

**DALE TURNER
FAMILY YMCA
SCHOOL AGE
PROGRAMS**



**FAMILY
HANDBOOK**



Dale Turner Family YMCA
19290 Aurora Ave N • Shoreline, WA 98133
206-363-0446 • daleturnerymca.org





For more than 125 years, the YMCA of Great Seattle has provided safe and caring environments, positive role models, creative activities and opportunities to serve the needs of others. These are the essential building blocks for strong kids, strong families, and strong communities.

The YMCA is a charitable, non-profit organization.

The YMCA is the largest provider of licensed child care in the state of Washington.

DALE TURNER FAMILY YMCA SCHOOL AGE CARE LOCATIONS AND CONTACT INFORMATION

SCHOOL	ADDRESS	PHONE #	PROGRAM SUPERVISOR
Beverly Elementary School	5221 168 th St SW Lynnwood, WA 98037	425-431-2013	Amanda LaRoche
Cedar Way Elementary School	22222 39 th Ave W Mtlk Terrace, WA 98043	425-431-2251	Andrew Barger
Chase Lake Elementary School	21603 84 th Ave W Edmonds, WA 98026	425-431-2313	Diane Lesemann
Seaview Elementary School	8426 188 th St SW Edmonds, WA 98020	425-431-3463	Jennifer Cooper
Family Enrichment Center	17418 8 th Ave NE Shoreline, WA 98155	206-459-2462	Deanna Donaldson

We look forward to a wonderful year with your children. If you have further questions or comments, please do not hesitate to speak to the Program Supervisors or the Regional Director at 425-949-6647 or bplank@seattleyymca.org.

Thank you for this opportunity to serve your family!

Table of Contents

WELCOME!.....	4
YMCA OF GREATER SEATTLE MISSION	5
EVERYONE IS WELCOME!	5
PHILOSOPHY	5
TYPICAL DAILY SCHEDULE	5
Homework Program.....	6
MAGNET SITES	7
AGES SERVED	7
TRANSPORTATION AND FIELD TRIPS	7
CORE VALUES/RELIGIOUS ACTIVITIES	8
ADA COMPLIANCE AND SPECIAL ACCOMMODATIONS.....	8
SPECIAL NEEDS.....	9
ANTI-BIAS STATEMENT.....	9
BIRTHDAYS.....	9
FAMILY ACCESS/VOLUNTEER OPPORTUNITIES.....	9
NUTRITIONAL STANDARDS/MEALS AND SNACKS	10
EMERGENCY SCHOOL CLOSURES.....	11
SIGNING IN AND SIGNING OUT REQUIREMENTS.....	11
CUSTODY ISSUES	12
POLICIES CONCERNING AN ILL CHILD	12
MEDICATION MANAGEMENT	14
Over the Counter Medications.....	14
More About Sunscreen	15
MEDICAL EMERGENCIES	15
HEALTH PLANS AND SPECIAL NEEDS PLANS.....	16
FINANCIAL ASSISTANCE.....	17
CHILD ABUSE REPORTING LAW REQUIREMENTS.....	17
CONFIDENTIALITY	17
FAMILY INVOLVEMENT	17
PESTICIDE POLICY	17
BEHAVIOR MANAGEMENT AND DISCIPLINE.....	18

Table of Contents (Continued)

FIELD TRIPS AND FIELD TRIP BEHAVIOR POLICY	19
HOURS OF OPERATION.....	19
LATE POLICY	19
Late Pick-Up	20
PERSONAL SAFETY TALKS.....	20
INSURANCE.....	20
MONITORING CARDS	21
PAYMENT PLAN	21
PARENT/STAFF COMMUNICATION.....	22
WHAT NOT TO BRING	22
EMERGENCY PROCEDURES	23
REASONS THE POLICE MAY BE CALLED	23
STAFF/STAFF TRAINING.....	23
CODE OF CONDUCT	24
STATEMENT FOR PREVENTION OF ABUSE.....	25
YMCA OF GREATER SEATTLE BASIC DISASTER PLAN	27
DALE TURNER FAMILY YMCA SCHOOL AGE CARE LOCATIONS AND CONTACT INFORMATION.....	30

children with significant health issues or challenges. Each child has a plan that provides for his or her unique needs.

