior management, communication skills, and creative activities to do with kids. If you have a question about the training that our staff receive, please contact the Child Care Directors.

NONDISCRIMINATION STATEMENT

All people are welcome at the YMCA regardless of race, sex, national origin, religion, or abilities. In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. Religious education is not part of our program. As we seek to encourage diversity, the YMCA recognizes a variety of holidays within our programs, including how different cultures celebrate the same holiday. If questions about a particular holiday please feel free to contact the site staff.

SPECIAL NEEDS

We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting. If your child has a significant health issue or a special need, please contact the Child Care Directors to discuss appropriate accommodations. We reserve the right to accept your child on a trial basis to see if our program setting will work for both parties. However, if our staff feel that one of the above listed scenarios is too trying, care will be ceased.

We are committed to making a reasonable effort to ensure that our programs are accessible to all, including persons with disabilities. This policy reflects our commitment to comply with the Americans with Disabilities Act and other applicable laws and regulations. The YMCA of the Greater Tri-Cities will not discriminate on the basis of disability or impairment and will not exclude persons with disability or impairment from participation in any program or activity. It is our goal to provide equal access to all and treat everyone with dignity and respect.

SCHOOL-AGE CHILD CARE

PROGRAM REGISTRATION & MEMBERSHIP

Participation in School-Age Child Care programs requires a current YMCA program membership. Program registration includes a \$50.00 non-refundable registration fee. With your program registration you receive a one-year membership that provides reduced rates and early registration benefits on other programs throughout the year.

| ENROLLMENT OPTIONS | |
|--|--|
| FULL-TIME (13+ days per month) | PART-TIME (12 or less days per month) |
| Rates are subject to change. Enrollment preference is given to full-time participants. Enrollment at each site is limited to ensure program quality and to comply with state licensing child care guidelines. If participants attend YMCA School-Age Child Care for more days than they are currently enrolled for, an additional fee of \$25.00 will be charged for each extra day. | |

Program rates are published in our seasonal brochures, and on our website.

School Year Hours of Operation- 6:30am to 8:30am and from the Schools out bell until 6:00pm

PART-TIME

Participants enrolled in Part-Time AM/PM care who exceed the allotted 12 days per month will be charged \$25 per additional day used.

Non-School Days

Participants enrolled for AM only or PM only care will be charged \$25.00 to attend during non-school days, including snow day closures. Program sites may combine during non-school days, check with your Site Coordinator in advance for location details.

Payments & Late Fees

School-Age Child Care payments are due at the YMCA office the first day of the month. A late fee of \$20 will be charged for payments received after the 5th of the month. Child care balances not paid in full by the 6th of the month will result in termination of service until the child care account is paid in full. Credit is **not** given for days missed. If you are using automatic payment through your bank, make sure you set it up so the YMCA receives your payment by the 1st, sometimes it can take up to 6 days for the check to be delivered. Please plan accordingly. For the safety of children and staff, payment will not be accepted at the School-Age Child Care Site.

Monthly child care rates will be pro-rated for full-time participants for Winter, Spring and Summer Breaks. School-Age Child Care fees do not include Winter, Spring and Summer Break Camps. Enrollment in School-Age Child Care does not guarantee a spot in any YMCA Camps. Separate registration and payment are required for YMCA Camps. Please check the seasonal brochures and/or our website for up to date information on camps.

For added convenience, the YMCA has now added an online payment option on our website. The Child Care Payment Portal icon can be found on the bottom right hand corner of the home page. Payment due dates and late fees will still apply if you are utilizing the online payment portal.

Changes/Cancellations

The office must be notified in writing of any schedule changes or cancellations by the last working day of the month preceding the change. There is a change form available online, as well as in the office.

Holidays

YMCA programs are closed on all state and federal holidays, and the day after Thanksgiving

SUMMER PROGRAMS

Discovery Camp

Ages 5-9

Explorer Camp

Ages 9-12

Specialty Camps

Ages 8-13

Camp+

Ages 7-12

*Rates are subject to change. Enrollment at each site is limited to ensure program quality and to comply with state licensing child care guidelines.

Program rates are published in our seasonal brochures, and on our website.

