



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Giving you Peace of Mind

YMCA School Age Care Parent Handbook

For Registration: YMCA Business Office 1126 North Monroe, Spokane, WA 99201

For on-site programming information call (509) 777-YMCA (9622)

Child Care Executive- Heather Buhl Email: hbuhl@ymcainw.org

Senior Program Director- Maddy Strait Email: mstrait@ymcainw.org

North/Central Program Director- Anila Curry Email: acurry@ymcainw.org

Valley/South Program Director- Abby Woodward Email: awoodward@ymcainw.org

Welcome to our School Age Child Care Program!

We are so happy to have you and your child join us for the current school year or summer. Here at the Y, we strive to provide an environment where your child will build strong social skills, engage in activities that encourage healthy living and help them develop to their full potential. We offer a variety of activities in a safe, nurturing, and fun environment. Along the way, we hope your child will gain self confidence, learn about and explore their environment, and feel safe with our caring and nurturing staff.

We look forward to sharing this time with you!

The YMCA School Age Staff

YMCA Purpose Statement: To give children a safe place to learn, grow and thrive while putting Christian principles into practice through programs that promote a healthy mind, body and spirit.

Hours of Operation: Monday-Friday School Year: 6:30am-9am & 3:30pm-6pm Summer Hours 6:30am-6pm

Closed for the following holidays: Labor Day, Veteran's Day, Thanksgiving Day & Friday, Christmas Eve & Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4th of July, Juneteenth

There will be no PM program the last day of school for Day Camp preparation. We may also be closed on some no school days for staff trainings

DAILY SCHEDULE AND ACTIVITIES

Please see individual sites for a more specific daily schedule and curriculum. This is dependent on full day or part day programs.

School Year Mornings

6:30-7:30: Free Choice

7:30-8:30: Gym Games/Organized Group Activities

8:30-9: Quiet Time/Release to school

School Year Afternoons

3:15-3:45 Bathroom Breaks, wash hands, and snack

3:45-4:30 Organized Group Activities

5:30-6 Free time

In each shift, there needs to be at least 30 minutes of outside play per licensing, weather permitting

Organized activities may include arts, crafts, games, and STEM

(science, technology, engineering, and math)

Day Camp

6:30 Open

7:00 start morning activities

8:00-8:30/45 Breakfast snack- this is not intended to be a full meal 8:45 Load the bus for field trip days

9:00 Bus leaves for field trips- Times may vary depending on busing 9:30-10:00 arrive at field trip/parks/games, activities, other

11:30-12:30 Lunch/quiet reading time/camper rest time

3:00 Clean up and ready to Load the bus

4:00 Arrive back at the camp location

4:00-6:00 Parent pick up and end of the day activities

6:00 program close

SCHOOL YEAR PROGRAM LOCATIONS

East Valley School District: CCS, Otis Orchards, East Farms Trent and Trentwood. Currently all but Trent are held at Valley YMCA.

West Valley School District: Pasadena, Seth Woodard, and Millwood. Currently all sites are held at the Valley YMCA

Mead School District: Brentwood, Colbert-currently held at Meadow Ridge, Evergreen, Farwell, Meadow Ridge, Midway, Prairie View, Skyline, Spokane International Academy and Creekside-currently held at Evergreen

Provider Numbers

- Brentwood-151506
- Trent-151298
- Evergreen-748203
- Farwell-151566
- Meadow Ridge-151914
- Midway-151904
- Prairie View-021479
- Colbert (at Meadow Ridge)-No DCYF
- Pasadena (at the Y)-507986
- Seth Woodard (at the Y)-507986
- Creekside (at Evergreen)-437488
- Trentwood (at the Y)-507986
- Skyline-446109
- SIA-437528
- Valley Day Camp-507986
- Central Day Camp-276487
- North Day Camp-500457

Registration and Payment

Enrollment

1. Obtain a Registration Form from any YMCA facility, Online at ymcainw.org, or at the Corporate Office
2. Fill out the form and submit payment
3. Choose your option:
 - Mail/Drop Off: 1126 N Monroe St, Spokane WA, 99201
 - Email: ymca@ymcaspokane.org
4. You will receive a statement, via email, based on what you registered for
5. Complete the child information forms and submit them to the program director
 - Valley Locations: awoodward@ymcainw.org
 - North Locations: acurry@ymcainw.org

