



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA EARLY CHILDHOOD LEARNING CENTER

PARENT HANDBOOK



YMCA OF THE GREATER TRI-CITIES

1234 Columbia Park Trail, Richland, WA 99352

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WELCOME!

Dear Parent/Guardian,

Welcome to the YMCA Preschool Program! We are thrilled to have you and your child as a part of our vibrant and nurturing community. This parent handbook is designed to provide you with essential information about our program, policies, and procedures, ensuring a smooth and enriching experience for both you and your child.

At the YMCA, we are committed to fostering your child's growth and development in a safe, inclusive, and stimulating environment. Our dedicated team of educators is passionate about early childhood education and strives to create a nurturing space where your child can explore, learn, and flourish. We have carefully crafted a comprehensive curriculum that encompasses various domains of development, allowing your child to engage in meaningful experiences that promote their social, emotional, cognitive, and physical well-being.

Throughout this parent handbook, you will find valuable details about our daily routines, curriculum goals, health and safety procedures, communication channels, and involvement opportunities. We encourage you to familiarize yourself with the contents and refer to this handbook whenever you have questions or need guidance. Our open-door policy promotes strong partnerships between home and school, and we welcome your active involvement in your child's education.

We look forward to embarking on this wonderful educational journey with you and your child. Together, we can create a positive and enriching preschool experience that lays a strong foundation for their future academic success. Should you have any further queries or require additional support, please do not hesitate to reach out to our dedicated staff. Thank you for choosing the YMCA of the Greater Tri-Cities!

Sincerely,

Tracie Hawkins
Kennewick Director of Early Learning
Tracie@ymcatricities.org

Ruby Martin
Richland Director of Early Learning
Ruby@ymcatricities.org

EVERYONE IS WELCOME!

The YMCA of the Greater Tri-Cities is an organization that embraces nondiscrimination, diversity, and inclusion. We welcome all people regardless of ability, age, background, income, ethnicity, race, faith, gender, gender identity, gender expression, or sexual orientation.

YMCA Programs

Help all children, youth, families, and staff to....

Grow Personally – We encourage people to set their own goals and work toward them in programs which help to develop healthy self-images.

Clarify Values – YMCA programs provide opportunities for reflection both on personal values and on the relationship between stated values and actual behavior. We encourage values that reflect Christian traditions and beliefs.

Improve Personal and Family Relations – Programs offered for individuals and families help people to develop cooperative attitudes and communication skills.

Appreciate Diversity – We encourage a diversity of thought, culture, religion, and ethnic traditions. An appreciation of diversity is the basis of local, national, and international understanding. The YMCA is composed of people of all ages, ethnic backgrounds, and religious affiliations.

Become Better Leaders and Followers – Leaders are developed, not born. The same is true of followers. Shared leadership is basic to the YMCA. Everyone is invited to practice leadership roles and to practice following others.

Develop Specific Skills – The development of individual skills is essential to achieve personal goals and to improve confidence and self-esteem.

Have Fun – Enjoyment and laughter lead to pleasant interaction with others; enjoy yourself, enjoy others and enjoy life!

At the Y we are for youth development, healthy living, and social responsibility.

Our Commitment to Quality Care

YMCA early learning programs foster each child's cognitive, social-emotional, and physical development through opportunities and experiences which focus on achievement, relationships, and belonging. Each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of child development. Each child is encouraged to develop at his or her own rate by encouraging skill development as well as social, emotional, physical, and cognitive milestone goals.

Families are seen as partners in their child's development. We look forward to building positive relationships in order to best support each child and family unit.

Finally, the YMCA collaborates with other organizations that are committed to serving the needs of all children and families. It's through these collaborations and a strong youth development focus and assessment that the Y delivers consistent quality programs.

Non-Discrimination Policy

No person will be subjected to discrimination or harassment because of race, color, national origin, gender, sexual orientation, age, religion, creed, marital status, disability, physical, mental, or sensory handicap. The YMCA strictly prohibits and will not tolerate any form of discrimination based on any of these attributes. This policy applies to every aspect of our agency's programs, practices, policies, and activities, including membership participants and employment practices.

EARLY CHILDHOOD LEARNING CARE

YMCA early learning programs focus on safety, health, social growth, and academic goals for children 30 months – 5 years of age. The YMCA offers year-round childcare for toddlers, preschool and school age children. All YMCA childcare is family centered, involving parents and other family members as partners in the childcare experience.

