

# Eastside Family Handbook

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## Licensed School Age Child Care Programs

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**2009/2010**

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## **MISSION STATEMENT**

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

For more than 125 years, the YMCA of Greater 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.

## **EVERYONE IS WELCOME**

The YMCA is a membership organization open to all people.

### **Eastside YMCAs**

Bellevue YMCA  
14230 Bel-Red Rd  
Bellevue, WA 98007  
(425) 746-9900

Coal Creek YMCA  
13750 Newcastle Golf Club Rd  
Newcastle, WA 98059  
(425) 282-1500

Sammamish YMCA  
4221 228<sup>th</sup> Ave SE, Ste. C  
Issaquah, WA 98029  
(425) 391-4840

## **WELCOME TO YMCA SCHOOL-AGE CHILD CARE!**

Welcome to the YMCA family. We are happy that you have chosen the YMCA to care for your children. Our programs are dedicated to providing a fun, safe, learning environment that nurtures the child, and strengthens the family.

The YMCA is the largest provider of licensed child care in the state of Washington. Our childcare programs are recognized for their high quality care. This handbook is provided to help answer any questions regarding policies

\*Only select program sites provide transportation to and from school campuses; please contact your local YMCA for more details.

and procedures for the operation of our child care program. Your child's safety and well being are our primary concern. If you should need further explanation or have any additional questions or concerns, our office and child care staff will be happy to assist you.

### **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.

### **NON-DISCRIMINATION**

All people are welcome at the YMCA regardless of race, religion, sex, age, national origin, marital status, sexual orientation, political ideology, or ability. Children and parents/guardians who have limited English language ability can be assisted with translation of written information or interpreter. Contact the Program Director to make arrangements.

### **DIVERSITY**

We RESPECT the varied backgrounds and cultures of our diverse staff, volunteers, and members. We take RESPONSIBILITY for creating an atmosphere that encourages diversity, acceptance and sharing. We CARE enough to work today at bringing our community together for a more peaceful and fulfilling future. We celebrate the varied approaches to having FUN that diversity brings us. We have FAITH that diversity enriches us immeasurably. We share our feelings—the fears and the joys—about diversity HONESTLY as we work toward a better understanding of everyone in our community.

### **ENROLLMENT AND ADMISSION**

**Ages Served: 5-12 years**

**Hours of Operation: Hours will vary between different program sites. Please check with your local YMCA Branch Programs for more detailed information.**

School-Age: AM or PM or Both AM & PM care is run on a monthly basis. We encourage parents to visit the center prior to enrollment and to talk with the Program Supervisor. In addition, we recommend a tour and introduction to the program for your child.

The following forms must be turned into the front office at least 24 hours prior to the start date:

- |                                       |                               |
|---------------------------------------|-------------------------------|
| 1) Youth Program Registration form    | 4) Tuition Selection Form     |
| 2) Certificate of Immunization Status | 5) Statement of Understanding |
| 3) Automatic Bank Draft Information   |                               |

We accept children whose care is subsidized by Washington State Department of Social & Health Services. In addition, limited financial assistance is available through the YMCA. These funds are made possible through

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our annual Partners with Youth Campaign and United Way. Contact the Director for a center visit or more information on subsidized programs or financial assistance.

### **TUITION AND PAYMENT PLAN**

**Payment:** Attendance in YMCA child care programs is on a pre-paid basis with payments due to the YMCA office the month prior to rendering service. Enrollment will be discontinued if payment is not received prior to the first day of the service month. All children who participate in YMCA child care programs must have a current membership that is renewed yearly. An increase in fees is planned to occur in January of each year. Tuition for our child care program pays for all the direct operating costs. Staff, snack and materials must be available for your child whether or not he/she attends. Therefore, days missed cannot be deducted from your fee.

**Changes in Care:** Two weeks written notification is required to change your child's attendance schedule or withdraw your child from the program. Bank draft changes or cancellations must be made in writing 14 days prior to the day of the draft is charged.

**Insufficient Funds:** Checks, credit cards or bank drafts returned for insufficient funds or account closure will be assessed; an additional processing fee may be incurred.

### **SIGNING IN AND SIGNING OUT REQUIREMENTS**

Washington State Law requires that parents/guardians must sign the attendance sheet when dropping off and picking up children. **You will need to sign the time in/out and use your full signature.** For school age children, staff sign-out children when they leave for school and sign-in children when they return.

