







YMCA OF
GREATER SEATTLE

2026–27 Before and After-School Enrichment Handbook

seattleymca.org/base



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WELCOME





Dear Before and After-School Families,

We would like to welcome you and your child(ren) to BASE (Before and After School Enrichment). The Y believes the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in neighborhoods around the nation are taking more interest in learning and making smarter life choices. We provide safe, nurturing environments where kids gain knowledge, guidance, and encouragement to help them develop strong character, values, and social skills. That makes for confident kids today and contributing and engaged adults tomorrow.

On behalf of the YMCA of Greater Seattle, we would like to take this opportunity to welcome both you and your child(ren) to the 2026-27 school year. The YMCA of Greater Seattle is very excited to be able to offer a fun-filled and enriching program for your child. The YMCA is the largest provider of before and after school programs across the state of Washington, where we are serving 1 out of every 4 elementary schools. Locally, we have 57 programs across 10 school districts that work to support kids and families each day. We are dedicated to building strong character in the youth we serve. Our programs are centered around the YMCA's four core values of caring, honesty, respect, and responsibility.

This Family Guide has been prepared for your convenience to inform you of our policies and procedures. Please refer to this booklet if you have any additional questions regarding BASE. If you have concerns or suggestions, please feel free to contact us at base@seattleymca.org.

Building strong kids, strong families, and strong communities has always been and remains a major goal for the Y. Once again, we would like to welcome you and your family and thank you for your support and cooperation.

Thank you,

Jenny Barr
Senior Executive Director
Youth Development Programs Branch
jbarr@seattleymca.org

ABOUT THE Y

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income, or background, has the opportunity to learn, grow, and thrive.

MISSION STATEMENT

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

EQUITY STATEMENT

The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism. We will be accountable to marginalized communities for creating equitable and sustainable environments where social justice is woven into every facet of our programs, and by caring for our communities in a culturally versatile and respectful manner.

NONDISCRIMINATION STATEMENT

All people are welcome at the Y regardless of race, sex, national origin, religion, or abilities. Children and parents who have limited English language ability can be assisted with the translation of written information or 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. Y programs reflect and respect the diversity in our community. Religious education is not part of our program. The YMCA of Greater Seattle is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families, cultivate an understanding among children and staff, and incorporate an anti-bias approach to curriculum.