Q. How will you provide for children until parents/guardians or authorized persons can pick them up?

A. School supplies are available to child care sites. Schools have stockpiled emergency supplies and agreements have been made with the schools to access those supplies. Child care sites also have 3 days of supplies on hand. Parents have been requested to supply an emergency pack for each of their children.

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.

Q. Have the director, staff, and parents/guardians read, reviewed, and signed the disaster plan?

A. Disaster plans are posted at each site. Parents may request a copy from the Program Supervisor. Each family receives a copy of this Basic Disaster Plan with their Family Handbook.

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.

YMCA OF GREATER SEATTLE BASIC DISASTER PLAN

Branch: Dale Turner Family YMCA

School Age Child Care Sites: Beverly, Cedar Way, Chase Lake, Seaview and the Family Enrichment Center

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 388-295-5030)

Q. Who is responsible for posting the disaster plan in every classroom and making it easily accessible to parents/guardians and staff?

A. The Program Supervisor for each site.

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 disaster plan.

Q. At what location will you meet after evacuation?

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

Q. How will your branch care for children with special needs during and after the disaster?

A. See the site-specific plan. Plans are based on specific children and facilities. Health/Special Needs Plans are completed on all

FAMILY HANDBOOK

DALE TURNER FAMILY YMCA
SCHOOL AGE CARE

WELCOME!

Welcome to the YMCA family! We are happy you have chosen us to care for your children during their out of school time. Our programs are invested in building strong kids, strong families and strong communities.

This handbook is provided to help answer questions regarding policies and procedures for the operation of our School Age Enrichment programs. Each site works with the children and staff to develop ground rules and expectations, and to create a program reflective of the children and the staff who work there. Your child's safety and well being is our primary concern. If you should need further explanation or have any additional questions or concerns, please talk with our program staff at the site.

The information in this handbook is very important. Our goal is to provide you with the information for any questions that may arise. Please carefully read these pages and ask any remaining questions.

We look forward to a GREAT year with you and your children!
Thank you for the opportunity to serve your family.

Sincerely,

Beth Plank
Regional Child Care Director



YMCA OF GREATER SEATTLE MISSION

Building a community where all people, especially the young, are encouraged to develop their fullest potential in spirit, mind, and body.

EVERYONE IS WELCOME!

The YMCA is a membership organization open to all people.

Purpose of Our Child Care Program:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.
- To provide quality care for children regardless of socio-economic background.
- To promote large muscle development, intellectual and social development, and good health habits.

PHILOSOPHY

We believe that a good child care program should provide opportunities and experiences which stimulate your child's physical, social, intellectual, and emotional growth. We strive to meet the developmental needs of each age group and the individual needs and temperament of each child.

TYPICAL DAILY SCHEDULE

For Before and After School

School Age - Morning Program

6:15 to Start of School: Child and staff initiated
Activities
Breakfast
Group time
Prepare for the day

School Age – Afternoon Program

End of School until 4:00: Children arrive

- 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

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.

STATEMENT FOR PREVENTION OF ABUSE

The following document is given to all employees and volunteers upon hire:

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

Snack provided

4:00 p.m. – 6:15 p.m.:

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 YMCA 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 a 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.

The School Age Enrichment Program has a daily schedule that is flexible and offers security, independence, and stimulation to meet the needs of all youth. Activities reflect the languages and the cultures of the families served. Staff, families, and schools may share important information to support the well-being of the child.

Full day programs and Summer Enrichment also include enrichment presenters, morning and afternoon opportunities for outdoor activities, and field trips. Schedules create a balance between structured activities and child initiated activities, indoor projects and outdoor exercise, learning, and creating. Please see

your summer packet or your program supervisor for a typical daily schedule.

MAGNET SITES

During the Summer Enrichment Programs, non-student professional days, and breaks, we may consolidate our programs at magnet sites. Combining sites allows us to provide a wider variety of experiences for the children while controlling costs such as rent and custodial overtime. We strategically locate these sites throughout the Shoreline/Edmonds School District for your convenience.