**The parent/guardian who enrolled the child is our primary contact.** Both parents/guardians are allowed to visit and pick up their child except when access is restricted through a current legal restraining order or court order; appropriate documentation must be provided and kept your child's file. Children can only be released to adults that you have authorized on the registration form unless we are given written permission to release your child to another adult. Photo ID is required to verify identification.

For the safety of your child, we will be willing to assist in making other arrangements for anyone who appears to be under the influence of drugs and/or alcohol. We will contact 911 if there is reason to believe that the child is in danger.

**We request your cooperation in picking up your child at the end of the day.** If an emergency should arise, first contact the YMCA and let them know you are running late. You will be asked to contact a person on your authorized list to pick up your child by closing. *If your child is not picked up by 7:00 PM we may contact Child Protective Services.*

*Our program closes at 6:30 pm. If picking up your child by closing becomes a problem you will be asked to make other child care arrangements.*

### **COMMUNICATION**

Effective communication, trust and respect can build stronger bonds between our staff and the families we serve. We believe that a good child care program requires open and ongoing communication between parents/guardians and staff. We encourage you to become involved in your child's development and our child care programs. A monthly newsletter will be provided to you to keep you informed of special events and program updates. A Parent Information Board located near the sign-in/out table will also have policies posted for your review, as well as other information. Thank you in advance for your support in our YMCA programs.

## **PARENT-GUARDIAN ACCESS**

As the parent of a child in our program, you have free access at all times to all areas of the center 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 during your visit you wish to discuss an individual matter, please schedule a meeting with the Program Supervisor at a time when he/she is not involved with children.

## **PROGRAM & DAILY SCHEDULE:**

**The YMCA serves many schools within the Eastside Region. For more information on what schools are served and what locations we deliver YMCA School Age Child Care please see the end of this handbook for a full listing.**

### **School Age - Morning Program**

- Child-Initiated Activities & Early Morning Snack
- \*Students transported by school district or YMCA transportation to off-site schools from YMCA program sites.

### **School Age - Afternoon Program**

- \*Students are transported by school district or YMCA transportation from school to YMCA program sites.
- Children arrive and go directly to multipurpose room or portable to begin afternoon activities.
- Snack provided
- Afternoon Enrichment Activities strive to include the following core components:
  - Service Learning, Literacy Activities, Science Activities, Physical Wellness, Values & Social Skills Development, Literature, Art and Homework Program.

**Homework Program**— 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 & teachers to promote the core value of responsibility and 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 youth.

## **WHAT TO BRING**

Lunch on days they do not attend school, weather appropriate clothing and shoes. Children arriving early may bring breakfast foods. Staff will inform families of any special happenings that require children to bring other items.

Please mark everything sent or worn to the program with your child's first and last name. A Lost and Found box is located in the multipurpose room or portable. Unclaimed items are donated to Goodwill at the end of each month.

## **INSURANCE**

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

\*Only select program sites provide transportation to and from school campuses; please contact your local YMCA for more details.

**YMCA STAFFING**

**School-Age Staff to Child Ratio: 1:12**

This ratio is normally maintained to assure individual attention and proper supervision. At no time do we exceed the State Licensing standards which are 1:15. Each center has a Program Supervisor who has a degree in education or a related field and experience working with children. He/she is responsible for the overall site operation including staff supervision and program development. Our Program Director oversees the operation of all child care programs.

Most of our staff have had previous experience working with children and attend regularly scheduled training events. The YMCA is committed to providing the initial 20 and on-going 10 hour state mandated STARS trainings to all employees. All staff have current TB test, maintain current certifications in CPR and First Aid and are trained in HIV/Aids and Child Abuse Prevention. In addition, staff and volunteers are thoroughly screened (including criminal history checks) prior to employment. Performance appraisals are conducted on a regular basis to ensure continued high performance.

To protect our staff and volunteers, we request that you do not ask a YMCA employee or volunteer to baby-sit for your child. Our staff is not allowed to attend any functions with your child outside of YMCA programs, including sleepovers, birthday parties, etc.