Summer Camp Hours of Operation

6:30am till 6:00pm

Payments

Payment is due at the YMCA office the Monday before the program begins. For the safety of children and staff, payment will not be accepted at the program sites. For added convenience, the YMCA has now added an online payment option on our website. The Child Care Payment Portal icon can be found on the bottom right hand corner of the home page.

Late Payments

Program balances not paid in full by Wednesday will result in the loss of your \$20 deposit. Credit is **not** given for days/weeks missed. Payment due dates and late fees will still apply if you are utilizing the online payment portal.

Changes/Cancellations

The office must be notified of any schedule changes or cancellations the Wednesday before the start of the program. Your deposit for the week will not be refunded.

Holidays

YMCA programs are closed on all state and federal holidays, and the day after Thanksgiving.

ADDITIONAL PAYMENT INFORMATION

Refund Policy

Full refunds are given only when the program is canceled. Once any program begins, refunds are not available.

Financial Assistance

Financial assistance is available through the YMCA for every program we offer. Please call the YMCA office, for an application. Financial Assistance Scholarships are available to the extent possible through generous donations from friends, families and fundraising events. Financial Scholarships may be used for programs at the YMCA of the Greater Tri-Cities. Both members and non-members are encouraged to apply.

LATE PICK-UP POLICY

Our program sites all close promptly at 6:00 PM. A late charge of \$2.00 per minute (minimum of \$10.00 per child) will be added to your account for any time after 6:00 PM. These charges will be added to your account. The YMCA uses the school clock in the gym/center for official time. Families on state assistance or scholarships are responsible for this late fee. The state will not be charged.

If an emergency arises and you will be unable to reach the site by close, please call the program site to assure both the staff and your child that you are on the way. State law requires us to notify CPS when children are left in a program without notification from families and when no contacts can be reached to pick up the child.

Each program site follows these guidelines in response to a late pick-up:

1. Staff notifies the family to ensure that someone is on the way to pick up the child. If the family is not reachable, staff notifies emergency contacts.
2. If the family and emergency contacts cannot be reached, staff notifies the police.
3. If your child is picked up late on 3 occasions, your child's participation in the program may be terminated.

WHAT TO BRING

Dress your child for the weather and wear shoes for running and playing. Some of our activities will take place outdoors, and children need to be prepared for whatever the weather will bring! Check your program newsletter for more details on what to bring for special events.

Full Day Care

On Camp Days and in the event of an Early Release, No School, or Snow Day, please send your child with a water bottle and a sack lunch. If your child does not have a lunch, and you are unable to bring him/her one, then the YMCA will supply a lunch at a minimum cost of \$10, which will be charged to your account. If this happens multiple times then your child may be subject to removal of the program.

WHAT NOT TO BRING

We ask that you keep these things at home: iPods, cell phones, money, gum, candy, trading cards, weapons of any kind, electronics, any valuables, including personal sports equipment. Many of these items can be lost, broken or stolen while at YMCA. The YMCA follows the school's policies. No hats are to be worn inside during the school year. The YMCA of the Greater Tri-Cities is not responsible for any lost, stolen, or damaged items.

KIDKIOSK AND DAILY SIGN-IN/OUT PROCEDURES

The state has now required all licensed child care providers to select an electronic signature program for attendance purposes. The YMCA has selected to use KidKiosk. During your drop off and pick up times, an iPad will be present for both a PIN number and electronic signature to be given. Similar to the registration packet in previous years, your child will only be released to an authorized person listed in your child's KidKiosk. For your child's safety, we will not release your child to anyone who appears under the influence of drugs and/or alcohol. Additional information about KidKiosk can be found on our website as well as the front page of your registration packet. A request for multiple accounts for your child(ren) will be accompanied by a \$50 fee per account.

CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both parents. However, we are not a party to any custody orders and not in a position to enforce parenting plans. If both parents are listed on the registration form both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site. Please make sure you have established clear expectations between the parties. We honor Restraining orders, Anti-Harassment orders, or other court orders created for the protection of the child, in order for these to be honored copies must be given to the Site Coordinator and the YMCA office in advance.