AGES SERVED

Our programs are licensed to serve children 5 years to 12 years. We encourage parents to visit the sites with their children prior to enrollment, and to talk with the program supervisors about your child and the program to ensure that it is a good “fit”. In the summer, children who are 5 but have not yet begun Kindergarten may attend Summer Enrichment, but are encouraged to consider the Kid’s On Their Way! Program for 5 and 6 year olds. Preschool and Pre-Kindergarten programs are also available year round at the Dale Turner Family YMCA Chase Lake Preschool Program. Please contact the preschool program director for more information.

TRANSPORTATION AND FIELD TRIPS

The YMCA provides transportation to and from field trips and when pick up/drop off sites or shuttle stops are established. Each summer the YMCA rents school buses and hires professional school bus drivers. Drivers of all of our vehicles are thoroughly screened and authorized by the YMCA insurance company based on experience and good driving records. Field trips during breaks utilize YMCA minibuses, school buses, or the Metro bus. Each school bus driver and YMCA driver must meet all the school district requirements for professional school bus drivers as well as the YMCA requirements for drivers. Washington State law states that as of July 1, 2002, all children under 60 pounds must be in an appropriate car seat or booster chair on a minibus.

or a related field, and extensive experience working with children. This leadership position is responsible for the overall site management including staff supervision and program development. All staff are supervised by the Regional Director who supports and supervises the leadership staff, is involved in staff training, and spends time at the program sites on a regular basis. Every site has monitoring visits from the YMCA of Greater Seattle and DSHS to observe and provide feedback on program quality.

All staff have previous experience working with children and attend regularly scheduled training events. Staff maintain current certification in First Aid and CPR. Staff and volunteers are screened prior to employment and are monitored and evaluated on a regular basis to ensure continued high quality standards.

To make sure your child remains safe outside the YMCA’s supervision, and to protect our staff members and volunteers, it is the policy of the YMCA that staff or volunteers working in our programs do not provide child care or spend one on one time with your child outside YMCA programs, or otherwise meet with program participants outside of the YMCA programs.

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, faith, and fun
- 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, disability, sexual orientation, or any other legally protected statuses
- Be respectful and cooperative with YMCA staff and others

Children are not allowed to use cell phones at school. Each of our sites has a cell phone and/or land line. Please feel free to call your child at the number. (See phone listing on page 30.) Messages are checked each time staff return to the building.

EMERGENCY PROCEDURES

All sites practice monthly fire drills and have a posted evacuation plan. The YMCA has written emergency procedure policies for a variety of issues. A copy may be obtained from your Branch or by contacting the Regional Director.

Please provide an emergency kit for your child so that they will have a connection with you and some personal supplies in case of an emergency. Please see your program supervisor for a list of items.

REASONS THE POLICE MAY BE CALLED

1. Physical emergencies
2. Child is still in our care one hour after closing with no word from the parent and emergency contacts cannot be reached
3. Child leaves site without permission
4. Child fails to appear at the start of the afternoon program, attended school, and parents or emergency contacts cannot be reached.

STAFF/STAFF TRAINING

Licensing requires a 1:15 staff to child ratio. However, at the YMCA a staff to child ratio of 1:12 for school age children is normally maintained to assure individual attention and proper supervision. Ratios are adjusted lower if a particular activity or situation required closer supervision.

Each center has a program supervisor who has a minimum of 30 college credits in early childhood education, elementary education

CORE VALUES/RELIGIOUS ACTIVITIES

In our efforts to promote an awareness and understanding of the world around us we focus on providing developmentally and culturally appropriate care. Program activities respect, reflect, and support the diversity of our communities. The YMCA of Greater Seattle is committed to a values-based, character development curriculum that incorporates the values of Respect, Responsibility, Caring, Honesty, Faith and Fun into our programs and activities. Religious education is not a part of our program.

ADA COMPLIANCE AND SPECIAL ACCOMMODATIONS

The YMCA of Greater Seattle seeks to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. This includes individuals who are regarded as having such an impairment.

We hope that many of the changes we make to accommodate disabled individuals will also provide us with facilities and services that will better serve all people, not just those with disabilities.