**HOLIDAYS/EMERGENCY CLOSURES**

The program is closed on the following national holidays:

New Year’s Holiday	Martin Luther King’s Day	President’s Day
Memorial Day	Fourth of July	Labor Day
Veteran’s Day	Thanksgiving (incl. Friday)	Christmas Holiday

**When the national holiday falls on the weekend, we will follow the national observation of that day.**

*Pending various school district schedules and changes in the availability of school facilities we will also be closed a few days during the school year, actual dates TBD. Families will be notified of these dates as they are confirmed by the various school districts that we serve. We apologize in advance; these are factors that are beyond our control that may limit our ability to offer care during Teacher In-service Days and potentially some school breaks. Programs hosted on public school campuses follow emergency closure procedures as it pertains to inclement weather and power outages. Please see your program supervisor for more details on any facility program centers that may offer care during these times.*

**WHAT NOT TO BRING**

Please do not send gum, candy, toys, electronic games, weapons, or other personal belongings with your child. Too often these items of emotional value are lost or broken and not easily replaced. Sharing day or special projects will be posted by the YMCA staff. The YMCA is not responsible for any lost, stolen or broken items.

**SNACKS SERVED**

All children will be offered snack daily. Each snack served at our program includes two of the following components: Dairy product (milk, butter, and yogurt); Protein (cheese, meat, beans); Bread product (bagel, crackers); Fruit, vegetable, or juice.

A sample snack would be: ¾ c. Veggies with dip and 6 oz. Milk

YMCA School-Age Programs are a PEANUT FREE ZONE. Please do not send anything containing nuts or peanut oil with your child to our program. This is to protect the children in our program that have severe peanut

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allergies. Thank you.

Snack menus are prepared at least one month in advance and will be posted for your review on the Parent Information Board. A written list of foods that your child cannot consume has been provided to us on the registration form. Dietary restrictions and nutritional requirements for particular children are posted for the staff. It is not possible for us to provide nutrient concentrates or supplements except with written permission from your child's health care provider. If you have any concerns regarding food preparation or menus, please feel free to discuss this issue with the Program Supervisor.

On days when YMCA is open the FULL DAY; parents/guardians are required to provide lunches. To meet Washington State Licensing Requirements, lunches provided by parents/guardians need to include each day: a protein food, and two servings of fruit or vegetables. We can provide you with guidelines developed by the State Department of Health to assist you with planning and portion sizes. If, for some reason, your child's lunch does not meet the state guidelines, we will send a notice and an informational guide with suggestions for a nutritional lunch.

**It is not possible for us to provide refrigeration for lunches, so please include an ice pack for foods which may spoil. Please do not send candy, soft drinks, gum, or medicine with your child to the center. (*Please see Medication Management on page 10-11*)**

### **TRANSPORTATION & FIELD TRIP ARRANGEMENTS**

Children that are transported within the Snoqualmie Valley School District will ride on Snoqualmie School District school buses. (If your child becomes ill at school, please remember to also inform the YMCA.) If your child is not available for pick-up, we will contact you to confirm their absence from our program. All other YMCA programs providing transportation\* utilizes YMCA vehicles/ mini-buses for child transportation.

YMCA mini-buses and leased school buses are used for all field trips. Drivers of all of our vehicles are thoroughly screened and authorized by the YMCA insurance company based on experience and good driving records. Each driver must also have a current Washington State driver's license, be currently certified in First Aid, CPR, and participate in an approved YMCA defensive driver's training program. Our vehicles are regularly maintained and undergo daily inspections before being driven.

As part of our program we try to provide field trip experiences. We will notify you at least one day prior to a field trip. **Parents/guardians will be required to sign a field trip permission form.** Any fees associated with a field trip will be the responsibility of the YMCA.

### **PESTICIDE POLICY**

You will be notified at least 48 hours in advance of the application of any pesticides. This notification will include the produce 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 sign/markers 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.

### **PET POLICY**

Our rooms may have a classroom pet. This gives children responsibility for feeding and caring for animals. A designated staff 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

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years of age or less will not physically handle reptiles and amphibians. List of Possible Pets: Rabbits, Hamsters, Domesticated rodents, Guinea Pigs, Insects

Contact you're the Program Supervisor for information on potential health risks associated with any of these animals. Accommodating arrangements can be made if your child has allergies to any of these pets.

### **BEHAVIOR MANAGEMENT AND DISCIPLINE**

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. In order to ensure this, 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 act 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.

#### **Behaviors that will NOT be tolerated in our child care programs include:**

- 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

The YMCA will take the following steps pending the nature of the infraction and developmental level/age of the child:

- 1) Temporary suspension from the program
- 2) Parent conference will be held with the Program Supervisor and/or Director
- 3) Recommendation of outside intervention
- 4) Plan of action will be developed with input from parents, school personnel and the YMCA.
- 5) Removal from the program may become necessary for the benefit of the child as well as for the safety of other children.