SICK CHILD PROCEDURES

Children with any of the following symptoms will not be permitted to remain in care:

Fever of 101° or higher measured orally AND/OR who have one or more of the following: Sore throat, earache, headache, rash, lice, nits, scabies, vomiting on 2 or more occasions in a 24 hour period, diarrhea - 3 or more watery stools within a 24 hour period or 1 bloody stool, draining rash, eye discharge or pink-eye (children can be re-admitted after medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment), fatigue that prevents participation in regular activities, open or oozing sores (unless properly covered), or 24 hours on antibiotic treatment.

Additionally, children with communicable diseases are not permitted in YMCA care. This includes, but is not limited to: Chickenpox, conjunctivitis (bacterial), diphtheria, giardiasis, hepatitis A, measles, meningitis (bacterial), mumps, rubella, tuberculosis. If your child becomes ill at YMCA we will notify you that your child needs to be picked up. We will separate your child from the group, and make every effort to provide them with a quiet place to rest. We are required to report communicable diseases to the parents at that site so they can act accordingly.

Notifiable Conditions

According to state licensing procedures the YMCA must report a staff person, volunteer, or child diagnosed with a notifiable condition to the local health jurisdiction or the state department of health. A person must be excluded from the program when diagnosed with a notifiable condition and must not return to the program until approved to do so by the local health officer.

INFECTION CONTROL METHODS

Handwashing

YMCA staff will teach children proper handwashing procedures. Proper handwashing procedures include: Washing hands with warm water and liquid soap for a minimum of twenty seconds; Drying hands with a paper towel, single-use cloth towel or air hand dryer; and Turning off the water with paper towel.

Hand Sanitizer

Hand sanitizer products may be used when handwashing facilities are not available, such as an outing, emergency, or disaster; or after proper handwashing. Hand sanitizers will not be used in place of proper handwashing if handwashing facilities are available.

Cleaning/Sanitizing Procedures

The YMCA will clean and sanitize toys before a child plays with a toy that has come into contact with another child's mouth or bodily fluids; after being contaminated with bodily fluids or visibly soiled.

MEDICATION MANAGEMENT

For children requiring medication, parents must fill out medication permission and administration form and keep them current. Consent may be given to administer medication for a specified period of time during a period of illness and/or the duration of the prescription.

Non-Prescription Medication

Non-prescription medications may be given with written parent authorization only at the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing the medication. A physician's or physician's assistant's written authorization is required if medication is to be taken differently than indicated on the manufacturer's label. Non-prescription medications must be in manufacturer's container with a label. This state regulation applies to everything with active ingredients, and includes products such as sunscreens and hand sanitizers.

Prescription Medication

Prescription medication must be in the original container. The label qualifies as a doctor's authorization to give the medication.

Life Saving Medication

Medications such as Epi-Pens or inhalers must be on site with your child at all times. We do not have access to medications that are located in the school, therefore your child(ren) will need a separate device for YMCA. Your child may not start care in our programs without their life saving medication as per licensing requirements.

Medication Storage

The YMCA stores all medications in a locked container or cabinet until used; or inaccessible to children. The YMCA keeps emergency rescue medications (e.g. Epi-Pen, Inhaler) inaccessible but available for emergency use to meet the individual's emergency medical needs.

Dispensing Medication

YMCA Staff will give the medication at the directed time, and dosage, and will record that the medication was given on the medication log. If the YMCA staff does not have the Medication Authorization paperwork, then they will not be able to dispense medication. A parent/guardian can choose to dispense medication themselves during program hours. The YMCA reserves the right to refuse to accept the responsibility of dispensing medication.

Sunscreen Policy

We regularly spend time outdoors, depending on the weather and seasons. During the warmer months, this means lots of time in the sun! In order to protect children, we encourage parents to provide their child with sunscreen, preferably applying it before arriving at YMCA on camp days. Hats that protect from the sun, long sleeved shirts, and sunglasses are also encouraged. Staff may help with sunscreen application upon request from the child.

MEDICAL EMERGENCIES

Parents of all children in YMCA programs are required to authorize the YMCA to seek medical attention for their child in case of an emergency. If your child(ren) does not have a Doctor or Dentist state licensing requires the YMCA have a written plan in case of emergency, from the parent/guardian.