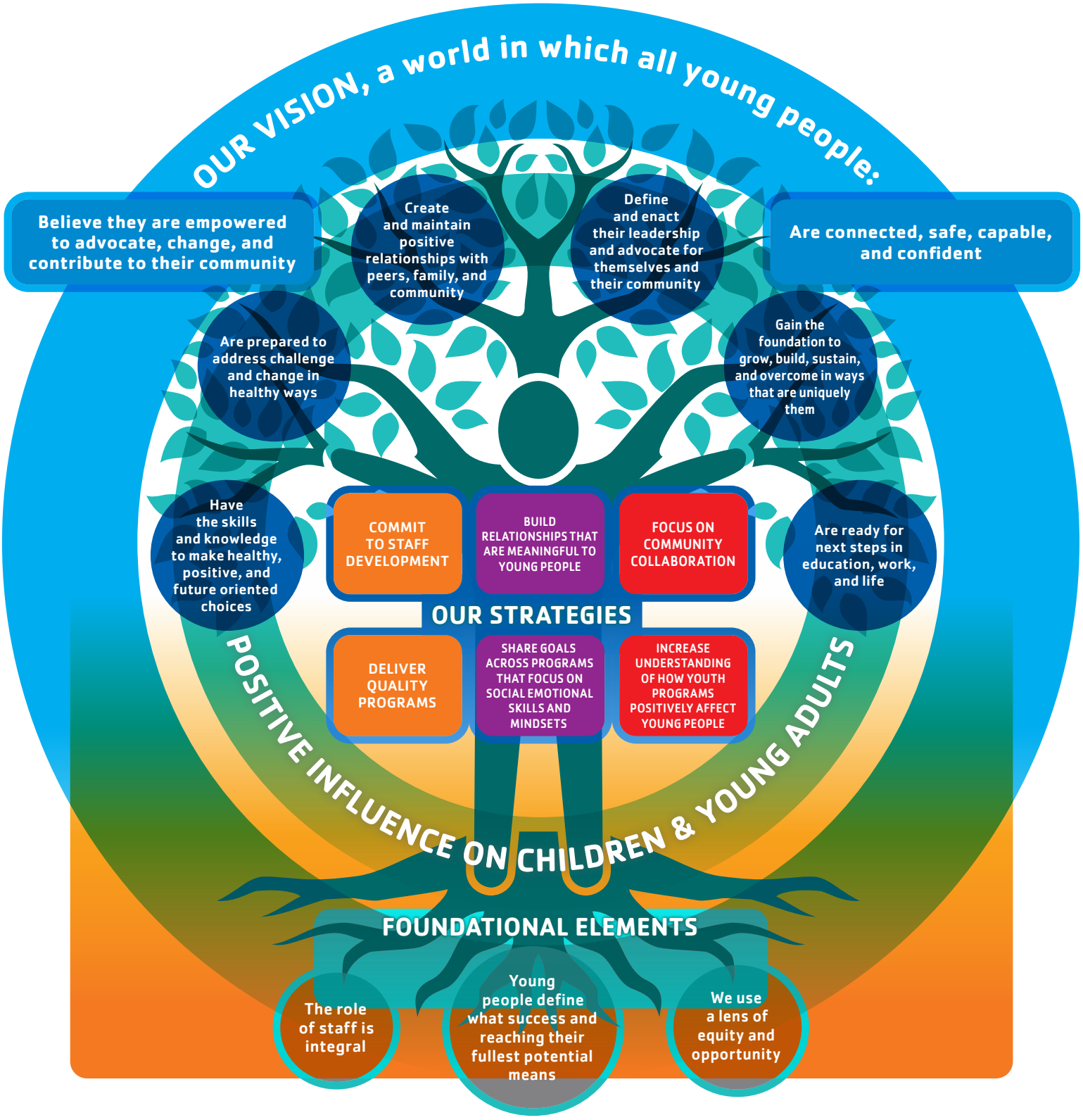
PHILOSOPHY AND PURPOSE

At the Y, we're for youth development, healthy living, and social responsibility. Y youth programs stimulate a child's physical, social, intellectual, and emotional development. Using small group experiences that are developmentally appropriate, children will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate, and challenging experiences
- Identify new interests and take part in project-based learning experiences
- Learn and display the four core values of the Y: honesty, respect, responsibility and caring
- Increase appreciation for their own family, friends, and surrounding community



YMCA YOUTH DEVELOPMENT THEORY OF CHANGE



OUR FOCUS

We infuse evidence-based activities proven to build dimensions of well-being.

WHAT WE DO IN YOUTH DEVELOPMENT

Through our programs that serve young people from birth to age 26, we aim to provide them with the skills, experiences, resources, and support they need to be prepared for the future they choose. We welcome young people at any stage in their life as they continue to learn and grow.

FOR YOUTH DEVELOPMENT

Ready for their next steps in education, career, and life.

Child care at the Y is geared to involve age appropriate activities in both large and small group settings. Planned, task-oriented activities challenge their present abilities and teach new skills.

- Children choose from many activities for fun and learning.
- Older, more mature children accept positions of responsibility and leadership in planning activities and establishing rules.
- Younger children are encouraged to accept responsibility and develop self-reliance.

FOR HEALTHY LIVING

Foster a set of skills and knowledge to make healthy, positive and future oriented choices.

With the right building blocks for healthy development, children gain the skills they need to be active, thriving, and contributing members of society.

- Healthy food and nutrition activities develop good eating habits.
- Physical activities develop good coordination and skill development through physical fitness.
- Opportunities for outdoor and recreational activities are planned every day.

FOR SOCIAL RESPONSIBILITY

Come together and promote inclusion and celebrate diversity.

Children learn appropriate social behavior through group discussions, projects, positive adult-modeling, and gain a sense of belonging.

YMCA Before and After-school child care provides ways for children to:

- Help and serve others
- Discover and amplify their voice to advocate for themselves, peers and community.
- Develop an appreciation and stewardship of their school and Y community environment.
- Participate in service projects and volunteering opportunities

BEFORE AND AFTER-SCHOOL ENRICHMENT (BASE):

- Builds self-esteem
- Gives kids the opportunity to make new friends and build meaningful relationships with others
- Allows kids to discover who they are
- Helps kids to demonstrate a helpful and cooperative attitude



BASE STAFF

Recruiting, selecting, training, and supporting the staff are essential to a successful before and after-school program. The Y leaders have experience in working with children, knowledge of recreation activities, and model the Y's core values. All program staff are required to attend training prior to interacting with children. Training includes, but is not limited to:

- Developing diversity, equity, and inclusion in school-age programs
- Trauma informed care and behavior support techniques
- First aid and CPR
- Child-abuse awareness and prevention
- Preventative health measures
- Youth development best practices and age-appropriate programing
- Implementation of games and activities

STAFF RELATIONSHIPS OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, Y employees are not permitted under any circumstances, to provide individual transportation for any child or to bring or take a child home. Y staff and personnel are not allowed to babysit for program participants, spend time outside of programs with our families, or contact families by personal phone, email, or internet without prior written consent of the guardian and the Y.