Through our values based programs, we expect all our participants to uphold the YMCA values of **respect, responsibility, caring, honesty, fun, and faith. Please help us in emphasizing the YMCA values and making this a safe environment for all.**

If you have concerns about the behavior of another child in our program you need to discuss the matter with the Program Supervisor or Program Director. It is inappropriate for you to confront the child or his/her parent or guardian.

We do not use or endorse any form of corporal punishment by anyone, including parents/guardians, which includes biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain. We are committed to working with you in the best interest of your child and the rest of the children in the center. In order to best serve the needs of your child, it is necessary that you inform the YMCA of existing health and/or behavioral problems. You will need to sign a release of information form so that information may be shared with school personnel and/or other medical professionals. Any information of a confidential nature will be shared only with those who need to know.

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## **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 parent(s) 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 participant(s) 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 member(s) of the Association office staff.

*YMCA of Greater Seattle. Employee Handbook.2007 ed. Sec.603*

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

As with other child oriented agencies, YMCA staff are mandated 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. Our staff has received training in the recognition and reporting of child abuse.

## **PERSONAL SAFETY DISCUSSIONS**

The primary concern of the YMCA is the welfare of each child in our care. Our staff members are trained in facilitating conversations with the children to help them understand how they can set their own personal safety

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and touching limits and become aware of the feelings of others. If you would like to know more about these discussions, please ask the Director.

### **MONITORING CARDS**

Continually, we look for ways to monitor our programs to inspire and preserve the high standards in which we make every effort to uphold, ensuring the quality of care we provide. We would appreciate your help to assist us 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 bring enhancement to our programs, as well as, provide the teachers and supervisors with valuable information that will help us serve you better.

We would like to ask 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 the card into the monitoring card box located on the table. We would appreciate your input very much.

These cards will be reviewed and the information shared with staff. If there are any concerns voiced on a card it will be attended to immediately by the Program Director. Internally we have supervisory staff observing our programs as well, filling out cards as a fresh pair of eyes on that program. 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.

### **YMCA CORE VALUES**

In our efforts to promote an awareness and understanding of the world around us, we invite our families to share information about their customs and celebrations. Religious education is not a part of our program; however the YMCA of Greater Seattle is committed to a value-based character development curriculum. The teaching of the following core values will be incorporated into all youth activities: **Honesty, Respect, Responsibility, Caring, Faith (Trust), and Fun.** If you have questions about the program or curriculum, please talk to the Director.

### **PRACTICES CONCERNING AN ILL CHILD**

The YMCA cannot knowingly accept children for care when they are ill. **Any time a child misses school due to illness or suspension they are not permitted to participate in YMCA programs; credits and/or refunds will not be administered in such instances.** Staff will observe each child upon arrival and 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. Staff caring for children will use the same guidelines. We will try to separate your child from the other children until you arrive. In the case of a staff member, they will be sent home and a substitute arranged.

***Your child needs to stay home 24 hours after the occurrence of any of the following symptoms:***

- Fever over 100 F and one of the following
  - Diarrhea
  - sore throat
  - earache
  - rash and
  - signs of irritability or confusion.
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea - 3 or more watery stools in a 24 hour period
- Draining rash
- Eye discharge or pink eye
- Too tired or too sick to participate in daily activities

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- Lice or nits
- Communicable diseases

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/guardians 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 will take the following precautions:

1. All blood and body fluids are treated as potentially infectious.
2. Staff will wash their hands with soap and water
  - i. coming in from outdoors
  - ii. before and after eating
  - iii. after cleaning up spills of body fluids
  - iv. after assisting a child in the bathroom
  - v. after changing a diaper
  - vi. after going to the toilet
  - vii. after providing first aid to anyone
  - viii. after wiping a nose or mouth
  - ix. after using disposable gloves.
3. Staff uses disposable gloves when there is a potential of contact with blood or other body fluids.
4. Staff wipes their hands with an antiseptic wipe or cleanser in an emergency, and then hands are washed as soon as possible.
5. Staff cleanses all surfaces with a 10% bleach solution or an EPA registered germicide on a regular basis.
6. Each classroom is equipped with first aid and bio-hazard kits.

### **MEDICATION MANAGEMENT**

If it is necessary for your child to take medications while he/she is in our care, please give it directly to a staff member when you sign-in your child, rather than giving it to your child. **Written parental/physician 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 the administration are maintained in a medication log. The classroom teacher will be responsible for administering medication as per instructions.