Despite our best efforts, it may not be possible in certain circumstances for the YMCA to accommodate the disability for the special needs of a particular child. This occurs in two circumstances:

- The individual's disability or special needs present a significant risk to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental change to the YMCA's youth programs or otherwise would present an undue burden for the YMCA.

For some children, special accommodation needs may appear later, or may change over time. The YMCA will make ongoing assessments of your child's needs, and will require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the

program. All children are expected to abide by the code of conduct or stated behavior expectations.

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 Summer Youth 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.

ANTI-BIAS STATEMENT

The YMCA of Greater Seattle's Family and Child programs are committed to providing developmentally and culturally appropriate services that respect, reflect, and support children and families in our programs; cultivate understanding and caring among children, families and staff, and incorporate an anti-bias approach to curriculum. The YMCA recruits diverse staff and is committed to providing career development opportunities that include training on culturally relevant, anti-bias practices and building stronger relationships among children, families, and YMCA staff.

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 on your child's birthday. Please check with the program supervisor to make arrangements. Any food to be shared must be store purchased from a professional source such as a grocery store or bakery, with the ingredients listed on the package. We encourage healthful alternatives to cake or cookies, such as fruit or party favors. We do not allow candy or soda. Please be aware that all of our sites are peanut/nut free.

FAMILY ACCESS/VOLUNTEER OPPORTUNITIES

As the parent/guardian of a child in our program, you have free access at all times, to all areas of the program used by your child. We invite you to become familiar with the staff and encourage you to visit and participate in the program as often as possible. If you have a talent you would like to share such as cooking, arts, or

For those children eligible for subsidy, current authorization (an award letter) and the provider form is needed prior to enrollment. Tuition for our child care program pays for all the direct operating costs, such as staff, snacks, field trips, and other materials that must be available for your child whether or not he/she attends. Therefore, **days missed cannot be deducted from your fee.** It is necessary to make changes in your schedule or withdraw your child from the program, we require written notification at least two weeks prior to the change in order for you to receive a refund. You may obtain a Termination Form from your program supervisor. If problems or questions arise related to payment, please contact the Program Registration Desk at the Dale Turner Family YMCA.

An increase in fees is planned to occur in January of each year.

PARENT/STAFF COMMUNICATION

Written information will be provided on a regular basis to keep your family informed of special events, program happenings, and the introduction of new staff and volunteers. The Parent Information Board will have program policies posted for your review, as well as other pertinent information.

All parents are encouraged to participate in the site's Parent Advisory Board or become a member of the Branch Program Committee. We welcome your input and ideas in developing high quality programs. If you have suggestions or would like to participate, please contact the Regional Director of Child Care Programs, at bplank@seattleyymca.org or at 425-949-6647.

WHAT NOT TO BRING

Please do not send gum, candy, toys, electronic games, weapons, cell phones or other personal belongings with your child. Too often these items are lost or broken. The YMCA is not responsible for the lost, stolen or broken items.

MONITORING CARDS

Continually, we look for ways to monitor our programs to preserve and ensure the high standards and quality of care we provide. We would appreciate your help in the implementation of a system that we have put in place to assist us in monitoring the interaction and care offered to your family through our programs. Your input and insight will provide the staff with valuable information that will help us serve you better.

We would like you to do a “quick check” on a program your child attends whenever you have a few moments to watch the interactions of our staff. Monitoring cards are available for you to give us your insight on how things are going in our classrooms. These can be done anonymously or not, whatever you’d like, although it would be nice to be able to follow up with you in the future. When the card is completed, please drop it into the monitoring card box. We appreciate your input.

These cards will be reviewed and the information shared with staff. If there are any concerns voiced on a card they will be attended to immediately by the program director. Internally we have supervisory staff observing our programs as well. Our intention is to monitor all programs from different perspectives in a positive manner, ever-increasing our ability to provide a safe, nurturing environment for all.

PAYMENT PLAN

Program fees are based on a flat rate monthly tuition for the school year. Summer Enrichment is paid by the week, or can be purchased by the day after June 1st. Kids on Their Way is by the week only. **Attendance is on a pre-paid basis. Payments are due to the YMCA office by the 16th of the month prior to care during the school year, and two weeks prior to the week of care during the summer.** Payments can be mailed directly to the YMCA, hand delivered, or called in and placed on a credit card. (Bank draft is encouraged for monthly tuition payments.) Late payments will receive a charge of \$20.00. Enrollment will be discontinued if payment is not received prior to the first day of the month.

skill building, please let the program supervisor know. We would love to have you share your talents and skills with us!