The YMCA office must have current home, cell, work and medical phone numbers. If phone numbers or mailing address change, please notify the YMCA office.

In case of an accident, a staff member will carry out immediate first aid and the parent will be contacted. If the parent or emergency contact cannot be reached, the Site Coordinator will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or transportation to a hospital. To the best of our ability a staff person will accompany the child to the hospital and stay until the parent/guardian arrives.

Medical emergencies are documented and copies are kept at the program site and at the YMCA office. In the event that medical attention is sought, a copy will be sent to the Department of Early Learning.

CHILDRENS' RECORDS

A copy of your child's record will be kept at the YMCA office and at their program site. If you need to make any changes to your child's records (Pick-ups, Addresses, Phone Numbers, Immunizations, etc.) this needs to be done at the office, and a copy needs to be taken to your child's program site. Children's records need to be kept current. The YMCA staff will periodically go through all children's records and make sure they are filled out completely and correctly. Records for all children are kept in a confidential manner. Parent/guardians are allowed access to all records for their child, and only their child. If you need to request information (sign in/out, etc.) from a previous year, an administrative fee will be charged to your account.

Immunizations

The YMCA is required to track each child's immunization status in accordance with state licensing. The YMCA must keep all Department of Health approved forms for each enrolled child and keep a list of currently enrolled children with medical, religious, philosophical, or personal immunization exemptions. This list must be sent to the local health department upon request. The YMCA will not withhold from the parent/guardian a child's health department-approved form for any reason, including nonpayment of program fees. The YMCA is required provide access to immunization records of each child enrolled to agents of the state or local health department if requested.

INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA of the Greater Tri-Cities does not provide any accident or health coverage for its participants.

TYPICAL DAILY SCHEDULE

School Year*

| Morning | |
|----------------------|---|
| 6:30 to 7:30 AM | Child initiated activities-reading, board and card games, drawing, etc. |
| 7:30am to First Bell | Group games, active play, group time |
| Afternoon | |
| School Dismissal | Children arrive and staff take attendance. |
| 3:30-4:00 PM | Snack and/or free choice time |
| 4:00-4:30 PM | Homework/Quiet Activities |
| 4:30-5:30 PM | Scheduled Curriculum Rotations-group games, arts & crafts, science projects, outdoor play |
| 5:30-6:00 PM | Child initiated activities-reading, board and card games, drawing etc. |

Summer Camp

| Morning | |
|-------------------|---|
| 6:30-8:00 AM | Child initiated activities-stations may include crafts, games, ongoing projects, reading, etc. |
| 8:00-8:45 AM | Snack offered, active play, gym activities, stations |
| 8:45-9:15 AM | Camp opening, small group activities |
| 9:15-11:45 AM | Rotations or Field Trips |
| 11:45 AM-12:30 PM | Lunch |
| Afternoon | |
| 12:30-1:00 PM | Outside play, small group time |
| 1:00-3:00PM | Rotations or Field Trips |
| 3:00-3:30 PM | All camp activities, camp closing |
| 3:30-4:45 PM | Snack offered, active play, stations |
| 4:45-5:15 PM | Active play, stations, gym activities |
| 5:15-6:00 PM | Child initiated activities- stations may include crafts, games, ongoing projects, reading, etc. |

*During COVID-19 care, our typical daily schedule will be following the summer camp format.

Homework Policy

During the school year, our program provides a time and space each day for homework and quiet activities. This time is monitored by YMCA staff and they are available for help when needed. The YMCA strongly supports children when it comes to their schoolwork but it is your child's responsibility to know when they have homework and that it should be done. YMCA staff members may work in collaboration with classroom teachers to support children's success in school. If children do not have homework to work on during this time they are required to read or participate in quiet activities.

Media

The YMCA strives to implement programs that encourage learning through a variety of activities. Occasionally, this includes "screen time". Screen time is defined as a time when children are in front of a screen including but not limited to: TV, Computer, and Handheld Device. When the YMCA provides screen time for children in care, the screen time will be educational, developmentally and age appropriate; have child-appropriate content, and not contain violent or adult content. The YMCA limits screen time for any child to no more than one hour per week. Children are not required to participate in screen time; the YMCA will provide alternative activities in these cases.

