



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILD CARE PROGRAMS FAMILY HANDBOOK



Everyone is welcome. Financial assistance is available. The **YMCA of Greater Seattle** strengthens communities in King and south Snohomish counties through youth development, healthy living and social responsibility.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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WELCOME

Dear YMCA Child Care Family,

Thanks for enrolling your child in our YMCA Child Care program for the 2011-2012 school year! We are pleased to offer a wide variety of exciting and enriching programs for you and your family. YMCA Child Care programs are tons of fun but also instructive for life. Our staff provide 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 small ratio of children to staff enables Y leaders to engage in activities and conversations with each child every day. In our quality programs, staff is upbeat and interacts with children using warmth, patience, understanding and fairness. In addition they:

- Are responsive to kid's feelings, needs, cultures, abilities and languages
- Encourage leadership skills by letting them offer ideas to expand or enrich an activity and suggest and initiate activities
- Allow children - as a key part of learning - to make and learn from their own mistakes

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 us for the 2011-2012 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. We look forward to having you as part of our Y family!

Sincerely,

Sue Camou Arrant
Chief Operating Officer
YMCA of Greater Seattle

LOCATION, CONTACT INFORMATION AND HOURS OF OPERATION

YMCAs on the EASTSIDE

<u>Site Name</u>	<u>Site Address</u>	<u>Contact & Phone Number</u>	<u>Hours of Operation</u>	<u>Type of Care & Ages Served</u> (Preschool, School-Age, Before and After Care, Kids U Program)
Audubon Elementary	3045 180 th Ave NE Redmond WA 98052	George Hurtado 425-590-7140	M,T,Th,F 3:00pm-6:00 pm W 1:30pm-6:00 pm	Kids University Ages: 5 years – 12 years
Bellevue Family YMCA	14230 Bel-Red Road Bellevue WA 98007	Joey Wolfe 425-638-2498	M,T,Th,F 7:00am-9:00am 2:30pm-6:30pm W 12:00pm-6:30pm	School Age Care Ages: 5 years – 12 years
Ben Rush Elementary	6101 152 nd Ave NE Redmond WA 98052	425-458-8410	M,T,Th,F 3:00pm-6:30pm W 1:30pm-6:30pm	School Age Care Ages: 5 years – 12 years
Campbell Hill Elementary	6418 South 124 th St Seattle WA 98178	Thaidra Alfred 206-276-0094	M-F 3:10pm-6:30pm	School Age Care Ages: 5 years – 12 years
Downtown Bellevue Child Development Center	700 108 th Ave NE #210 Bellevue WA 98004	Sara Gerard 425-301-5335	M-F 7:00am-6:00pm	Preschool Care Ages: 2 ½ - 5 years
Einstein Elementary	18025 NE 116 th St Redmond WA 98052	Kelli Martin 360-303-1687	M,T,Th,F 3:30pm-6:30pm W 2:00pm-6:00pm	Kids University Ages: 5 years – 12 years
Hazelwood Elementary	7100 116 th Ave SE Newcastle WA 98056	Jordan Green 206-276-0093	M-F 3:00pm-6:00pm	Kids University Ages: 5 years – 12 years
Horace Mann Elementary	17001 NE 104 th Redmond WA 98052	Julie Bronson 425-681-2796	M,T,Th,F 7:00am-9:00am 3:00pm-6:30 pm W 1:30pm-6:30 pm	School Age Care Ages: 5 years – 12 years
Lake Heights YMCA	12635 SE 56 th Bellevue WA 98006	Nicole Andes 206-276-0095	M-Th 6:30am-9:00am F 6:30am-10:00am M,T,Th,F 2:30pm-6:30pm W 12:00pm-6:30pm	Preschool Care School Age Care Ages: 5 years – 12 years
Opstad Elementary	1345 Stilson Ave SE North Bend WA 98045	Kevin Hughbanks 425-466-0339	M-F 7:00am-8:50am	School Age Care Ages: 5 years – 12 years