All medication must be in its original container with dosage properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration such or prescription label. To give liquid medication, you must also provide a measuring device designed specifically for oral or liquid medications. Any unused medication will be returned to you or properly disposed.

A physician's written authorization with prescribed dosage is required for non-prescription medication. We cannot give aspirin to children except with a written authorization from a physician. We can give non-aspirin with parent consent.

For life threatening and/or chronic conditions (i.e. asthma, allergies, diabetes, ADD) you will be required to fill out a medical plan. This plan will contain information about signs of an emergency and steps to take if a child needs daily and/or emergency medication. The following documents are available at your program site for your convenience: Medication Authorization Form, Emergency Medication Form and HCP Report of Food Allergies/Intolerance Report.

## **MEDICAL EMERGENCIES**

The registration form you completed to enroll your child in our program included a medical release giving us permission to seek medical attention for your child in case of an emergency. **Please update this form in writing 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 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 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, an accident report will be given to you 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, illnesses that require hospitalization, occurrence of food poisoning or communicable disease.

**The hospital used for emergencies is:**

**Overlake Hospital  
1035 116th Ave. N.E.  
Bellevue, WA 98004  
(425) 688-5000**

## **CULTURALLY RELEVANT/ANTI-BIAS STATEMENT**

The YMCA of Greater Seattle's Family and Child Programs are committed to providing developmentally and culturally appropriate services that: respect, support and reflect 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 the include training on culturally relevant, anti-bias practices and building stronger relationships among children, families, & YMCA staff.

We are committed to a gender-balanced, non-stereotypical curriculum where all children will be allowed and encouraged to participate in all activities, free from conflict and congruent with the YMCA values. The YMCA staff respect all cultures and belief systems and encourage children to talk about their thoughts in an open and honest way that promotes interactions. Our program encourages families, extended families and the community to share interests, hobbies and cultural information and activities.

## **SPECIAL ACCOMMODATIONS**

**If you cannot afford the full cost of a YMCA program or membership, please ask for a confidential scholarship application. Financial assistance, to the extent possible, is available to those in need. If you have a disability and need further assistance or information please contact us at (425) 391-4840 or our TTY line at 206-382-5346 and identify which YMCA branch you wish to contact.**

## **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 reasonable possible to do so. This includes individuals with a physical or mental impairment that substantially limits a major life activity, individuals with a record of such impairment, or individuals who are regarded as having such impairment. We hope that the changes we make to accommodate disabled individuals also will provide us with facilities and services that will better serve all people, not just those with disabilities.

\*Only select program sites provide transportation to and from school campuses; please contact your local YMCA for more details.

Despite our best efforts, it may not be possible in certain circumstances for the YMCA to accommodate the disability or 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; and
- 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.

**YMCA of Greater Seattle  
DISASTER PLAN**

**Branch-**Sammamish, Bellevue, Lake Heights **Program-** Child Care Program **Date-**2009/2010 School Year

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)

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

**How will your branch account for all children and staff during and after the emergency?**

Staff will do a head count and compare children to the sign in and out sheet to insure all children are present that are signed into the program.

**How will your branch evacuate the premises?** Quickly /calmly in an organized fashion through the exit shown on the SAFETY DRILL MAP.

**At what location will you meet after evacuation?** The designated evacuation area as outlined on program site's evacuation maps. At that time we will assess the situation and find a safe place for the group, find shelter until help arrives or we are instructed to re-enter the building.

**How will your branch care for children with special needs during and after the disaster?** Prior to any disaster a staff person will be assigned to assist child(ren) with special needs and make sure they are accounted for and taken care of during the situation.

**How will you provide for children until parents/guardians or authorized persons can pick them up?** Staff will do the best they can to comfort and account for children in their care until an authorized person arrives.

**How will you contact parents/guardians or how will parents/guardians be able to contact your child care center?** We will have emergency contact info and carry the program cell phone with us to keep lines of communication open.

**What kind of transportation method will you use, if necessary?** YMCA Mini bus or Laidlaw school bus.

**Have the director, staff, and parents/guardians read, reviewed, and signed the disaster plan?** Yes, this document is included in the 'Family Handbook' that both parents and staff review. Families sign the "Statement of Understanding" acknowledging they have reviewed the Disaster Plan.

Posted on parent bulletin board.

**EMERGENCY/DISASTER PLAN**

Each YMCA Child Care Program has a disaster plan specific to that location. The plan is posted on the parent board at each center. It is extremely important that your child's registration form contain current information. To make changes you will need to give the new information, in writing, to the YMCA office.