In our care, children will receive:

- 90 minutes of gross motor, and/or outdoor activity daily
- Healthy snacks
- Curriculum based social, emotional, physical, and cognitive learning activities
- Development of independence and self-awareness
- Care from trained, and certified staff

Licensing And Certifications

Our program hires quality and experienced staff to work with all children. As a licensed program by the Washington State Department of Children, Youth, and Families, all employees are subject to criminal background checks and extensive reference verifications. Along with educational requirements, employees are required to be CPR and First Aid certified with the expectation that each employee completes a minimum of ten state (STARS) training hours every year. To view the most recent inspection and Department of Children, Youth, and Families standards, check the site licensing binder at the school site, online at www.dcyf.wa.gov, or call 1-800-737-0617

Staff Professional Development

All YMCA site directors and teachers are qualified and verified through a state licenser. Staff professional development can be verified in MERIT (educational database for the Department of Children, Youth, and Families) at www.merit.dcyf.wa.gov. Required trainings of licensed childcare staff include:

- 30 hours of STARS (childcare basics training for Washington State) training
- 10 hours of continuing education yearly
- Department of Early Learning Orientation
- CPR/First Aid Certification
- Blood-borne Pathogens/HIV/AIDS Training
- Negative TB Test
- Food Worker's Permit
- Ongoing higher education credit

ABOUT OUR EARLY LEARNING PROGRAMS

Our program provides a balanced combination of academic, social and emotional development, and gross motor skill development. Media use will be limited in daily programs (i.e. movies, television, computers) with the exception of music. To ensure individual attention and proper supervision, Y child care programs frequently exceed Washington State staff to student ratio standards.

The Y's early learning programs follow Teaching Strategies' GOLD curriculum. Early learning programs will provide materials and activities that promote awareness for all cultures, abilities, and backgrounds. Weekly lesson plans, activities, and physical, social, and emotional skill development will be in line with GOLD curriculum and shared with parents. Developmental screenings will be conducted upon enrollment and quarterly thereafter for each child.

Site Coordinators conduct an informal assessment for each child outlining their child's growth and development in the program three times a year; fall, winter, and spring. Within 30 days of the assessment parents will receive a copy of their child's assessment and are encouraged to provide feedback to the YMCA and be actively engaged in the child's learning.

Outdoor activity will be provided for at least 90 minutes per day, weather permitting. In extreme weather, teachers will provide indoor gross motor activities. Outside play is required by state licensing. If the temperature is above 32 degrees and under 100 degrees, activities will be planned outside. Length of time will be based on weather. Please dress your child accordingly and label their belongings.

Early Childhood Learning Center Hours

The center is open from 7am to 6pm. To ensure quality learning and participation in activities, we prefer children to arrive by 9 am. Children may stay a maximum of 10 hours a day in YMCA care.

Activities Schedule

Schedules are flexible and can vary throughout our programs. Components for a typical daily schedule, include:



➤ Morning Activities

Free Play/ Free Choice
Breakfast
Gross Motor/ Outdoors
Circle Time
AM Snack
Academic Activity
Clean up

➤ Afternoon Activities

Lunch
Nap
Circle Time
PM Snack
Academic Activity
Gross Motor/ Outdoor
Free Play/ Free Choice

Pick Up and Drop Off

Parent/guardian must sign in/out child daily. If a child is dropped off or left unattended prior to the start of program, the staff are required to file a report with Child Protective Services. If staff cannot reach parent/guardian and the child is not picked up 45 minutes after the close of program, authorities will be called for assistance.

Late Pick Up Policy

We 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 bill for any time after 6 pm. These charges will be added to your next monthly statement. The YMCA uses the clock in the main room for official time. Please be sure to check that clock and set your watches to it. Families on state assisted childcare programs or scholarships are responsible for this late fee. The state will not be charged.

Signing Children In and Out

Parents are responsible for checking children into care by signing in and out on the Kid Kiosk application on the tablets during drop off and pick up at a childcare site daily. Tablets will not be brought out to you in your car. The Department of Children, Youth, and Families requires children to be signed in and out every day with the time and a full legal and legible signature. 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 Kid Kiosk 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.