Cancellation Policy

- Program changes or cancellations to a child's enrollment will be accepted at the Corporate Business Office with written notice by the 27th of the month for the following month's programming.
- Written notice must be given by the 27th of the month prior to stopping care in order to stop monthly billing
- DCYF and other 3rd party agencies do not cover late fees accrued due to not canceling in time
- Changes to your monthly billing cannot be made after the last business day of the month
- Refunds are subject to a \$5 processing fee

School Year Breaks/No School Days

- Registration deadline is 1 week before the no school day
- Space is limited for no school days and breaks, so early registration is encouraged
- Flyers advertising "no school/break" care will be available at site locations prior to registration opening
- We may be closed some days for staff training or staffing issues
- All sites will be closed the last few days of school for summer camp preparation

Payment Options

- Payments can be made online, over the phone, through the mail and through automatic payments
- First time payments are due at least 7 days before your requested start date
- Automatic debit/credit card payments will be taken out on the first of the month
- Online payments can be made at ymcainw.org
- Mail in payments can be sent to: YMCA Business Office (Attn:SAP), 1126 N Monroe, Spokane WA 99201
- For payments over the phone, call 509-777-9622
- Payments can also be dropped off at the YMCA business office located at 1126 N Monroe street in downtown Spokane or at the Member Services Desk at any YMCA facility during business hours

Late Payment & Suspension Policy

- A \$20 late fee may be applied to each monthly account not paid in full by the 10th of each month
- All accounts with balances due after the 16th of the month will result in suspension until the payment is made in full
- Suspended accounts may be inactivated and re-registration with payment will be required

Late Pick Up/ Fees

A fee of \$10 per child may be charged for every 10 minutes after 6pm. No prorating. The YMCA reserves the right to terminate the care of any family who has been late in picking up their child 3 or more times within a school year

Insufficient Funds

All payments returned for insufficient funds are subject to a \$20 NSF fee

DCYF and Other 3rd Party Assistance

State assistance is accepted once State Approval is received by the YMCA at select locations. The parent/guardian will need to contact their assigned caseworker or 3rd Party Agency and submit all required forms and information. Please notify your caseworker in advance with the site your child will be attending. Please see the following chart for the provider numbers. If you would like your child to attend before we receive notification from the state, you can pay the full rate and receive a refund or credit to your account upon approval.

DCYF pays for participation after co-payment is made (if applicable). Co-payments are due with initial registration and on the 1st of each month. Program cancellations must be received by the 27th of the month prior in order to inactivate monthly billing. DCYF and other 3rd Party do not cover late fees or fees accrued due to inaccurate registration on the part of the parent. This is the parent's/guardian's responsibility. Failure to pay will result in loss of care and accounts may be sent to collections

Discounted Months

- August 50% CCS school only
- October 40% CCS school only
- December 30% discount –may change
- February 25% East Valley schools only
- February 50% CCS school only
- April 25% discount
- May 25% CCS school only
- June 50% discount –subject to change

Financial Assistance

YMCA financial assistance is available to qualifying families and is sponsored by the YMCA Annual Campaign and Spokane County United Way. Applications are available online, at a Y facility, or at the Corporate Office. Financial assistance will not apply until after your application is approved. Applications can take up to two (2) weeks to process. Contact Katy Zemke for help with financial assistance at kzemke@ymcainw.org

Tax Information

For tax information visit our website. The YMCA Childcare Division does not automatically send out tax statements to participants. If you would like a statement for the current tax year you can download tax information by logging in to My Account. Once there click Tax Statement Year-end Child Care Statement. Or call 509 777 9622 and a statement can be emailed or mailed to you. The YMCA's EIN/Tax ID# is 91-0827958

Program Policies

NONSMOKING POLICY

The YMCA School Age Program staff members are not allowed to smoke or have tobacco on school premises. The YMCA School Age Program is a Smoke Free/Smoke Smell Free program. Staff may not come to work in clothing that smells of tobacco and will be sent home. Staff and volunteers will follow all school district Tobacco Free policies when on school grounds. This includes vaping of any kind.