**VOLUNTEER OPPORTUNITIES**

Volunteers play a large part in the day to day operations of the YMCA and we are always looking for people who are willing to donate their time. Our Parent Advisory Boards meet on a quarterly basis to review and evaluate

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program activities, make recommendations for program format, and provide a forum for parents/guardians to help resolve site concerns. All interested parents/guardians are welcome.

Several other committees, responsible for matters dealing with finances, program development, public relations, & facility maintenance, are also comprised of volunteers. Our annual Partners with Youth Scholarship Campaign in February are very dependent upon volunteer assistance.

We often need youth sport coaches or special project coordinators. If you would like to help or share a particular talent with the children, please let the Director know of your interest.

### **Child Care Volunteer Opportunities**

Volunteers are always needed in our childcare programs:

Reading to children \* Homework helper \* Parent Advisory Committee (PAC) \* Event planning \* Classroom Aide \* Cultural Presentations \* Special Activity Leader \* Musical Sharing \* Craft projects \* Cooking Experience \* Garden projects \* Making Dress-Up clothes \*

Please contact a staff member if you are interested in volunteering.

### **YMCA DEVELOPMENTAL ASSETS**

What do young people need to succeed? Research by Minneapolis-based Search Institute has found 40 key factors called “developmental assets” that have a great influence on young people’s lives. The more of these assets that a young person has, the more likely they are to act in positive ways and bounce back from difficult situations and the less likely they will experiment with risky and dangerous behaviors.

The assets provide a framework that encourages all adults to make a difference in the lives of children in their families, neighborhoods, and the wider community. Asset building serves as a call to action and cooperation—a catalyst for uniting people to work together in supporting all children.

Since the YMCA began in 1996 to infuse the asset framework and principles into our preschool and school age enrichment sites, we have seen that asset building is much more than a way to simply improve our programs. Asset building is a way of transforming the culture of the YMCA and ensuring that relationships are forming and deepening so that not only children and young people benefit, but so do the YMCA’s adult volunteers, employees, members and families we serve. For more information on the developmental asset approach please ask a staff member or visit [www.search-institute.org](http://www.search-institute.org).

### **YMCA Programs: Eastside Schools Served**

\*Schools or Centers where YMCA programs are based

Snoqualmie Elementary*	Ardmore Elementary	Benson Hill Elementary
Cascade View Elementary	Bennett Elementary	Cascade Elementary
Opstad Elementary*	Cherry Crest Elementary	Hazelwood Elementary
North Bend Elementary	Lake Hills Elementary	Renton Park Elementary*
Ben Rush Elementary*	Sherwood Forest Elementary	Sierra Heights Elementary*
Horace Mann Elementary*	Somerset Elementary	Talbot Hill Elementary
Wilder Elementary*	Stevenson Elementary	Tiffany Park Elementary
Einstein Elementary	Woodridge Elementary	Newcastle Elementary
Lake Heights YMCA Ctr*	Bellevue Family YMCA*	St. Madeline’s Private School

NOTE: Transportation is provided from/to the schools/ centers designated with an asterisk. If you would like

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more information as to which YMCA programs pertain to your school please contact your local YMCA Branch. Contact information is listed in the beginning of this handbook. Thank you.

### **OTHER YMCA PROGRAMS**

The YMCA offers a full range of programs for your family. Some of the activities are listed below. Please check with the YMCA office for a current program brochure.

*Youth Sports*  
*Fitness*  
*Summer Day Camp*  
*Explorer Camp*  
*Specialty Camp*

*Senior Programs*  
*Teen Programs*  
*Family Fun Nights*  
*Kid's University*  
*Y-Adventure Guides/Explorers*

**Thank you for enrolling your child in our program. We hope this handbook has answered any questions you may have about our program. If you need further assistance, please call our office and we will be glad to answer any other questions you may have.**

**YMCA of Great Seattle Website: [seattleyymca.org](http://seattleyymca.org)**

#### **Eastside YMCAs**

Office hours may vary; please contact your local YMCA for more information.

Bellevue YMCA  
 14230 Bel-Red Rd  
 Bellevue, WA 98007  
 (425) 746-9900

Coal Creek YMCA  
 13750 Newcastle Golf Club Rd  
 Newcastle, WA 98059  
 (425) 282-1500

Sammamish YMCA  
 4221 228<sup>th</sup> Ave SE, Ste. C  
 Issaquah, WA 98029  
 (425) 391-4840