			M-Th 3:30pm-6:30pm F 1:30pm-6:30pm	
Renton Park Elementary	16828 128 th Ave SE Renton WA98058	Yvette Dailey 206-276-0091	M-Th 6:30am-9:00am F 6:30am-10:00am M-F 2:30pm-6:00pm	School Age Care Ages: 5 years – 12 years
Sierra Heights Elementary	9901 132 nd Ave SE Renton WA 98059	Elizabeth Sweitzer 206-276-0087	M-Th 6:30am-9:00am F 6:30am-10:00am 3:30pm-6:30pm	School Age Care Ages: 5 years – 12 years
Snoqualmie Elementary	39801 SE Park St Snoqualmie WA 98065	Danel Lawrence 425-466-0345	Open M-F 7:00am-9:00am M-Th 3:00pm-6:30pm F 1:30pm-6:30pm	School Age Care & Kids University Ages: 5 years – 12 years

PARTNERING WITH YOU

A great program requires a partnership between staff and parents. As a partner in your child's success in our program, you have free access at all times, to all areas of the classroom 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.

Parent/Staff Communication

At the Y we strive to provide you with timely and relevant information on our program that helps engage you as a partner in your child's success from bi-annual satisfaction surveys to monthly newsletters and from daily informal communication to program learning objectives. Please feel free to provide suggestions for improvement of these communication tools to best support you and your family at our Y.

YMCA CORE VALUES

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

Honesty: Fairness of conduct and adherence to facts. Other virtues that relate to this concept include sincerity, truthfulness, honor, tact, forgiveness, moderation, orderliness.

Respect: Special regard for others, including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility.

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

Caring: Interest and Concern, including compassion, friendliness, generosity, kindness, love, mercy.

Values Reports

Through our values based programs, we expect all our participants to uphold the YMCA values of respect, responsibility, caring, and honesty. Values Reports are given to children to both recognize demonstration of Y values or to help frame behavior improvements. These are great tools for your family to use to reinforce both good and challenging behaviors observed within our Y program in other aspects of your child's life—at home, in school, etc. In the case of behavior improvements such as being disrespectful to other children or staff, dishonesty, or failing to carry out responsibilities are also inappropriate at the YMCA. Families will receive written VALUES REPORTS. The Values 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 Values Reports," the Program Supervisor, child and parents will have a formal conference to determine a plan of action.

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 **Values 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're 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 to 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.
- You must sign your full name and time of drop off on the attendance roster when dropping and picking your child up.
- Your child will only be released to the parent/guardian or other authorized adult listed on the Youth Program Registration Form.
- Identification may be checked daily. While we know it can be inconvenient to show your ID every day, we appreciate you supporting our staff to keep your children safe.
- For the safety of your child, we will not release your child to anyone who appears under the influence of drugs and/or alcohol, but will assist in making other arrangements for transportation home.
- If your child has not arrived by start of the day, we will assume he/she will not be attending, and will begin our day without him/her.
- 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.

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. 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, so 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, 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:

- I-pods
- 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 site. If these items accidentally show up with your child, the teacher will hold them for your child and return them at the end of the day.

STAFF RATIOS AND TRAINING

Ages 5-15

A staff to child ratio of 1:12 is normally maintained.

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

All of our staff have had previous experience working with children and have attended and continue to attend regularly scheduled training events on behavior management, communication skills, and creative activities to do with kids. Staff maintain current certification in CPR, First Aid, Child Abuse Prevention, and other certification required by the licensor. 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 YMCA 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 in the classroom. At the end of each month, unclaimed items will be held at the branch for one month and then donated to Goodwill.

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. Please provide a copy to the Program Supervisor.

TUITION

Our tuition is based on the number of school days from the first day of school to the last and broken up into 10 even monthly payments except 12 even months for family budget. (See written below on missed days).

Tuition for our child care program pays for all direct operation costs, staff, snacks, meals and materials and 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 have a current YMCA membership. Full Facility memberships are available at our Member Services counter. *YMCA Program memberships are available at \$50 per family per year.

A Rate Schedule is below:

<u>Type of Care</u>	<u>YMCA Facility Member Rate</u>	<u>*YMCA Program Member Rate</u>
<u>School Age Rates</u>		
AM Only (Includes Before School Care)	\$265	\$290
PM Only (Includes After School Care & Early Release Days)	\$335	\$360
PM Plus (Includes After School Care, Non-Student Days & Breaks)	\$375	\$400
AM & PM (Includes Before & After School Care, Early Release Days, Non-Student Days & Breaks)	\$470	\$495
Family Budget Option (Includes Before & After School Care, Early Release Days, Non-Student Days & Breaks, Summer Care (restrictions apply))	\$530	\$555
<u>Additional Rates</u>		
Rate for children enrolled in <u>AM Only</u> OR <u>PM Only</u> for Full Day of care	\$40/day for non-student days and breaks	\$50/day for non-student days and breaks