Please do NOT put our staff at risk of losing their position with us by asking them to compromise these staff policies.

DAILY SCHEDULE

Each program has a daily schedule to meet the needs of the children. Schedules are provided to each family and posted at the site monthly.

Morning Program:

7:00 am until start of school day includes planned youth-choice activities:

- Snack
- Community time
- Movement & mindfulness

Afternoon Program:

End of school day until 6:00 pm

- Snack
- Homework support
- Enrichment activities
- Community time
- Active physical play
- Afternoon activities include the following core components: Literacy, Math, Science, Physical Wellness, Art/Drama, Youth Interest Clubs (e.g. cooking, card games)

OUR CURRICULUM

SCALED Learning™, the Y's holistic before and after-school curriculum, presents kids with new challenges as they reach each stage of their development. SCALED Learning™ helps kids grow in the classroom and out in the world through engaging in STEM, hands-on arts, literacy, career-connected learning, diversity and global education, social development, and fun! Kids who participate in the Y's before and after-school programs expand the school day through active play with classmates and curriculum that augments what they're learning in school. Discovering the world is fun and safe with the experts on helping kids grow and learn in spirit, mind, and body.

The pillars of SCALED:

- **S** - Stem
- **C** - Career-Connected Learning
- **A** - Arts
- **L** - Literacy
- **E** - Education
- **D** - Diversity & Global Learning

The Y uses Sanford Harmony for our social emotional learning (SEL) curriculum. This CASEL*-based program uses daily activities and a series of books to help youth develop empathy, cooperative skills, and resiliency.

*Collaborative for Academic, Social, and Emotional Learning (CASEL)

EVERYONE IS WELCOME





ADMISSIONS CRITERIA

Parents/guardians must complete, in their entirety, the YMCA of Greater Seattle's online forms and waivers in their YMCA Account. No child may enter the program without the completed enrollment paperwork.

EQUAL ACCESS

The YMCA of Greater Seattle, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in child care programs. We serve children in groups regardless of gender, race, color, nationality, religion, ethnicity, or ability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

OUR COMMITMENT TO EQUITY AND JUSTICE

The Y is an organization focused on addressing the most critical needs of our community and dedicated to advancing diversity, equity, and inclusion for all. The YMCA of Greater Seattle proudly proclaims that Black Lives Matter. We cannot empower all people, especially the young, to achieve their fullest potential in spirit, mind, and body until we disrupt racism, achieve equity and justice for all, and press forward to become an anti-racist organization.



INCLUSION & SPECIAL NEEDS

The YMCA has a unique opportunity and responsibility to work toward full inclusion of people of all abilities. The YMCA of Greater Seattle will not deny access to anyone solely on the basis of their disability. The YMCA complies with all provisions of the Americans with Disabilities Act (ADA) and aims to ensure complete access, inclusion, and engagement for all children.

Our Youth Program Support Specialist will contact guardians that indicate that their child may require additional assistance in the registration process. They will discuss their child's needs and goals, review the Y BASE model and daily schedule, and complete an Individual Care Plan to ensure the Y is prepared to best serve them. It is essential that all pertinent information is shared so we can work in partnership to ensure everyone's success.

The YMCA of Greater Seattle will provide reasonable accommodations on a case-by-case basis after an individualized assessment has been conducted and the accommodations have been agreed to by all parties. If no satisfactory accommodations or alternatives can be fulfilled, the Y will provide guardians with notification of the reasons for this determination. Our typical ratio is 1 staff to 12 campers. While the YMCA uses a group format, we will attempt to reasonably accommodate campers with special needs, on a case-by-case basis, after an individual assessment, and subject to agreement between the parent or guardian and the YMCA.

SUPERVISION

A staff to child ratio of 1:12 is normally maintained in Y programs. The required ratio for the State of Washington is 1:15. Staff-child ratios are adjusted to assure adequate supervision for the age group, ability, and physical condition of all the children. Children are assigned to groups using a hands-free, roster identification system. Staff regularly count children and conduct name to face safety checks.

INSURANCE

The YMCA of Greater Seattle does not provide any accident or health insurance for its members or participants and it is the applicant's/member's/participant's responsibility to provide such coverage and agrees to hold the YMCA of Greater Seattle harmless from any and all claims for any accident, injury, or illness.