- Children are not permitted to remain at the program site once they are signed out.
- If a child's name is not listed on the roster they will not be permitted to stay at the program.
- Photo ID Required: Staff will conduct identification checks as needed, please carry photo identification at all times.
- Anyone picking up child other than a parent or legal guardian must be on the authorized list, provide photo identification, be at least 18 years of age, and have the proper car seat for the child. Under no circumstances will a child be allowed to leave the site with an unauthorized person. Authorized contacts includes emergency contacts and parents may add or remove contacts from authorized pick up list through Kid Kiosk.
- The YMCA is not responsible for the child's safety and supervision once they have been signed out and left the program.
- Employees are not allowed to transport participants in their personal vehicles or be an emergency contact unless there is a prior relationship.
- Rosters are legal documents. Requests for attendance history are only granted by a court order.

Facility Closure Days

The Early Learning Child Care Centers will be closed on the following holidays: Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and the Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, and Independence Day.

For the most up-to-date information on school closures or delays, check the YMCA website at ymcatricities.org or our Facebook Page.

Personal Belongings

Please provide the following items for your child: Sweater or Coat, extra changes of clothing, water bottle, blanket for nap, and pull-ups and wipers if needed. Please label all items.

Do not send cameras, cell phones, I-pads, electronic devices, candy, gum, Pokémon, or other trading cards. The YMCA is not responsible for lost, stolen or damaged items.

Field Trips

Field trips may be provided throughout the year and will require parent permission to participate. Transportation for field trips will be primarily provided by the YMCA's mini-bus and/or other YMCA owned or leased vehicles. The YMCA mini-bus is equipped with safety belts. In accordance with state law, all children will be properly restrained in a forward-facing child safety seat. The YMCA may ask parents to bring a car seat from home on field trip days.

Meals

All children are offered breakfast and a daily, nutritional, morning and afternoon snack that meets the Department of Children, Youth, and Families, USDA, and Healthy Eating Physical Activity (HEPA) guidelines. Any special dietary requirements should be listed on your registration form.

Children must bring their own lunch and drink (water, milk, fruit, or vegetable juice). Any special dietary requirements should be listed on your registration form. Refrigeration and a microwave will be used to store and heat lunches. Each lunch that children eat at the YMCA must contain:

- (a) A dairy product (such as milk, cottage cheese, yogurt, cheese);
- (b) Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, beans, or peanuts);
- (c) A grain product (such as bread, cereal, bagel, or rice cake);
- (d) Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.

State Regulations declare if a child is missing an item from the above list, the YMCA must provide them. Your account may be charged for items purchased. All food must be covered, dated, and labeled with the child's name.

Hand Washing

Staff will wash hands and children will be directed or assisted in washing hands: upon entering the program, after toileting, after contact with bodily fluids (feces, urine, blood, mucus, drool, etc.), before and after food preparation or cooking activities, before eating, and after playing outside.

School Pets

The YMCA believes children that learn to care for a pet grow into responsible members of their families and citizens of their communities. Children will be supervised at all times, as well as having no physical contact with the pet. Pet's enclosures are kept clean and secure while receiving food and water regularly.

Religious Activities

The YMCA of the Greater Tri-Cities Early Childhood Learning Center offers children the opportunity to express their religious beliefs through personal prayer. The YMCA celebrates Christian holidays and recognizes other holidays throughout the year. If the family prefers that children not participate in holiday celebrations, please let the center director know.

Birthdays

Birthdays are an exciting time for children in early childhood and it is important that they can celebrate these special occasions with their peers. We enjoy celebrating with children and acknowledge the significance of these celebrations. In doing so, we are helping the children to develop a sense of self-worth, belonging, and healthy habits.

Our Healthy Eating Physical Activity (HEPA) guidelines encourage parents to supply nutritious food. This means limiting overly sweet snacks, frosted cookies, candy, large cupcakes, etc. We encourage you to please find other ways to celebrate your child's special day aside from sugar treats and sweets. Below is a list of suggested healthy snacks and other creative ideas as alternatives to birthday treats.

- Fruit with whip cream
- Rice Krispies
- Jello or Pudding cups
- Mini Cupcakes
- Animal crackers
- Trail Mix without nuts
- Muffins
- Baked tortilla chips and dip
- 100% juice boxes
- Granola Bars
- 100% frozen juice bars
- Your child's favorite food/snack
- Fruit snacks
- Frozen yogurt
- Pencils
- Mini puzzles or coloring books
- Stickers

SERVING YOUR CHILD

Absences

It is the parent/guardian's responsibility to notify the staff if a child will be absent from care due to illness, vacation, or for personal reasons. If you leave a message, please provide the child's name with program location, so we are aware and can appropriately adjust supervision and activities.