MEALS & SNACKS

School Year

Children arriving in the morning should be served breakfast prior to coming to the program. If your child is participating in the school breakfast program, he/she will be excused at breakfast time. YMCA serves an afternoon snack through Kennewick School District. Menus are planned in advance and are posted at each site. Menus are monitored to assure nutritional requirements have been met. If children have specific food requirements, please talk to your Site Coordinator.

Summer Programs

Children should be served breakfast prior to coming to the program. YMCA serves a morning and afternoon snack. Menus are planned in advance and are posted at each site. Menus are monitored to assure nutritional requirements have been met. If children have specific food requirements, please talk to your Site Coordinator.

Sample Snack Schedule

SNACK PROGRAM MARCH

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|---|---|
| | | | | Mar - 1 GRAHAMS, SCOOPY Orange Juice |
| Mar - 4 PRETZELS, HEARTZ Low Fat Milk Choices | Mar - 5 Cinnamon UBR Low Fat Milk Choices | Mar - 6 CRACKER, JUNGLE Orange Juice | Mar - 7 STRING CHEESE Fresh Apple | Mar - 8 Cherry Turnover Low Fat Milk Choices |
| Mar - 11 GRAHAMS, SCOOPY Fruit Punch | Mar - 12 CRACKER, JUNGLE Fresh Apple | Mar - 13 Cinnamon UBR Applesauce | Mar - 14 PRETZELS, HEARTZ STRING CHEESE | Mar - 15 GRAHAMS, SCOOPY Whole Orange |
| Mar - 18 PRETZELS, HEARTZ STRING CHEESE | Mar - 19 Cinnamon UBR Low Fat Milk Choices | Mar - 20 CRACKER, JUNGLE Orange Juice | Mar - 21 STRING CHEESE Fresh Apple | Mar - 22 Cherry Turnover Low Fat Milk Choices |
| Mar - 25 Cinnamon UBR Peaches | Mar - 26 CRACKER, JUNGLE Fresh Apple | Mar - 27 PRETZELS, HEARTZ STRING CHEESE | Mar - 28 GRAHAMS, SCOOPY Orange Juice | Mar - 29 GRAHAMS, SCOOPY Whole Orange |

Food from Home

Snack is available for all children in our programs. Children are not required to take snack, and may choose to bring their own from home. We ask that when families are sending food from home to be consumed at the YMCA that they reflect our goal for healthy living.

Peanut and Nut Allergies

To help the YMCA create a safe environment for children with life-threatening nut allergies, you may be asked to refrain from sending your child with food containing peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts. If you have any questions please speak with the Site Coordinator.

BEHAVIOR MANAGEMENT

The YMCA strives to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. If problems arise, the child will be encouraged to use his/her words to try to resolve the situation peacefully or redirected to a new activity. Should the problem continue, the child will be removed from the situation until he/she is able to rejoin the group. Parents may be contacted and encouraged to discuss the problem with their child. Continued disruptive behavior and/or serious one time offenses may result in one or more of the following: written documentation of the inappropriate behavior; parent and site staff conference; parent, site staff, and Child Care Directors conference (with recommendation for an immediate behavior contract or short-term suspension from the program); complete removal of the child from the program.

We encourage you to share information with us that may affect your child's behavior in our programs. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment.

Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program and the staff. In such a situation parents may be called to come immediately to pick-up their child, or the child may be separated from the group for the remainder of the day.

No Tolerance Policy

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

The following will NOT be tolerated in our programs:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA or school property
- Being disrespectful
- Purposely leaving the area of supervision without permission
- Indecent exposure

Failure to follow this policy will result in disciplinary action, which may include a one to three day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our program.

Guidance and Discipline Policy

Behaviors such as being disrespectful to other children or staff, dishonesty, or failing to carry out responsibilities are also inappropriate at the YMCA. YMCA Staff will communicate with families for behaviors such as those mentioned that need attention as well as for positive behaviors.

We expect all our participants to uphold the YMCA values of respect, responsibility, caring, and honesty. We are aware that children sometimes copy the behaviors of other children. Therefore, in order for a child to understand the seriousness of their actions, any child engaging in behavior that is inappropriate at the YMCA, will receive disciplinary action.