WHAT TO BRING





WEATHER APPROPRIATE CLOTHING

At the Y, we go outdoors to play in rainy, cold, and hot weather. Please ensure your child brings clothing appropriate for the day's weather. Wearing layers is a great way to prepare your kids for Y programs each day.

PERSONAL BELONGINGS

Please ensure that all possessions are labeled, preferably on the tag at the neck or waist with permanent marker. Label any sunscreen provided by the parent/guardian. Children are responsible for their own belongings including backpacks, books, clothing, and other personal items. We discourage children from bringing their own electronic devices, phones, other special toys, game cards, money, or sports equipment (unless specified for the program). If these items are brought, the Y staff may collect them and will return them when the child is picked up at the end of the day.

LOST AND FOUND

Children are responsible for personal belongings. When items are missing, check the lost and found area. Items are returned to their owners as soon as possible. The Y does not take responsibility or replace lost or damaged items. Unclaimed items are held for two weeks then discarded or donated to charity.

ITEMS NOT ALLOWED AT BASE SITES

This list provides examples of prohibited items but is not meant to be all inclusive.

- **Controlled Substances:** Illegal drugs, controlled substances, and alcohol are not permitted on the property where a Y program is operated or visits.
- **Tobacco:** Tobacco products, inclusive of vaping materials, are not permitted at Y child care and facilities. Family cooperation is also necessary to protect our "outdoor classroom" for everyone to enjoy. Thank you for keeping Y BASE space and buildings tobacco free.
- **Pets:** Animals are not allowed and are not to be brought to Y programs.
- **Weapons and/or explosives:** Children, staff, parents, or visitors are not permitted to bring or possess weapons (including firearms and pocket knives) at Y child care programs. Matches, lighters, and firecrackers are not permitted.

OUR COMMITMENT TO HEALTHY LIVING



PHYSICAL ACTIVITY AND PROGRAM ELEMENTS

The Y follows the Healthy Eating and Physical Activity (HEPA) standards in our summer program as part of our national commitment to combat childhood obesity and ensure that participants live a healthier balanced life. To encourage and increase parent knowledge related to the healthy eating and physical activity, staff will communicate information.

SCREEN TIME POLICY

On rare occasions, movies are scheduled in child care programs, particularly if there are multiple days impacted by severe weather conditions (smoke, etc.). Access to computers for additional knowledge and skill practice may be beneficial and/or needed, and will be monitored by Y staff. Children should not bring video games or electronic devices for gaming, cell phones, etc. to the program. Laptops, tablets, or earbuds for homework are allowed and will be monitored.

HEALTHY SNACKS AND MEAL PLANS

Nutrition is very important to healthy physical and mental development. Healthy, daily snacks will be provided as part of the Y program.

- Each snack includes at least 1/2 cup of fruit or vegetables and at least 1/2 cup of grains (crackers, whole wheat bread, etc.)
- Water is the beverage of choice and offered daily. Low or nonfat milk and 100% juice may be provided.

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

NUT & OTHER ALLERGIES

Y school age child care programs are not always nut free. Please be sure to speak with the Program Supervisor prior to registration about any concerns you may have. If your child has any food-based allergies or special diets, please note this in your online forms and waivers in your YMCA Account. You may be asked to refrain from sending your child with food containing peanut butter or other nuts and/or other food manufactured in a plant that processes nut if a child in your child's group has a severe nut allergy.

COMMUNICATION & POLICIES

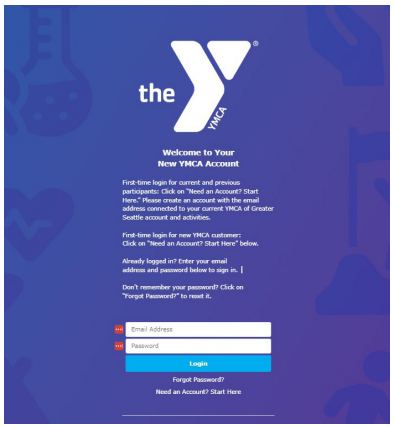




At the Y, we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes quick check surveys, monthly newsletters, and daily informal communication about your child's day.

We are happy to meet with you. Contact the Program Supervisor or send a note to schedule a meeting. To best support you and your family, please feel free to provide suggestions for improvement regarding communication tools by contacting the Senior Branch Executive, Child Care and Day Camps. We encourage you to let us know about the changes in your child's life, comments he or she has made about the day, or anything that helps us make your child more comfortable and ready to play and learn.

YMCA ACCOUNT



The YMCA of Greater Seattle launched a new Registration and Customer Relationship Management system in 2024.