Toileting

It is expected that children registering for YMCA Preschool will have attained a level of toilet training whereby the child is not totally dependent on a diaper. Pull-ups are acceptable. Children will be expected and encouraged to use the age-appropriate toilets located onsite. Ongoing toilet training will be offered in consultation with parents: using positive reinforcement, cultural sensitivity, and following a routine established between parents and staff. Pull-ups will be checked every two hours and changed more often if needed. YMCA staff members understand that accidents are prone to happen in a new setting, especially during nap time. Diapering procedures are posted in the diaper changing area. If a child has an accident and it is not contained within a pull-up, per state requirements, YMCA staff members will place the child's soiled clothing, without rinsing in an appropriate bag to be sent home for laundering.

Medications

For children requiring medication, parents must fill out a medication permission, administration form, and/or health care plan and keep them current. A physician's or physician's assistant's written authorization is required if medication is to be taken differently than indicated on the prescription or manufacturer's label. The state regulation applies to everything with active ingredients and includes products such as sunscreens.

Consent may be given to administer medication:

- For a specified period of time during a period of illness.
- For the duration of the prescription.

The YMCA is unable to administer:

- cough and cold medication;
- a new medication for the first time to a child while he or she is in child care;
- medication that has expired

Health plans may be required for certain chronic or life-threatening conditions requiring medication. These authorizations must come with a signed statement from the child's health provider indicating the treatment is ongoing.

Prescription medications must:

- Be in the original prescription bottle.
- Include The child's name;

- The name of the medication;
- The date(s) and times the medication is to be given;
- The dose or amount of medication to be given;
- How the medication is to be administered;
- The period of time the consent form is valid, which may not exceed the length of time the medication is prescribed for, the expiration date of the medication or one year, whichever is less.

ENSURING A SAFE ENVIRONMENT

Illnesses

For the health and safety of all participants, please keep children at home when ill. In the event that children are exposed to a communicable disease, staff will promptly post a notice to communicate to all participant families. Staff will also communicate to parents of participants who have been exposed, for immediate pick-up for the following scenarios:

- | | |
|---------------------------------------|---|
| • 100.3-degree fever | • Sore throat |
| • Coughing | • Earache |
| • Vomiting | • Diarrhea |
| • Rash | • Eye discharge/ pink eye |
| • Fatigue that prevents participation | • Open or oozing sores, unless properly covered |
| • Lice, nits, ringworm | • Any communicable diseases |

If your child has been seen by a doctor, you must provide a doctor's note that gives permission for your child to return to school after a contagious illness without fever and aid of fever-reducing medication.

Any conditions of public health safety will be reported to the Department of Children, Youth, and Families and the Washington State Department of Health.

CLEANING AND SANITATION

We follow cleaning and sanitation procedures as outlined in the Washington Administrative Code (WAC) as outlined in WAC 110-300-0200 through 170-300-0260. You can find the WAC at <http://apps.leg.wa.gov/wac>.

Behavior Management

The YMCA promotes a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline.-Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, the Y will practice the following:

- Arrange classrooms that are comfortable, interesting, and encourage children's self-direction to attempt to prevent problems before they occur.
- Use effective guidance and behavior management techniques that focus on a child's development.
- Help children express their emotions verbally, and through art and play.
- Allow children to resolve their own conflicts when possible.
- Model appropriate behavior and teach children strategies for solving interpersonal conflicts, like negotiation, compromise, empathy.
- Help children learn to anticipate logical consequences of their behaviors.
- Involve children in cooperative projects.
- Assist children in setting clear, consistent, fair limits for classroom behavior.
- Give previous warnings: "You have 5 more minutes to play before it's time to clean up."
- Give choices: "You may paint with the other children, or you may read a book in the quiet corner."
- Have a regular routine: "We always wash our hands before snack time. After snacks we have study time."

- Avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what is asked.
- Consistency: We do things the same way each day, so the children know what to expect and learn to trust and feel safe in their environment.
- Use direct guidance techniques communicating at his/her eye level, speaking quietly and asking the child to repeat directions.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children. Our goal is to see staff, children, and parents work together to create a safe and nurturing environment.