NUTRITIONAL STANDARDS/MEALS AND SNACKS

All children in our care will be offered breakfast in the morning and an afternoon snack daily. Each snack includes two of the following components and each meal includes three of the following components: dairy product (milk, yogurt), protein (cheese, meat, beans), bread product (bagel, crackers, bread), fruit, vegetable, or juice. Please be aware that all of the sites are **peanut/nut-free** due to children with severe or fatal nut allergies.

Families will need to provide a daily lunch during non-student professional days and during Summer Enrichment and breaks. All of our sites are licensed and must abide by the Federal USDA nutritional requirements at all times, including what children are allowed to eat while on site. To meet Washington State licensing requirements, lunches provided by parents need to include each day: a dairy product, a protein food, and two servings of fruit or vegetables. ***Please do not send prepackaged lunches that do not meet these nutritional requirements.*** If for some reason this presents a financial hardship for your family we will supplement or provide any food necessary as long as we are financially able.

Please do not send soda, drinks with no nutritional value, coffee, candy, “gummy snacks”, or gum with your child to the center. If any of the above is brought it will be set aside for the child to take home.

When sending a lunch, please do not send food that must be cooked or prepared by staff. We are not approved to prepare hot meals.

Parents are asked to put a cold pack, frozen bottle of water or frozen juice box in with the lunch to keep the lunch cold. For safety’s sake, please do not use mayonnaise or salad dressing in lunches.

Snack menus are standardized and available for your review. Each week’s menu will be posted on the Parent Information Board. A space is available on the enrollment registration form to

provide a written list of foods that a medical professional has indicated your child cannot consume. This information is used to create a list of dietary restrictions and nutritional requirements for particular children and is posted for the staff. In cases where food allergies are life threatening, please work directly with the program supervisor to ensure your child has no contact with the allergen from other childrens' lunches.

It is not possible for us to provide nutrient concentrates or supplements, a modified diet, or allergy diet except with written permission from your child's health care provider. If you have any concerns regarding food preparation or menus or would like some new ideas, please speak with the program supervisor.

EMERGENCY SCHOOL CLOSURES

When the school building is closed due to an emergency or inclement weather, the program will also be closed. When school start times are delayed, the staff will attempt to open the program at the regular opening time without jeopardizing their own safety. Please make sure that an authorized staff member is available to supervise the program before leaving your child. If the school building is closed early, we will call parents to let them know. We will care for children for the smallest amount of time possible due to safety, but will always make sure all children are safely picked up by an authorized person before closing. Please refer to your school district's closure policies on their web site. If the School District closes the school, we are not allowed on the property. There are no refunds for school closures. You may also contact the Dale Turner Family YMCA for more information.

SIGNING IN AND SIGNING OUT REQUIREMENTS

Licensing requires that authorized adults must sign the attendance register with their full signature when bringing children to the program and picking them up. *You must sign your child in/out on a daily basis and use your full signature.* It is **not** possible for children to sign themselves in or out of the program. If a sibling is bringing or picking up your child, the sibling must be at least 16 and on the list of people with permission to pick up your child, or have written parental permission.

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.

Late Pick-Up

Each site follows these guidelines in response to a late arrival by the responsible adult:

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. Repeated lateness may result in termination from the program.

PERSONAL SAFETY TALKS

We believe that a quality school age enrichment program requires open and ongoing communication between families and staff in the best interest of each child. As part of our program, staff engages in discussions designed to increase childrens' 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. We encourage you to get to know the staff team, provide information which will help us to be successful with your child, and share any questions or concerns you may have.

INSURANCE

It is the responsibility of every individual or 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.

suspend or expel a child based on the safety of the child, other children in the program, and the staff.

FIELD TRIPS AND FIELD TRIP BEHAVIOR POLICY

As part of our program, we provide field trip experiences that enrich our curriculum, broaden the childrens' horizons, and that are just plain fun! If you have any questions regarding what your child should bring, or the organization of the field trip, please contact the Program Supervisor. Any fees associated with a field trip will be the responsibility of the YMCA.

