



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SCHOOL AGE CHILD CARE FAMILY HANDBOOK 2018-2019



The YMCA is a 501(c)(3) non-profit social services organization dedicated to Youth Development, Healthy Living, and Social Responsibility.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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# WELCOME

Dear YMCA Family,

Thanks for enrolling your child in our YMCA School-Age Child Care program for the 2018-19 school year! We are pleased to offer a wide variety of exciting and enriching programs for you and your family. Y School-Age Child Care programs are tons of fun, while engaging in different and enriching ways to learn. 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 kids, staff and parents are critical for each child's healthy development and social growth. A smaller ratio of children to staff compared to the average school day enables Y leaders to engage in activities and conversations with each child every day. In our quality programs, staff are enthusiastic and ready to interact with children with warmth, patience, understanding and equity. In addition they:

- Are responsive to children's feelings, needs, cultures, abilities and languages
- Encourage leadership skills by fostering opportunities for them to offer ideas to expand, enrich, suggest and initiate activities and even take the lead themselves
- Allow children - as a key part of learning - to make and learn from their own mistakes

We are excited about your interest in joining us for the 2018-19 school year as a part of our Child Care programs. If we can answer any questions for you, please do not hesitate to call your local YMCA branch. We look forward to you being a part of our Y family!

Sincerely,



Courtney Whitaker  
Association Vice President, Youth Development  
YMCA of Greater Seattle

## PARTNERING WITH YOU

A great program requires a partnership between staff and families. As a partner in your child's success in our program, you have free access at all times to all areas of the child care site spaces used by your child. We invite you to become familiar with the staff and encourage you to visit and to participate in the program as often as possible.

### Family/Staff Communication

At the Y we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes satisfaction surveys, newsletters, daily informal communication and program learning objectives. To best support you and your family, please feel free to provide suggestions for improvement regarding these communication tools.

## YMCA CORE VALUES

The YMCA of Greater Seattle is committed to value-based character development. Teaching of the following core values is incorporated into all youth activities:

**Honesty:** Fairness of conduct and adherence to facts - including sincerity, truthfulness, honor, tact, forgiveness, moderation and orderliness

**Respect:** Special regard for others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility and regard for personal and program property

**Responsibility:** Moral, legal and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience and cleanliness

**Caring:** Interest and concern - including compassion, friendliness, generosity, kindness, love and mercy

### Character Counts and High-5 Reports

Behaviors such as being disrespectful to other children or staff, dishonesty, destruction of property or failing to carry out responsibilities are inappropriate at the Y. Families will receive written Character Counts Reports for behaviors which need to be addressed at home depending on severity or repeated transgressions, while High-5 forms will be written for positive behaviors to reinforce. The Character Counts or High-5 Reports will be sent home and a copy will be put in your child's records. If a child receives one to three (dependent upon the offense) "Needs Attention Character Counts Reports" the Program Supervisor, child and parents/guardians will have a formal conference to determine a plan of action.

Through our values based programs, 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. This **No Tolerance Policy** along with the **Character Counts Reports** will enable us to better communicate with our families.

Any problems your child may be having at home may affect his/her behavior in the Y program. Please keep the Program Supervisor 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.

# PHILOSOPHY AND PURPOSE

## YMCA OF GREATER SEATTLE MISSION

We are for youth development, healthy living and social responsibility.

YMCA Child Care programs will stimulate a child's physical, social, intellectual and emotional development. We use small group experiences that are developmentally appropriate.

### In YMCA Child Care programs your child will:

- Develop physically, emotionally and socially through a variety of safe, developmentally appropriate and challenging experiences
- Support school learning objectives and partner in academic achievement
- Expand awareness and appreciation for the natural world
- Learn and display the four core values of the YMCA: Honesty, Respect, Responsibility and Caring
- Increase appreciation for their own family, friends and surrounding community

## NONDISCRIMINATION STATEMENT

All people are welcome at the YMCA regardless of race, sex, national origin, religion, sexual orientation or abilities. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Program Supervisor to make necessary arrangements. 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. YMCA child care will reflect and respect the diversity in our community. Religious education is not part of our program.

The YMCA of Greater Seattle is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families; cultivate an understanding among children and staff and incorporate an anti-bias approach to curriculum.