PAYMENT, CREDIT AND REFUND POLICY

Program Payments

Tuition payments must be received at the YMCA no later than the 25th of each month prior to the start 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

MONTH of Care:	PAYMENT DUE DATE:
September	August 25 th
October	September 25 th
November	October 25 th
December	November 25 th
January	December 25 th
February	January 25 th
March	February 25 th
April	March 25 th
May	April 25 th
June	May 25 th
July	June 25 th
August	July 25 th

For withdrawal or cancellations, we request written notice **30 days** prior to the start of each month. Failure to do so will make the subsequent draft non-refundable. Deposits are non-refundable but can be transferred and applied to other YMCA programs. We will follow the schedule below related to refunds & credits.

CREDIT & REFUND POLICY

Notice Given	Refund	Credit	Deposit
Thirty days with written notice	100%	100%	100% (Credit only)
Two weeks with written notice	0%	50%	0%

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 Partners With Youth Campaign and the United Way.

SUBSIDIZED ASSISTANCE

If your child receives subsidized care, a copy of your award letter must be kept on file prior to your child beginning care. Please call your caseworker to arrange child care in sufficient time prior to your child's start.

TYPICAL DAILY SCHEDULE

School Age – Morning Program

Start of School: Child and staff initiated

- Activities, Snack, Group Time, and Prepare for Day.

School Age – Afternoon Program

End of School: Children arrive and snack is provided

Afternoon Enrichment:

Activities include the following six core components:

- Service Learning, Literacy, Activities, Physical Wellness, Values & Social Skills Development, Literature, Art & Homework.

HOMEWORK PROGRAM

We know that a structured homework program supports 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 Homework Program 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 values 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 free of lice and nits to be able to return to the classroom.

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 that they can take appropriate action to protect their children.

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 to administer medication per a doctor's instructions.

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

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 suppressant
- 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 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 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.

The hospitals used for emergencies are:

Overlake Hospital

1120 112th Ave NE
Bellevue, WA 98004
Phone: 425-688-5900

Evergreen Hospital

12040 NE 128th St
Kirkland, WA 98034
Phone: 425-899-1000

Valley Medical Center

400 South 43rd St
Renton, WA 98055
Phone: 425-228-3450

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 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 YMCA 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 parents). 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 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.

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. YMCA 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

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.

Supervision of Children During Transitions

YMCA staff are required to 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. The YMCA has written emergency policies for a variety of issues. A copy may be obtained from your Branch or by contacting the Program Director.

DISASTER PLAN

Branch: Bellevue Family YMCA, Coal Creek Family YMCA, Sammamish Family YMCA, Snoqualmie Valley YMCA

Child Care Sites: Ben Rush, Campbell Hill, Horace Mann, Lake Heights YMCA, Opstad, Renton Park, Sierra Heights, Snoqualmie

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 170-295-5030)

Q. How will your 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 your branch evacuate the premises?

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

Q. At what location will you meet after evacuation?

A. See site-specific plan posted at each site on the Family Board.

Q. How will you 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 remain with the children with emergency contact phone numbers. Each child 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 use, if necessary?

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

The following licensing information is available on site for your review. Please contact your Site Supervisor for more information.

A. Copy of most recent child care checklist for licensing renewal, monitoring checklist and facility licensing compliance agreement for any deficiencies noted.

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 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, & 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 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.

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 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. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, 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.
- You may not relate 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 should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that *any* child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated.
- 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 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.

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

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 center clean up/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 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. Children five years of age or less will not physically handle reptiles and amphibians.

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. These will state, "This landscape has recently been sprayed or treated with pesticides." They will also 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 close, please phone us 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 Partners With Youth (PWY) 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!

Bellevue Family YMCA

14230 Bel-Red Road

Bellevue, Washington 98007

425-746-9900

bellevueymca.org

Coal Creek Family YMCA

13750 Newcastle Golf Club Rd

Newcastle WA 98059

425-644-8417

coalcreekymca.org

Sammamish Family YMCA

4221 228th Ave SE, Ste. C

Issaquah WA 98029

425-391-4840

sammamishymca.org

COMING IN JANUARY 2012

Snoqualmie Valley YMCA

35016 SE Ridge St

Snoqualmie WA 98065