For the 2026-27 Before and After-School Enrichment and Early Education programs, your registration, electronic forms and waivers, attendance records, authorized pickups, and more are available in your new YMCA Account at https://my.seattleymca.org

RAVE MOBILE SAFETY

RAVE is the Y's communication tool for sending emergency or time-sensitive, critical information. If we need to reach all of our program families with important and crucial information, we will be using this system. RAVE is used to send a text message to your cell phone to alert you of changes in locations, closures, or other pertinent information. Please ensure your cell phone number is accurate in YMCA Account as that is where RAVE pulls the data for emergency messages.

SAFETY AND PROCEDURES

DROP OFF/PICK UP

Please drive slowly and watch for children. Accompany your child(ren) to and from the designated location. All children must be accompanied by a parent or designated adult. While children are walking to or from their cars, their care and safety is the responsibility of the parent/guardian. Children are released only to persons authorized by the parent/guardian(s). Photo identification is required when a new person other than parent picks up child. This is to ensure the safety of your child.

ABSENCE/SCHEDULE CHANGE

Communication regarding attendance is vital. If your child is going to be absent from the program, please notify the Y as soon as possible. If you leave a message, please provide the child's name with program location, so we are aware and can appropriately adjust supervision and activities.

SIGN IN/OUT INFORMATION

When a child arrives, they will be checked-in to our electronic attendance system by a parent/guardian and a staff member. At the end of the day, a parent or other authorized adult MUST come to the program location and sign their child out. Please check for information updates or changes each day posted at the Family Welcome Center.



AUTHORIZED PICK UP

For the child's protection, only persons authorized by the parent/guardian(s) may pick up a child. The staff will question those who are unfamiliar and check their authorization and I.D. (driver's license, state I.D., or photo I.D. required). Please note:

- Anyone without proper authorization will not be permitted to sign out or take the child.
- If someone else is picking up the child, the parent must update their Authorized Pick Ups in their master YMCA Account or by notifying the Program Supervisor in writing.
- In the case of last minute pick up changes, the family may call and the Program Supervisor records the oral release and confirms the request by calling the parent number immediately.
- In an emergency, the Program Supervisor may take appropriate action as deemed necessary to ensure the child's safety and well-being.
- For the safety of your child, our staff will assist in making other arrangements for transportation home if anyone appears under the influence of drugs and/or alcohol when picking up your child.

LATE PICK-UP PROCEDURE

All children must be picked up by closing time. If a child remains in our care longer than 30 minutes after the program ends and we have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent/guardian by phone using the numbers provided on the emergency contact list
- Call persons listed as emergency contacts
- After 60 minutes, the authorities may be called to ensure the safety of your child

Habitual lateness could result in removal from the program.

REGISTRATION

FEES AND FEE POLICY SCHEDULE

The following is the registration process that needs to be completed in order for your child to attend BASE. If you have any questions about the process, please contact our registration team at

- registration@seattleymca.org or
- (206) 382-4927

Children will only be considered "fully registered" when all steps are completed and we have received all required paperwork completed for each child. Failure to complete requirements for attendance, including paperwork and payment, that result in days missed from program, will not be refunded or credited.

STEP 1: Your registration and deposit, non-refundable and non-transferable, must be completed online. Electronic Funds Transfer (EFT), from an individual's bank account, debit, or credit card is required at time of registration and connected on order for future draft purposes.

STEP 2: Enrollment Forms will be completed online using your YMCA Account. Once you complete your registration, you will receive an email on how to access your YMCA Account and complete or update your child's information. Please complete at least five (5) days in advance of your child's first day of BASE. **Children will not be accepted into BASE without completed enrollment paperwork.**

STEP 3: Automatic draft from provided account will be processed weekly each Saturday. All forms of payment will be accepted prior to draft date should you prefer not to be drafted. **Payments will be charged on the first of the month or the first business day of the month and will be charged for the full month of care.** Please notify our registration team if this presents a challenge for your family to make alternate arrangements. Families pay program fees regardless of your child's attendance or absences. Families have the responsibility to ensure available funds for selected draft method.

FINANCIAL ASSISTANCE

The Y is committed to ensuring all families have access to quality and enriching youth programs. We provide financial assistance and a sliding fee schedule. Please complete the Affordable for All Income Acknowledgment Form to learn more about scholarships or financial assistance. The form can be found here: www.seattleymca.org/baseforall

THIRD PARTY PAYMENTS (WCCC)

The Y accepts Working Child Care Connections (WCCC), City of Seattle (COS) Subsidy, and King County Best Starts. Please note that not all programs are eligible for these funding options. Please note that not all programs are eligible for WCCC and COS funding. For more information please email registration@seattleymca.org. Monthly co-payments must be paid prior to each month. In addition to co-pays, it is the responsibility of a parent/guardian to be consistent with checking in/out in the electronic attendance system for tracking.