## DAILY SIGN-IN/OUT PROCEDURES

- A sign in/out area will be available when you arrive at the site.
- This year, new electronic PIN codes are being used for the first time in Washington State and must be used for your children to sign in or out.
- Your full signature with name and time on the Sign In/Sign Out sheet is required by Washington State licensing regulations when using paper sign in/out sheets.
- Your child will only be released to the parent/guardian or other authorized adult listed on the Youth Program Registration Form (YPR).
- Identification may be checked daily. While we know it can be inconvenient to show your ID every day, we appreciate your support of our staff in helping to keep your children safe.
- For the safety of your child, we will not release your child to anyone who appears to be under the influence of drugs and/or alcohol, but will assist in making other arrangements for transportation home.
- Please pick up your child on time each day. If an emergency arises and you are unable to reach the site before closing, call the staff to inform them of your progress or if another authorized adult listed on the YPR will be coming to pick up.

## SNACKS AND MEALS

Children enrolled in our child care programs will be offered a light morning and afternoon snack daily. These snacks are not sufficient to replace breakfast or lunch. If you would like to provide alternate food for your child during snack time (e.g. food from home, extra food from their packed lunch) for dietary, health or other reasons please ask for a YMCA Parent Meal Plan Agreement as required by state licensing (WAC 170-297-7525-Parent or Guardian Provided Food).

You will need to provide a nutritious lunch on no school days. Lunches provided by parents each day should include a dairy product, a protein food and two servings of fruit or vegetables. Please do not send candy, gum or soda with your child.

**It is not possible for us to provide refrigeration or a microwave for lunches. Please do not send foods that may spoil (such as mayonnaise).**

## PEANUT AND NUT ALLERGIES

To help the YMCA create a safe environment for children with life-threatening nut allergies or to comply with individual school policy, 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 Program Supervisor.

## WHAT NOT TO BRING

We ask that you keep these things at home:

- iPods, iPads, tablets, media devices
- Cell phones
- Money, gum and candy
- Trading cards
- Weapons of any kind (toys included)
- Drugs, Alcohol & Tobacco Products
- Any electronics
- Any valuables, including personal sports equipment

Many of these items can be lost, broken or stolen while at the school or site. If these items accidentally show up with your child, the teacher may hold them for your child and return them at the end of the day when being picked up.

## STAFF RATIOS AND TRAINING

### Ages 5 (in Kindergarten) - 12

A staff to child ratio of 1:12 is normally maintained in Y programs. The required ratio for the State of Washington is 1:15.

Staff-child ratios are adjusted to assure adequate supervision for the age group, ability, and physical condition of all the children.

All of our lead staff meet or exceed the state requirements for college course work, training and years of experience. Staff have attended, and continue to attend, regularly scheduled training events on behavior management, communication skills and creative activities for kids. Staff maintain current certification in CPR, First Aid, Child Abuse Prevention, and other certification required by licensing. In addition, staff and volunteers are thoroughly screened prior to employment and evaluated on a regular basis to ensure continually high performance.

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 Y programs.

## TRANSPORTATION AND TRIPS

Any fees incurred on a field trip will be paid by the YMCA and are included in the monthly fee. Additionally, upon signing the Youth Program Registration form, **you have already given permission for the YMCA to transport your child** in the following vehicles: YMCA vans, YMCA buses and public transportation. Drivers of all YMCA vehicles are thoroughly screened and authorized by the YMCA, based on experience and good driving records. Each driver must also have a Washington State driver's license, be currently certified in First Aid & CPR and participate in an approved YMCA driver training program. Our vehicles are regularly maintained and undergo daily inspections before being driven.

## LOST AND FOUND

Please label all clothing and items brought to the Y Program with your child's first initial and last name. A lost and found center will be located at the program. At the end of each month, unclaimed items will be held at the branch for one month and then donated to a local charitable organization.

## 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 Youth Programs Registration Form (or if one parent is listed on the form but that parent has confirmed the identity of the other parent) 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 do honor Restraining orders, Anti-Harassment orders, or other court orders created for the protection of the child and enlist assistance from law enforcement as needed. A copy of the legal documentation must be provided to the Program Supervisor in order to honor said documents.

## **TUITION**

Our tuition is based on the number of school days from the first day of school to the last and broken up into ten even monthly payments. (See information below on missed days)

Tuition for our Child Care program pays for all direct operation costs, staff, snacks, meals and materials of which must be available for your child whether or not he/she attends. Therefore, days missed cannot be deducted from your fee.

If you need to make changes or withdraw your child from our program, you will need to give written notification 30 days prior to the change.

All children who participate in YMCA child care programs must pay a \$50 non-refundable, non-transferable Registration Fee.