FIELD TRIPS

Field trips are a fun way for YMCA participants to have memorable experiences and meet children from other sites. During the school year, we tend to schedule field trips on Wednesdays, 11:27am release, and no school days. Sometimes a field trip might end at another YMCA site, with pick-up being at the other site. Please check for posted signs at your site as well as information in the newsletters.

Parent Notifications and Permissions

Parent authorization for field trips is given by signing on the registration form for the program. The written permission is kept in the child's file. The YMCA staff will inform parents/guardians about upcoming field trips.

Supervision Plan

On field trips we maintain the same ratio as we do on-site of 1:15. The children will be in both visual and auditory range of the staff, except for when toileting. When using the restroom, our policy is to have only one person in the bathroom at a time. When swimming we will maintain a maximum staff to child ratio of 1:10.

Emergency procedures

On field trips, it is our policy to bring emergency contact information, medical records, individual medications for children who have them, and the medication administration log. YMCA Staff will also have a complete first-aid kit in case any minor injury occurs. Serious injury procedures are the same as if we were on-site.

Transportation

Our primary modes of transportation are the YMCA Bus or Ben Franklin Transit. The YMCA maintains our vehicle in safe operating condition, including a current insurance policy that covers the driver, the vehicle, and all occupants. We require a CDL Class B to operate the YMCA Bus. YMCA Staff will frequently take head counts to make sure all children are accounted for. The children will never be left unattended in the vehicle, as staff continues to maintain the required staff-to-child ratio and capacity during transportation.

SNOW POLICY/INCLEMENT WEATHER

Please make sure all emergency numbers are current with the YMCA office and your Site Coordinator in case we need to inform you of a site change. In anticipation of a school closure, please provide a sack lunch and a drink for your child. In the case of inclement weather we will be consolidating sites. Please check the YMCA website (ymcatricities.org) for the current list of consolidated sites.

In the event of closures or delays please check with KONA 610 am radio or [Facebook.com/ymcatricities](https://www.facebook.com/ymcatricities). The Kennewick School District home page, as well as their Facebook page, are also a great resource to check for closures or delays. Parents will receive a formal Snow Policy plan once the school year is under way.

EVACUATION & DISASTER PLAN

Fire

Whether school alarm goes off or not YMCA staff will:

- Signal the children to line up to exit.
- Take file notebook as the group exits the school and meet at the designated outside area. One staff will check bathrooms and then join the group.
- Roll will be taken of the children and staff; bodily harm check will be performed by staff.
- Group will wait for further instructions from school or fire personnel.

Flood

- Call YMCA office to notify them, arrange for emergency transportation to designated area.
- YMCA program will stay in the safest area on school grounds to wait for transportation.

Bomb Threat or Threatening Intruder

- When alarm is sounded the YMCA staff will speak with other personnel to identify which of the following scenarios is best given the situation.
- Staff will take file notebook as the group exits the school and meet at the designated outside area.
- One staff will check bathrooms and then join the group.
- Or the YMCA will gather group together and go to a designated "safe" place in the school.
- Roll and bodily harm check will be taken on all children and staff.
- The YMCA program will await further instructions whether as to enter the school or to call YMCA office for emergency transportation to a designated location.

Chemical Leak or Explosion

- YMCA staff will gather group to take roll and bodily harm checks on all children and staff.
- YMCA will listen to radio while they are waiting for further instructions as to stay put or to be transported to a designated area.

Earthquake

- Children will be instructed to drop to the floor, covering their heads, near an interior, weight bearing wall.
- This location will be away from windows, light fixtures, and suspended objects.
- Once the shaking has stopped, children will be accounted for via roll call and lead outside (if deemed safe by YMCA staff) to await further instructions.
- YMCA staff and children will not re-enter the building unless it has been declared safe.

In any emergency situation please listen to KONA 610 radio, children may be taken to another location or closed off in the school. For information check the YMCA website (ymcatricities.org) and Facebook page ([Facebook.com/ymcatricities](https://www.facebook.com/ymcatricities)). The YMCA will try to notify parents at the given home and work numbers. The most current information will be given, including the location of the children and if they are available to be picked up.