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail and is used as an opportunity for the child to regroup, not as punishment.

At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or rest-room privileges, confining children in small, locked rooms, verbal or emotional abuse, hitting, spanking, shaking, scolding, isolating, labeling ("bad", "naughty", etc.) or any other negative reaction to a child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Special Needs

YMCA staff members are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at YMCA youth programs. However, we are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-to-one support, or have great difficulty in managing their behavior in a group setting. YMCA program fees do not pay for outside consultants or one-to-one support. We may not be able to accommodate your child based upon the number of other children who are currently enrolled with special needs; we can place your child on a waiting list. For further information about accommodation, please contact the YMCA.

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 are able 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, for these to be honored copies must be given to the site Supervisor or Director and the YMCA office in advance.

Misconduct

The YMCA reserves the right to dismiss any child for inappropriate or violent behavior. No child will be allowed to take away from another child's experiences at the center. The YMCA documents negative behavior utilizing a write up form. Parents will be required to sign their child's disciplinary write up form. If the Early Learning Childhood Center Director and a parent cannot arrive at a mutually satisfactory agreement regarding a child's behavior, the center reserves the right to dismiss a child from the program. Reasonable attempts will be made to accommodate all families; however repeated uncontrollable behavior will lead to permanent discontinuation of childcare services. At any time, a parent or teacher may request a conference to address developmental or behavior issues.

Due to the large group format of our program, we are unable to provide one-on-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues and certain personal care needs customarily provided to other children.

Prohibited Substances and Weapons

No substances or weapons are allowed on the YMCA site premise. Any person with prohibited substances, weapons, or found to be trespassing will be asked to leave the premises immediately. If a child has possession of any prohibited substances or weapons, a parent will be called for immediate pick up and the child may be suspended from care.

Child Abuse Reporting

All YMCA staff are Mandated reporters and are required by law to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation. The decision on when and how or if to notify the parents will be determined by Child Protective Services. To make sure your child remains safe outside of the YMCA's supervision and to protect our staff members, we request that you do not ask a YMCA staff member to baby-sit, host sleep-overs, or spend one-on-one time with your child outside of YMCA programs.

Right To Privacy

To provide a safe environment for all families, the YMCA will not share parent or child personal information without written consent, including information regarding enrollment, behavior, medical issues, or payment arrangements for every child. Records for all children will be stored in a confidential manner at the program site and at the Richland YMCA. Parents and guardians are allowed to view YMCA registration forms at any time.

Pesticides

During certain times of the year, it is necessary for the YMCA to use pesticides on areas of the building that children in the YMCA Early Childhood Development Center use. Whenever pesticides will be used, staff members will notify all parents by placing a notice at the check in table at least 48 hours before pesticide application and will include:

- Product name of pesticide being used
- Intended date and time of application
- Location of application
- Pest to be controlled
- Name and number of a contact person

PARENT/ GUARDIAN ENGAGEMENT

Parents/Guardians are encouraged to visit the program, participate in activities and parent nights, observe, and communicate with your YMCA staff.

Parent/Guardian Responsibilities

To ensure the safety and protection of all children, parent/guardian(s) are required to:

- Complete all registration, health, medication, authorizations, and immunization forms.
- Ensure all information on record is updated and accurate throughout the year.
- Submit a medical release form giving the YMCA permission to seek medical attention for the child in case of an emergency.
- Provide accident and health coverage while participating in all YMCA activities.
- Ensure children are signed in/out by the person who is dropping off and picking up each day.
- Make an effort to get to know the faces and the names of the staff that care for children daily.
- Refrain from disciplining children in the presence of staff or other children.
- Encourage child participation and reinforce program expectations with your child.
- Disclose significant, medical, physical, or behavioral issues at the time of the child's enrollment and on an ongoing basis.

Communication

We want to hear from you! Your on-going feedback helps us serve your family better. At any time, we welcome families to provide feedback about your experience to your program director or site staff.

YMCA staff will communicate with parents daily upon arrival about their child's progress or make a phone call to the parent if necessary. Each site has a display board where program dates and notices can be found. Newsletters are sent throughout the school year to communicate important dates and reminders. Reminders are also sent out through Kid Kiosk.