A Rate Schedule can be found on our website at [www.ykids.org](http://www.ykids.org) or in the Locations and Fees addendum for each branch.

## **FINANCIAL ASSISTANCE**

Financial assistance and flexible payment plans are available through the YMCA for every program we offer. Please call your local branch for an application. These funds are made possible through our Annual Campaign.

## **SUBSIDIZED ASSISTANCE**

If your child receives subsidized care through the State of Washington or City of Seattle, a copy of your award letter must be on file prior to your child beginning care. Please call your caseworker to arrange child care in sufficient time prior to your child's desired start date.

# **PAYMENT, CREDIT, AND REFUND POLICY**

## **Program Payments**

Tuition payments must be received at the YMCA no later than the 1st of each month of care. If payments are not received by the due date, your session will be cancelled and deposit will be forfeited. A \$30 fee will be assessed for any returned/declined payment transactions. For your convenience, a Payment Schedule is located below.

## **PAYMENT SCHEDULE**

<b>MONTH OF CARE:</b>	<b>PAYMENT DUE DATE:</b>
September	September 1 <sup>st</sup>
October	October 1 <sup>st</sup>
November	November 1 <sup>st</sup>
December	December 1 <sup>st</sup>
January	January 1 <sup>st</sup>
February	February 1 <sup>st</sup>
March	March 1 <sup>st</sup>
April	April 1 <sup>st</sup>
May	May 1 <sup>st</sup>
June	June 1 <sup>st</sup>

For withdrawal or cancellations, we require written notice **30 days** prior to the start of each month. Deposits are non-refundable and non-transferrable. We will follow the schedule below related to refunds & credits.

## **CREDIT & REFUND POLICY**

<b>Notice Given</b>	<b>Refund</b>	<b>Credit</b>
Thirty days with written notice	100%	100%
Two weeks with written notice	0%	50%

# TYPICAL DAILY SCHEDULE

## Morning Program

Opening until Start of School:

- Planned Youth-Choice Activities, Snack, Group Time, Physical Activity and Prepare for Day

## Afternoon Program

End of School until Closure:

- Snack, Homework Support, Group Time, Outdoor Time
- Afternoon activities include the following core components:
  - Literacy, Math, Science, Physical Wellness, Art/Drama, Adult and Youth-Led Clubs (i.e. Cooking, Card Games)

# HOMEWORK SUPPORT

We know that structured homework support including designated spaces and times can help the building of developmental assets in children. It specifically boosts a commitment to learning, teaches positive values and bolsters positive identity. The Y has developed a structured approach that has three major areas of focus:

- Assist children with their homework in a safe, quiet and supervised environment
- Assist children in the development of commitment to learning through engaging in homework daily
- Partner with parents/guardians and teachers to promote the core value of responsibility and the development of good study skills

# SICK CHILD PROCEDURES

The YMCA cannot accept children for child care when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care.

- Vomiting on 2 or more occasions within the past 24 hours
- Too tired or sick to participate in daily activities
- Fever of 101°F or higher
- Draining Rashes
- Eye Discharge or Pink Eye
- Diarrhea
- Lice or Nits\*

\*If your child had lice or nits, he/she must be treated and free of lice and nits to be able to return to the program.

If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick-up their child. We will separate your child from other children until you can pick them up. Ill staff members will also be sent home. We will report communicable diseases to the local health department. We will also notify other parents so appropriate action can be taken to protect children as applicable.

# MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give the medication directly to a staff member when you sign-in your child. Written parental consent is required for us to administer any medication and you will be asked to complete a form when you hand over the medication. Medications are stored in a locked box out of the reach of children. We maintain a record of administration in the locked box on a medication log. The Program Supervisor or designee will be responsible for administering the medication per a doctor's instructions.

All prescription medication must be in its original container and properly labeled with your child's full name, date prescription was filled, medication's expiration date, and legible instructions for administration.

The following non-prescription medications require written parental consent and can be given only at the dosage, duration, and method of administration specified on the manufacturer's label for the age and/or weight of your child:

- Antihistamines
- Non aspirin fever reducers/pain relievers
- Decongestants or non-narcotic cough suppressants
- Anti-itching ointments or lotions, intended specifically to relieve itching or dry skin
- Sunscreen
- Diaper ointment
- Medicated lip balm
- Mouthwash

A physician's written authorization is required for any non-prescription medication that is:

- Not included in the above list
- To be taken differently than indicated on the manufacturer's label
- Lacks labeled instructions

We cannot give aspirin except with a written authorization from a physician. Any unused medication will be returned to you or properly disposed of.