PESTICIDE POLICY

The YMCA does not use pesticides. We are located in Kennewick School District buildings and follow their pesticide policy. The KSD shall notify parents and staff of the planned application of a pesticide in writing at least 48 hours before the application to school facilities or school grounds. This notice shall be placed in a prominent location so the parents and staff can see it.

PARENT/GUARDIAN ACKNOWLEDGEMENTS

Please INITIAL all lines to indicate you received and understand Payment & Program policies/materials and agree to terms.

PAYMENT & PROGRAM POLICIES

| | |
|---------------------|--|
| <i>Initial here</i> | <p>REGISTRATION & MEMBERSHIP</p> <ul style="list-style-type: none"> • A non-refundable registration/membership fee of \$50.00 is required at time of enrollment. A request for multiple accounts will require a \$50 fee PER account. • Y Members receive reduced rates and early registration benefits on other YMCA programs throughout the year. • Refunds are not issued after the first of the month. Program changes must be made in writing before the last working day of the month prior to the month the change is needed. This includes withdrawal from the program. • Credit will not be issued for missed days. |
| <i>Initial here</i> | <p>PAYMENT INFORMATION</p> <ul style="list-style-type: none"> • Courtesy payment reminders are EMAILED out approximately the 25th of each month to families (except for September). Payment for the month of August is due at the time of registration. • Email is the primary way of communication. • Payments are due at either YMCA office by the 1st of each month. • Online Payments are now available on our website through the Child Care Payment Portal on the bottom right hand corner of the home page. • A late fee of \$20 will be added to unpaid balances after the 5th of each month. • Child Care services will be suspended beginning the 6th on all delinquent accounts and reinstated once balance is paid in full. • Outstanding delinquent accounts will be sent to collections. |
| <i>Initial here</i> | <p>SCHOOL DISTRICT BREAKS & NO SCHOOL DAYS</p> <ul style="list-style-type: none"> • Full-time participant's fees are pro-rated select months for the start/end of school year and district breaks (winter, spring and summer). • The YMCA offers special programs during district breaks (winter, spring and summer), however separate registration and additional fees apply. Details can be found on our website. www.ymcatricities.org • Every effort will be made to maintain normal operations on No School Days and unexpected Snow Days. A separate fee of \$25.00 will be charged for participants registered for these different options; AM Only, PM Only and 1 Day Per Week (e.g. Wednesday early release). • Programs will NOT operate on national holidays or the day after Thanksgiving. |
| <i>Initial here</i> | <p>HOURS OF OPERATION & LATE PICK-UP</p> <ul style="list-style-type: none"> • School-Age Child Care sites open at 6:30 AM and close at 6:00 PM. • A late fee will be charged for arrival after 6:00 PM at the rate of \$2 per min. (min. of \$10 per child). • Late fees will be reflected on your account the following month. Repeated tardiness will result in termination of participation. |
| <i>Initial here</i> | <p>CHILD'S ATTENDANCE & ENROLLMENT SCHEDULES</p> <ul style="list-style-type: none"> • Enrollment schedules cannot be mixed, interchanged or rolled over. • Parents should report their child's absence prior to school dismissal any day they are registered to normally attend. • Additional fees will be charged for attendance that exceeds enrollment schedules at a rate of \$25.00 (per day). Additional fees will be charged when; Part-Time exceeds 12 days/month or when the 1 Day Per Week (e.g. Wednesday early release) exceeds 1 day per week. |
| <i>Initial here</i> | <p>CHECKING CHILD IN AND OUT OF PROGRAM</p> <ul style="list-style-type: none"> • PHOTO ID IS REQUIRED AT TIME OF PICK UP TO VERIFY IDENTITY. • Children will not be released to anyone without authorization from a parent/guardian, exceptions; school administrators, counselors, or teachers (will stay on site). • ALL additional authorized pick-ups need to be added to KidKiosk Parent Portal. • Children are required to be signed in and out of the program each day by a legal parent/guardian or authorized pick-up listed in KidKiosk. • I understand that by utilizing KidKiosk, I am authorizing my child to be checked in and out of care. |