CANCELLATIONS AND REFUNDS

The YMCA of Greater Seattle does not impose contracts on our participants, and participants are free to cancel programs at any time. Written notice is required to cancel program enrollment. We require written notice 14 days prior to the first of the month is required to cancel program enrollment. All schedules, activities, class fees, and staff may be changed or canceled by the YMCA without notice.

FOR PARTICIPANT-INITIATED CANCELLATION

Participants must submit cancellation as follows:

MONTHLY CARE PROGRAMS – Before and After-School Enrichment (BASE) & Early Education:

- If a participant wishes to cancel enrollment, they must submit a request in writing via web form 14 days prior to the start of the program or the first of the month. When a cancellation is processed, enrollment remains active until the end of the month. Any deposits or registration fees are non-refundable and non-transferable. For cancellations after the deadline, deposits and registration fees will not result in a system credit except for unforeseen circumstances and subject to the approval of the supervisor.

SESSION BASED OR DAILY PROGRAMS – Enrichment Classes & Non-School Break Camps:

- If a participant wishes to cancel enrollment in a class, they must submit a request in writing via web form, 2 business days before the start of the session to receive a system credit. Credit is not given if the request is submitted 7 days or later following the first class. Once the deadline has passed, cancellations, deposits, and registration fees will not result in a system credit except for unforeseen circumstances, and subject to the approval of the Youth Development Programs Branch Executive.



FOR YMCA-INITIATED CANCELLATION

The Y will process cancellations as follows:

CANCELLATION WITHIN Y CONTROL – (e.g., space or staff limitations, etc.):

- A credit toward another session/service will be issued automatically.
- Credits will be applied to any past due or future scheduled payments.
- Upon written request via web form, a refund will be provided.

CANCELLATION OUTSIDE OF THE Y'S CONTROL – (e.g., weather, pandemic, environmental hazard, civil emergency, etc.):

- MONTHLY CHILD CARE PROGRAMS: You will receive a prorated program credit on your account for each day following three missed program days

  Example: A BASE child care site is closed for 4 days due to snow closure. The participant would receive 1 day of credit after the first 3 days had elapsed.

- WEEKLY CAMPS OR SESSION-BASED ENRICHMENT: A prorated amount will be credited to your account for each day after one missed program day.
  - Example: A smoke/poor air quality-related cancellation requires 2 days of break camp closure. The participant's account would receive a 1-day credit after the first day had elapsed.
- Credits are valid for 12 months towards any YMCA of Greater Seattle program or service. Credits will be applied to any past due or future scheduled payments.
- If you would like to donate your credits to the Y, we will provide a donation receipt as record of your gift.

TAX RECEIPTS

Program fees are eligible for child care tax credit. Our federal child care tax ID # is 91-0482710. Information on how to print a year-end tax statement will be emailed to you in January of every year.

SICK CHILD PROCEDURES

The Y cannot accept children for child care when they are ill. Staff observes each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other care arrangements be made. If your child develops these symptoms after drop-off, family or parent/guardian(s) are contacted and expected to pick-up their child. We separate your child from other children until you can pick them up if they are experiencing the following:

- Diarrhea (two or more instances)
- Severe coughing
- Eye discharge or conjunctivitis (pink eye)
- Fever of 100 degrees Fahrenheit or higher
- Stiff neck
- Unusual spots, rash, or infected skin patches
- Sore throat or difficulty swallowing
- Vomiting (two or more times in 24 hours)
- Too tired/sick to participate in daily activities
- Evidence of live lice, scabies, or other parasitic infection

We will report communicable diseases to the local health department. We will also notify other parent/guardian(s) in the program so they can take appropriate action.

COMMUNITY HEALTH PROVISIONS

The Y will follow the mandates of local health districts in the event of a community health incident. More specific details and procedures will be shared with families if a pandemic or health crisis were to occur.

MEDICATION MANAGEMENT

If your child is taking either prescription or non-prescription medication that must be administered during program hours, please complete the Request for Administration of Medication form with the name, dosage, and time your child will need the medication.

Non-Prescription Medicine: Parent/guardian consent authorizes these medicines but they must be in the original container and follow the dosage, duration, and method per the manufacturers label. Also, we cannot give aspirin without written consent from your child's physician.