## **MEDICAL EMERGENCIES**

The Youth Program Registration Form includes a medical release, giving us permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work or medical phone numbers.

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer First Aid and CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact(s) will be notified. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance and will stay with him/her until you arrive.

For minor emergencies and injuries, all of our staff are trained in First Aid and CPR, and we will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed.

For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded in our medical log.

We are required to notify the Department of Social & Health Services by phone and in writing of any serious injuries that require medical treatment, illness that requires hospitalization, occurrences of food poisoning or communicable diseases.

## **SPECIAL NEEDS**

Y staff members are encouraging, patient and helpful in paving a pathway for children with mild to moderate disabilities to succeed at Y Programs. 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 Program Supervisor to discuss appropriate accommodations.

## **BEHAVIOR MANAGEMENT**

The Y strives to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. If problems arise, we will use the following sequential procedures:

1. The child will be encouraged to use his/her words to try to solve the situation peacefully.
2. The child will be redirected to a new activity.
3. The child will be removed from the situation until he/she is able to rejoin the group.
4. Parents are alerted and encouraged to share ideas.
5. Parent & Staff conference will be held with recommendation for an immediate behavior contract or short-term suspension from care.
6. Complete removal of the child from program.

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. 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 by anyone (including family members). We do not condone biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain.

Because there are such a wide variety of behaviors that children display, the Y 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 pick-up their child immediately or the child may be separated from the group for the remainder of the day.

## **CHILD SAFETY**

As a partner in your child's success, the YMCA of Greater Seattle 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 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 Program Supervisor.

### **Personal Safety Talks**

As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits. Y staff will model the use of correct words for body parts and functions and respond to conversations and questions in age appropriate ways.

### **Child Abuse Reporting**

Y staff are Mandated Reporters in the State of Washington and are required to report immediately to Child Protective Services (CPS Intake), licensor and/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 law enforcement.

### **Supervision of Children During Transitions**

Y staff do face and/or name checks when transitions occur. Examples of transitions are moving from the classroom to the playground and back, changing activities, use of transportation, etc. Staff utilize many different techniques for supervising children during transitions, including the buddy system, roster checks and additional staff to help with transitions.

# EMERGENCY PROCEDURES

All sites practice monthly fire drills and have a posted evacuation plan. Additional drills may include earthquake, lock down, etc. The Y has written emergency policies for a variety of issues. A copy may be obtained by contacting the Program Director.

## DISASTER PLAN

**Branch:** All Branches

**Child Care Sites:** All Sites

Each branch is required by law to develop and implement a disaster plan designed for response to fire, natural disasters, and other emergencies. The plan must address what you are going to do if there is a disaster and parents/guardians are not able to get to their children for two or three days (WAC 170-297-2850 Disaster Plan).

**Q. How will you/the branch account for all children and staff during and after the emergency?**

A. Roll call; staff assigned to groups; specific meeting places; children and staff files move with children.

**Q. How will you/your branch evacuate the premises?**

A. Evacuation routes posted at each site and based on the school or site disaster plan.

**Q. At what location will you/your branch meet after evacuation?**

A. See site-specific plan posted at each site.

**Q. How will you/your branch contact parents/guardians or how will parents/guardians be able to contact your child care center?**

A. Site cell phone; most staff have cell phones; through emergency workers. Files with emergency contact phone numbers remain with the children. Each family has been asked to supply an out-of-state contact so that someone can be notified when in-state numbers are inaccessible.

**Q. What kind of transportation method will you/your branch use, if necessary?**

A. YMCA vans; parents; emergency worker vehicles. Private staff vehicles may be used only as a last option.

**Q. Where can I obtain current licensing information?**

A. Licensing information is available on site for your review. You will also find a copy of the most recent child care checklist for licensing renewal, monitoring checklist, and facility licensing compliance agreement with any deficiencies noted. Please contact your Site Supervisor for more information. Additional information can be found on the Department of Early Learning (DEL) website [www.del.wa.gov](http://www.del.wa.gov).

## INSURANCE

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

# 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 Greater Seattle has adopted a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in YMCA programs.

Individuals are expected to:

- Uphold the YMCA core values of respect, responsibility, honesty and caring
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation or any other legally protected statutes
- Be respectful and cooperative with YMCA staff and others

The following will NOT be tolerated at YMCA facilities and in YMCA programs:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression or violent acts
- Weapons of any kind
- Smoking
- Damaging or defacing YMCA property
- Possession, sale, use or being under the influence of alcohol or illegal drugs
- Offensive and unlawful conduct

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

## NO TOLERANCE POLICY

We ask 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.