During field trips or when the children are being transported, it is particularly important for children to display appropriate behavior and to be responsive to the directions and guidance of the staff. In order to ensure the safety of all the children, we have implemented the policy that ***children who do not remain in the established boundaries, do not follow directions, or who are unable to display appropriate behavior during the field trip or during transportation may not be allowed to participate in field trips, and/ or may lose the privilege of being transported.*** Parents will be contacted regarding the behavior and assisted in making other arrangements. Please discuss this with your child in advance.

HOURS OF OPERATION

The hours of operation are 6:15 a.m. until school begins and resumes from the time that school is dismissed until 6:15 p.m. Programs are open Monday through Friday during the school year, including half days, non-student professional days, breaks, and summer. Full days are from 6:15 a.m. until 6:15 p.m. Specialty programs are offered on some holidays at the Dale Turner Family YMCA. Please refer to the Shoreline/Edmonds School District Calendar for school closure days.

LATE POLICY

We request your cooperation in picking up your child on time at the end of the day. If an emergency arises and you are unable to reach the site by closing time, please phone us to assure both the staff and your child that you are on the way. ***State law requires***

Children can only be released to adults that you have authorized on the registration form unless we are given prior written permission to release your child to another adult. ***For your family's safety, we will need photo ID for anyone we do not recognize picking up your child.***

If your child will not be attending the YMCA on a regularly scheduled day, please let a staff person know or call the site and leave a voice mail message. ***Field trips generally begin at 9 a.m. and end at 4 p.m. unless you are notified by your program supervisor in advance. Please ensure that your child arrives in time to go on the field trip since the bus will not be held.***

If a person who is picking up appears to be under the influence of drugs and/or alcohol, we will help in making other arrangements for transportation home and, if necessary, notify the police.

CUSTODY ISSUES

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

POLICIES CONCERNING AN ILL CHILD

The YMCA cannot knowingly accept children for care when they are ill. If your child is experiencing any of the following symptoms, we will call you and ask that other arrangements be made for his/her care. We will separate your child from the other children until you can arrive. We will expect you to make your child's health a priority, and arrive as quickly as possible.

1. Fever of at least 101 degrees F as read under arm accompanied by one or more of the following:

- Diarrhea or vomiting
 - Earache
 - Headache
 - Signs of irritability or confusion
 - Sore throat
 - Rash
 - Fatigue that limits participation in daily activities
2. Vomiting: 2 or more occasions within the past 24 hours
 3. Diarrhea: 3 or more watery stools within the past 24 hours, or any bloody stool
 4. Rash, especially with fever or itching
 5. Eye discharge or conjunctivitis (pinkeye) until clear or until child has been on antibiotic treatment for 24 hours
 6. Sick appearance, not feeling well, and/or not able to keep up with program activities
 7. Open or oozing sore, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
 8. Lice or scabies: Head lice until no nits or eggs are present; scabies until after treatment has begun.

Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met.

A record of illnesses is maintained in a log as required by licensing and we will report communicable diseases as necessary to the local health department. We will also notify other parents in the center so that they can take appropriate action to protect their children.

In order to help prevent the spread of infectious diseases, the staff follow procedures for dealing with blood borne pathogens and infectious diseases as outlined in the health plan located on the Parent Board.

If you have signed an exemption from vaccinations for your child, your child will be excluded from the site if an infectious disease

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.

BEHAVIOR MANAGEMENT AND DISCIPLINE

In our program we strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. It is our desire to help your child develop self-control as well as respect for the rights of others. If problems arise we generally use the following guidelines:

1. Child will be encouraged to use words.
2. Child will be redirected to a new activity.
3. Child will be removed from the situation until he/she decides to rejoin the group.
4. Child will be removed from the situation until the child is ready to rejoin group.
5. Ongoing parent/staff conversations to share information and ideas.
6. Parent/staff/child conference with possible recommendation for additional program and family support.
7. Mutually agreed upon contract with logical consequences for safety issues.
8. Removal from program if unable to meet child's needs.