Prescription Medicine: We cannot administer any prescription medication without written physician consent. Medications must be in the original bottle with the appropriate dosage. All medication will be collected by the BASE staff at the beginning of each day. Unused medications will be returned to the parent/guardian end of the program or on a child's last day of the program. It is requested that only one month's worth of medication be given to the staff.

Children who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen® for bee stings) will have their medicine carried by Y staff but must administer it themselves under staff supervision.

ILLNESS & INJURY

YMCA of Greater Seattle child care programs are based and operate in both indoor and outdoor settings. Some specific hazards that may occur during the course of a normal day may include: sunburns, minor scrapes or cuts, slipping, falling, splinters, bumps, bruises, or insect bites.

In the event any of the above conditions occur, BASE staff will treat these ailments in accordance with first aid health guidelines (soap, water, ice, bandages). For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded in our accident/incident log.

If illness or injury results in a more serious condition than listed above, BASE staff will contact the child's parent/guardian immediately to make arrangements for care and/or contact 911. For the child's safety, it is essential to provide the Y with two additional emergency numbers in the event of such a situation. **Please ensure contact information is up to date in YMCA ACCOUNT.**

BASE staff cannot administer pain medication, Benadryl®, aspirin, calamine lotion, antibiotic ointments, etc. without the original bottle/packaging and instructions from a physician when necessary. Children do not always inform staff of scratches, rashes, insect bites, etc. **Please do a daily health check with your child.**

SAFETY & HYGIENE

Hand Washing Practices:

- Staff members and children are taught hand washing procedures and are periodically monitored.
- Hands must be washed after using the toilet, handling body fluids, coming indoors from outdoor activities, and before meals and snacks.

INCLEMENT WEATHER & RAINY DAYS

The YMCA of Greater Seattle makes every effort to provide care on days of inclement weather. Please be familiar with these policies and the line of communication between yourself and the Y staff to ensure all information is exchanged properly. Remember, these situations only pertain to days of inclement weather. Children must be prepared for rainy or cold/drizzling days as well as high temperature days by wearing appropriate clothing and providing layers.

PESTICIDE POLICY

You will be notified at least 48 hours in advance of the application of any pesticides, as we receive notification from the site owner. 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.



VOLUNTEERS

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

BIRTHDAYS

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

HOLIDAY & SITE CLOSURES

Y Child Care programs are closed on the following days:

- Labor Day
- Veterans Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Presidents Day (Staff Training Day)
- Memorial Day
- Independence Day

In addition, the program will end before the final days of school to allow for staff training for day camps. More detailed information will come out in April 2025.

BEHAVIOR EXPECTATIONS

BASE staff make every effort to ensure each child has a positive experience. The Y strongly believes that child care is an exciting, safe community for youth to explore, build confidence, develop skills, and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve. We strive to help each child develop positive self-esteem while fostering self-direction.

Our Y staff work with each child to support their development in self-management and self-direction. Some examples are:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and based on development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
- Children become acquainted with themselves and their feelings to help them learn to cope with their feelings and control them responsibly.

GENERAL BEHAVIOR EXPECTATIONS

- No put-downs, no one needs them
- Be honest with yourself and others
- Speak for yourself, not for anyone else
- Listen to others, they will then listen to you
- Show respect, every person is important
- Take responsibility for your actions, you are responsible for you

UNACCEPTABLE BEHAVIOR

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity, or obscenity
- Public or inappropriate displays of affection
- Stealing or damaging property (personal, YMCA, rental, and public property) Note: damage done by children to these properties could result in financial responsibility and invoice assessed to the children's family
- Refusing to participate in activities or cooperate with staff resulting in disruption of the program for other children
- Leaving your group, program, or designated area without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing, sexual misconduct, or abuse toward another child or staff will not be tolerated

WHEN BEHAVIOR RULES ARE BROKEN

The Y staff facilitates the development of self-control in BASE by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to a more acceptable activity, or setting clear limits. Staff respect each child's developing capabilities.

PROGRESSIVE DISCIPLINE PROCEDURES

When a child does not follow behavior guidelines, Y staff may take the following action steps.

Step 1: The Y uses positive guidance methods including reminders, distraction, logical consequences, and redirection.

Step 2: If inappropriate behavior continues, the child is reminded of behavior guidelines and program rules. The Program Supervisor and/or Program Director and the child decide on action steps to correct their behavior. Staff documents the situation, the inappropriate behavior and action taken. Parent/guardian(s) are notified.

Step 3: If the situation is not resolved and inappropriate behavior continues, the Program Supervisor and/or Program Director will schedule time with the child and their family to develop an action plan for success.