### No Tolerance Policy

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 property
- Offensive conduct
- Purposely leaving the area of supervision without permission
- Improper exposure

Failure to follow this code of conduct 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 safety and benefit of the child, as well as for the safety of the other children, to remove a child from our Program.

# STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse and neglect. In addition, all employees are screened and background checks are conducted upon hiring or rehiring. Employees who have contact with children and youth receive training in recognizing, reporting and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults.
- Not relating to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting, weekend trips, foster care, etc. are not permitted. An exception must be approved in advance by the Director of Risk Management and the Branch Executive or SVP/COO.
- Giving personal gifts to program participants or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children are only to be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse is to be documented in writing.
- At the first reasonable cause to believe that *any* child abuse exists, it should be reported to the supervisor or branch executive so that proper reporting can be initiated. Child care staff in the State of Washington are Mandated Reporters of reasonable suspicion of abuse or neglect.
- At the first reasonable cause to believe that an *employee* or *volunteer* abused a child or youth, even if it was not during working hours, his or her conduct should be reported immediately to the program director and the branch executive or another designated branch representative. Additionally, it is the YMCA's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from YMCA employment or volunteer status based on results of internal and/or external investigations.

Confidentiality of information related to child abuse is crucial and is to be limited to the immediate supervisor and/or branch executive and designated members of the Association office.

Additional information for families regarding abuse prevention can be found in the booklet *Protect Your Child From Abuse When Your Child Is Not With You*, available from any YMCA branch or online at [www.ykids.org](http://www.ykids.org).

## **INCLEMENT WEATHER**

When school operations are closed due to inclement weather, we will be closed. If schools are running late two hours, we will also be running two hours late; when safe and possible, the staff will try to open the site. Please make sure that an authorized staff member is available to supervise the site before leaving your child. Transportation to school will be provided only if it can be accomplished safely in a YMCA vehicle or district school buses during inclement weather.

## **HOLIDAY & SITE CLOSURES**

YMCA Child Care programs are closed on the following days:

- Labor Day
- Veterans Day (Staff Training Day)
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day\*
- New Years Day\*
- Martin Luther King Jr. Day
- President's Day (Staff Training Day)
- Memorial Day
- Independence Day\*

\*If the holiday falls on a Saturday, there will be no care on the preceding Friday. If the holiday falls on a Sunday, there will be no care the following Monday.

In addition, there may be closures at the end of the school year and prior to the beginning of the school year for site cleaning and set up and staff training and development. Contact your Program Supervisor for specific closure dates.

## **PET POLICY**

Our classrooms may have a pet. This gives children opportunities for responsibility for feeding and caring for animals. A designated staff in each classroom will be responsible for the pet's environment and supervision of the learning opportunities.

Reptiles and amphibians will be in a self-contained area except during educational activities. Proper safety and hygiene practices will be enforced.

List of possible pets: rabbits, hamsters, guinea pigs, fish, or insects.

Accommodating arrangements can be made if your child has allergies to any of these pets.

## **PESTICIDE POLICY**

You will be notified at least 48 hours in advance of the application of any pesticides, as we receive notification from the school district or city. This notification will include the product name of the pesticide being used, intended date and time of application, location where the pesticide will be applied, the pest to be controlled and the name and number of a contact person at the site. Signs and/or markers will be posted following the application of the pesticide which will state who has treated the landscape and who to call for more information.

## **LATE PICK-UP POLICY**

Children must be picked up by the time the site closes. If an emergency arises and you are unable to reach the site by closing time, please call 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 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 three occasions, your child's participation in the program may be terminated.

## **VOLUNTEERS**

At the YMCA we welcome parents or guardians to help throughout the day in your child's programs. We also offer many other volunteer opportunities such as helping with field trips, administrative work, classroom decorations, youth sports and involvement in our Annual Campaign. Please speak with staff at your program for more information.

## **BIRTHDAYS**

Birthdays are a special time for children and we are happy to help you celebrate them. You are welcome to send a special treat (no homemade items please) on your child's birthday. Please check with the Program Supervisor to make arrangements and learn about special food allergies. We ask that party invitations not be passed out at the site, to avoid any hurt feelings unless all children are invited.

**We look forward to having you as part of our Y family this school year!**