The YMCA staff will be happy to address any concerns you may have regarding your children or the YMCA childcare program. If you feel you need to speak with office staff, please feel free to call 509-374-1908. Newsletters are sent out. Make sure to read through your newsletter when you receive it.

INSURANCE

The YMCA of the Greater Tri-Cities does not provide any accident or health coverage for its participants.

EMERGENCY PROCEDURES

Accidents

If an accident occurs in our care, staff will communicate to parent/guardians at the time of pick up. Staff caring for the child will complete a written report of any accident considered serious, detailing the first aid provided. If the accident involves a head injury, parent/guardians will be notified as soon as possible. If emergency treatment is warranted, the staff will immediately notify parents and the child will be transported by ambulance along with a staff member to the nearest medical facility specified by the parent in the child file.

Hospitals used for emergencies:

Kadlec Medical Center, Richland, WA; Trios, Kennewick, WA, and Lourdes, Pasco, WA.

Medical emergencies are documented, and copies are kept at the child care site, the office and copies are sent to the Department of Child Care and Early Learning, (the state child care licensing department), and the Washington State Department of Health.

Emergency Plan

All YMCA staff are prepared and trained to activate emergency procedures in the event of severe weather, fire, or other conditions that require building evacuation or other immediate safety measures.

Fire and emergency drills are conducted monthly during the program Your child is prepared and reassured during these drills In an emergency, the Program Supervisor or other supervisory staff may take appropriate action as deemed necessary to ensure your child's safety, health, and well-being. This is to assure you of our concern for the safety and welfare of the child attending the Y's program. Depending on the circumstance of the emergency, protective actions are as follows and applies to all child care programs and field trips at any location:

EVACUATION: Children are evacuated outdoors to a safe area on the grounds of the facility (ex. fire, electrical threat)

LOCKOUT: Children are relocated to a secured indoor location and all access points to the building are locked and monitored (ex external threat, missing child)

LOCKDOWN: If indoors, children are secured in classrooms with doors locked and monitored away from windows If outdoors, children are prepared to run and scatter to predetermined locations based on drills (ex internal threat)

Alternate Site Location (Short Term Site Near Child Care Center)

Children's Developmental Center
1549 S.E. Georgia Ave Suite A
Richland, WA 99352
Phone: 509.735.1062

Alternate Site Location (Long Term Evacuation Site)

Vista Elementary
1701 N. Young
Kennewick, WA 99336
Phone: 509.222.6100

ACCOUNTS AND PAYMENT

Monthly Fees

The YMCA Early Learning Center currently provides full day programs in both Richland and Kennewick. Monthly program fees are not adjusted for break weeks: i.e. winter break, spring break and summer break, or shorter months.

Registration Fee

A \$50.00 non-refundable registration fee is required upon application and annually thereafter.

Payment Information

Various forms of payments are accepted. Payees should inform the YMCA of the Greater Tri-Cities if any updates or changes to payment arise. Payments and late fees are accepted at Richland YMCA via cash, check, or credit/debit card. Payment is due on or before the 1st of the month preceding service.

Online payment option

The Child Care Payment Portal icon Labeled **MY ACCOUNT** can be found on the top right-hand corner of the home page. Payment due dates and late fees will still apply if you are utilizing the online payment portal.

Late Payments

A late fee of \$20.00 will be charged for payments received after the 5th of the month. Balances not paid in full by the 6th of the month will result in termination of service until your childcare account is paid in full. Credit is **not** given for days missed. The office must be notified in writing of intent to withdraw from the program by the last working day of the month preceding the change.

Involuntary Disenrollment

YMCA reserves the right to remove any child from care if they do not follow policies, procedures, and guidelines. A reinstatement fee of \$50 per child will be required to be paid to return to care.

Financial Assistance

The YMCA maintains the philosophy that all children should be able to participate regardless of their ability to pay set fees. Applications for partial scholarships are available at the YMCA office.

Third Party Assistance

We accept third party assistance. DSHS must provide an authorized notice before you register a child for care. If authorization confirmation is not provided to the YMCA Child Care Office before care begins, parent/guardian will be responsible for the full fee.

Refund Policy

Full refunds are given only when the program is canceled. Once the child enrolls, refunds for that month are **not** available.

Additional Charges

We reserve the right to charge your account for pull-ups, wipes, and missing food components for lunch.