Step 4: If after working through steps 1–3 and the child is still struggling to meet expectations, the Program Supervisor and/or Program Director will work to identify different program types, a different cohort, or a modified attendance schedule to support the child, and their family. If needed, the Y reserves the right to expel the child from the program as a last resort.

The Y believes in the unique potential of every child. We strive to provide support to ensure all children are successful in our child care programs. Our staff strives to use a trauma-informed, restorative justice lens when working with children that are exhibiting behaviors not acceptable in our program. Additionally, we partner with Inclusion Specialists through our Social Impact Center to work with children, families, and staff as needed.

SUSPENSION/EXPULSION

An automatic consequence for behavior such as physical fighting, physical/verbal coercion, sexual misconduct, or destruction of property is grounds for suspension or expulsion based on the severity of the action(s) or incident(s) and within the discretion of Y staff. Families are notified that day about the incident. The Program Supervisor and/or Program Director will meet with the family to discuss these disciplinary steps and procedures. No refunds or credits will be given for time missed due to disciplinary action.

FAMILY PARTICIPATION & COMMUNICATION

A key element of our program is family involvement. Families are strongly encouraged to volunteer their time and services in a wide variety of ways. Families are encouraged to participate in all facets of the program to make our program the best possible place for their children. Through combined efforts, the family, the child, and the program all benefit.

Families should discuss any complaints or suggestions about the child care program with the Program Supervisor. When a parent feels the Program Supervisor has not addressed their concerns, the parent may discuss their concerns with the Senior Executive Director, Child Care and Day Camps.

Staff is available to discuss your child at any time. However, due to staff responsibilities and schedules, families are asked to make appointments for lengthy conversations. Any challenges your child may be having at home may affect his/her behavior at BASE. 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 with only those who need to know.

Parents are significant role models for their children in all aspects of life. Parents/Guardians who exhibit poor self-control including yelling, use of vulgar language, threatening, abusive comments, physical aggression, will not be tolerated. YMCA staff deserve respect, support and to be treated with dignity.

A schedule of activities or newsletter will be provided to you at the beginning of each month to keep you informed of program plans.

CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both guardians. 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 Y paperwork (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. The Y will enforce Restraining Orders and Anti-Harassment Orders that are uploaded in your YMCA Account and/or submitted to the Senior Executive Director at jbarr@seattleymca.org. Any disagreement regarding authority for authorized pickups must be addressed by the guardians and not engage Y staff.

STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA of Greater Seattle 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 Y. Child abuse is mistreatment or neglect of a child by parents, another child, 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 Y 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. 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 Y programs outside of approved Y activities. For example, baby-sitting weekend trips, foster care, etc., are not permitted. An exception must be approved in advance by the the Branch Executive for Youth Development Programs in consultation with our Risk Management department.
- 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 Y 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 abuse of a child by a Y employee or volunteer, even if it was not during working hours, should be reported to the Y by calling (206) 749-7590 or emailing safekids@seattleymca.org.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, District Executive, and designated members of the Y Association Office.

The Y uses an online resource for families entitled Protect Your Child From Abuse.

CHILD SAFETY

As a partner in your child's success, the YMCA of Greater Seattle is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time, you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Program Supervisor.

PERSONAL SAFETY TALKS

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

CHILD ABUSE REPORTING

Y staff are 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.

EMERGENCY PROCEDURES/ EVACUATION

Washington State Department of Children, Youth, and Families require that child care programs create and implement emergency plans to assure the safety and welfare of the children attending all day child care programs. Specific information concerning this policy in your BASE program is available on-site.

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

RESTRAINING OF A PROGRAM PARTICIPANT: Staff may need to physically restrain a child only if needed for the safety of the child or others in the program. Some examples of the need for this emergency response include: leaving the program space unsupervised, physical altercations with another child or staff, self-harm, etc. We have a YMCA restraint policy that staff are trained on annually that includes: holding a child as gently as possible, limiting the amount of time to only what is needed to control the situation, and only performed by trained staff.

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

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

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

- DO NOT CALL THE PROGRAM SITE IN THE EVENT OF AN EMERGENCY. The Y is updated with emergency information and parents will be notified via RAVE, the text/email alert system. This will keep our phone line free to make emergency phone calls and relay information. Parents may reach out to the Program Supervisor. However, the director's priority is to keep children safe and may not be immediately available.
- The persons designated to pick up your child are on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form can pick your child up from the program.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.







Thank you for reading through our Before and After-School Enrichment Handbook.
If you have any questions that were not answered in this guide, please feel free to reach out to **registration@seattleymca.org**.

We look forward to a great fall together!

seattleymca.org/base

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