SCHOOL-AGE CHILD CARE POLICIES

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|---------------------|--|
| <i>Initial here</i> | I understand that the YMCA will be using hand sanitizer and/or hand wipes with alcohol as a supplement to hand washing or when running water and soap are unavailable. All hands will be washed or sanitized before eating and after toilet use. |
| <i>Initial here</i> | I hereby authorize the YMCA to help apply sunscreen/lotion (to be provided by the parent/legal guardian) to my child for protection against the sun's harmful rays as deemed appropriate by the YMCA staff. |
| <i>Initial here</i> | I hereby give my child permission to participate in all activities at the YMCA. Including the use of a portable wading pool. |
| <i>Initial here</i> | I authorize the YMCA to share information about my child(ren) to professionals such as social workers, teachers, counselors, etc. Additionally, I authorize these professionals to share information with the YMCA. |
| <i>Initial here</i> | I hereby authorize the YMCA to transport my child to and from specified field trips throughout the duration of the School Year as well as give my child permission to attend all YMCA field trips. This includes the use of public transportation. |

PARENT STATEMENT OF UNDERSTANDING For the safety and protection of your child, please read the following information:

| | |
|---------------------|--|
| <i>Initial here</i> | I understand I am not to leave my child at the YMCA site unless a YMCA staff is there to receive & supervise my child. |
| <i>Initial here</i> | I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor if they do. |
| <i>Initial here</i> | I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed in KidKiosk and given their PIN as well as have photo ID. |
| <i>Initial here</i> | I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol staff may have no recourse but to contact the police. |
| <i>Initial here</i> | I understand as a mandated reporter, YMCA staff are required to report any suspected case of child abuse or neglect to the proper authorities for investigation. |
| <i>Initial here</i> | I understand I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I will monitor volunteer/staff interactions with my child and ask specific questions about program activities and volunteer/staff relationships with my child. |
| <i>Initial here</i> | I understand for the safety of my child, staff may not relate to my child outside of approved YMCA activities. YMCA staff are not permitted to have contact with participants they met through employment with the YMCA (baby-sitting, birthday parties, sleep-over, etc.). Any exceptions must be approved in advance by the Executive Director. Immediate disciplinary action will be taken by the YMCA toward staff/volunteers if this procedure is not followed. |

By signing below, I acknowledge I have read and understand the YMCA Payment & Program Policies and the Parent Statement of Understanding. I have received a copy of the School-Age Child Care Parent Handbook and understand its contents specifically as it relates to YMCA Policies & Procedures.



PROGRAM CHANGE/WITHDRAWAL FORM

All changes must be in writing, signed by the parent/guardian and returned to the YMCA office by the last working day of the month preceding the change or previous rates will apply.

CHILD'S NAME _____ SCHOOL _____

PROGRAM: ___ SCHOOL-AGE CHILD CARE ___ EARLY CHILDHOOD LEARNING CENTER

WHAT TYPE OF CHANGE IS BEING MADE?

___ WITHDRAW: FROM (SITE): _____

___ SITE CHANGE: FROM (SITE): _____ TO (SITE): _____

___ SCHEDULE CHANGE:

| SCHOOL-AGE CHILD CARE SCHEDULE | | |
|--|--|---|
| Current schedule that child is registered for (please check): | | |
| FULL-TIME | PART-TIME | <input type="checkbox"/> 1 DAY PER WEEK (e.g. Wednesday early release) PM ONLY |
| <input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only | <input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only | |
| New schedule requested (please check): | | |
| FULL-TIME | PART-TIME | <input type="checkbox"/> 1 DAY PER WEEK (e.g. Wednesday early release) PM ONLY |
| <input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only | <input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only | |

TO HELP US IMPROVE OUR PROGRAMMING, PLEASE TELL US THE REASON FOR THIS CHANGE

| EARLY CHILDHOOD LEARNING CENTERS | |
|---|---|
| Room change request (if turning age 4) to be eligible for a rate reduction: | |
| <input type="checkbox"/> I am requesting a transfer to the older classroom | My child is turning 4 on (M/D/Y): / / |

Parent Signature _____ Date _____