We do not use or endorse any form of corporal punishment by anyone, including parents, which causes physical pain. We encourage you to share information with us that may affect your child's behavior in the center. We are committed to working with you in the best interest of your child and the rest of the children in the program.

Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to

FINANCIAL ASSISTANCE

If you cannot afford the full cost of a YMCA program or membership please ask for a confidential scholarship application. Financial assistance, to the greatest extent possible, is available to those in need. For information or to make an appointment, please contact the School Age Director.

CHILD ABUSE REPORTING LAW REQUIREMENTS

As with other child oriented agencies, YMCA staff are required by Washington State 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 abuse, child neglect, or exploitation. We may not notify parents if this occurs except upon the recommendation of Child Protective Services or the police.

CONFIDENTIALITY

Any problems your family or your child may be having may affect his/her behavior at the center. Please keep the staff informed so that we can be sensitive to your child's needs. By working as a team, we can provide the best environment for your child's growth and development. If intervention is necessary, a signed release of information will be obtained from you designating to whom we can speak and share information. Confidential information will be shared only with those who need to know.

FAMILY INVOLVEMENT

We are always looking for ways to involve our families in the day to day operations of the YMCA. If you have a concern that needs staff attention please contact the program supervisor or the Regional Director at 425-949-6647.

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. This notification will include the product name of the pesticide being used, intended date and time of application,

outbreak occurs in the school, and can only return when the disease is controlled.

MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give them directly to a staff member when you sign-in your child. **Written parental consent is required for us to administer any medication.** Medications are stored in a locked box out of the reach of children and records of administration are maintained in the medication log. The supervisor or designated staff person will be responsible to administer medication as per instructions.

All medication, **including sunscreen**, must be in its original container and properly labeled with your child's full name, date prescription was filled (if prescribed by a doctor), legible instructions for administration, and/or medications expiration date.

Over the Counter Medications

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

1. Antihistamines
2. Non aspirin fever reducers/pain relievers
3. Decongestants or non-narcotic cough suppressant
4. Anti-itching ointments or lotions, intended specifically to relieve itching or dry skin
5. **Sunscreen***
6. Medicated lip balm
7. 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

(Aspirin is never administered to a child due to the danger of Reyes Syndrome.) Any unused medication will be returned to you or properly disposed of. Children may not have medication in their possession.

***More About Sunscreen:**

Please note that sunscreen is considered an over-the-counter medication by the Washington State Department of Health and the Department of Licensing. We are required to have written parental consent to use sunscreen on your child, and it must be labeled with the child's name. In addition, it must be kept out of reach of the children and only used under the supervision of staff. Please teach your child how to put on sunscreen. The staff will assist only when necessary to ensure the child is protected.

MEDICAL EMERGENCIES

The registration form includes a medical release giving us permission to seek medical attention for your child in case of an emergency, once the form is completed and signed by the parent. 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/or 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 and will stay with him/her until you arrive.

For minor emergencies and injuries all of our staff are trained in first aid and will administer care as needed. A staff member will then contact you to provide information as to what has happened and a current status report so you can make a decision if further care is needed. Young children may also simply need to tell you the story of what has happened and it gives you more information in making a decision. You may receive a copy of a written accident or injury report to document what has occurred. If your child needs follow up medical care, please provide the staff with

this information. Incident reports are completed for our records and are recorded in our medical log as well as documented in your child's file.

For daily happenings that may not require us to notify you immediately, an accident report may be given to you when you pick up your child, explaining what happened and how the situation was treated. Often these bumps and bruises simply require some TLC.

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 hospital used for emergencies is:

Northwest Hospital & Medical Center
1550 N. 115th Street
Seattle, WA 98133-9733
206-364-0500
or
Stevens Hospital
21601 76th Ave W.
Edmonds, WA 98026
425-640-4000

If you have a hospital preference, we will try to accommodate it when possible. It is always important to provide in writing any changes or updates to your work or emergency phone numbers.

HEALTH PLANS AND SPECIAL NEEDS PLANS

If your child has a significant health issue or a special need, please contact the School Age Director to schedule an appointment prior to registration. We will discuss your child's needs and what would be the best accommodation for your child. Please assist us by providing doctor's recommendations, IEPs, or other information about your child.