DRUG AND ALCOHOL POLICY

Staff and volunteers may not use illicit drugs to include marijuana on the premises or during program hours. Staff may not consume or be under the influence of alcohol or drugs that could impair the ability to provide care for children. Staff and volunteers will follow all school district Drug Free Zone policies when on school grounds.

EXTREME & DANGEROUS WEATHER

We will close our programs due to weather or emergencies anytime schools are also closed. We will also close program if it is determined by our Program Directors to be unsafe for both children and staff. This may include high heat index, extreme cold, smoke and other unsafe weather-related concerns. Please watch for program closure warnings on your child's school website, and/or YMCA's website or Facebook Page. In the event of an emergency closure, during the YMCA Program, parents/guardians will be notified by YMCA staff via phone, email or text and will be required to pick up their children immediately.

YMCA school age staff must take caution in temperatures less than 20 degrees Fahrenheit or higher than 100 degrees Fahrenheit and be sure that children are appropriately dressed for the weather.

SNOW DAYS AND EMERGENCY CLOSURES

- If school is canceled due to snow the YMCA will also close.
- If school closes early due to an emergency the YMCA will also close.
- If school starts 2 hours late the YMCA programs will open at 7am for safety.

PROGRAM CLOSURES DUE TO SMOKE

Programs will move indoors at AQI Smoke levels above 100 and we will do our very best to remain open and serve our community. However, we have limited space available to us indoors and out of the smoke. We will close for any AQI smoke levels above 200 when indoors. We use Spokane Regional Clean Air Agency to monitor air quality.

EVACUATION OF CHILDREN IN ANY EMERGENCY

In the event of an emergency, children will be evacuated through the nearest exit of the building/space. If a child is non-ambulatory a designated staff person will be responsible for making sure the child is able to be evacuated in a timely manner either by pushing the child's wheelchair or, if needed, carrying the child.

- A whistle will be available at each location as an additional method to sound an emergency alarm.
- Child information forms including medical release forms and any needed medication will be taken to the evacuation point by the Site Director or a designated staff.
- An emergency/evacuation first aid kit will also be taken to the evacuation point.
- The sign-in/out book will be taken by the Site Director and roll call will be conducted.
- Parents/guardians may pick up their children at the evacuation point.
- Parents/guardians may pick up their children at the program location following an emergency if the program location is determined to be safe.

RECORD KEEPING OF EMERGENCY DRILLS MUST INCLUDE:

- Date and time of the drill.
- Names of staff present at the time of the drill.
- Number of children who were present at the time of the drill.
- Length of the drill.
- How the drill went and any improvements or adjustments needed.
- Staff will be trained on emergency procedures on an annual basis and will be given a copy of the Emergency Plan

DESIGNATED EMERGENCY EVACUATION SHELTERS

In the event the YMCA program needs to seek shelter the children will be evacuated to the nearest YMCA facility or the nearest designated shelter area as directed by local authority (often schools are the shelters). Parents will be notified where to pick up their children following an emergency through one or more of the following ways: YMCA Website, Social Media (Facebook), Telephone calls/text messages, local news (if applicable).

EARTHQUAKE PROCEDURES

In the event of an earthquake children will be directed to go to the safest earthquake location, which will be determined and posted in the emergency book and determined per each program site. The Site Director along with the Program Director will determine if the licensed space is safe following an earthquake after discussing it with school staff and/or local authorities.

LOCK DOWNS/SHELTER IN PLACE

In the event of a lock down the following procedures will be followed:

- Children will be directed to hide under or behind tables and/or in closets.
- Doors will be locked.
- Windows will be locked and covered.
- Children will remain at the site under lock down until it is determined to be safe by school officials or local authorities.
- Parents will be notified where and when they may pickup their children by following the same procedures outlined above under Emergency Evacuations.
- Staff will work with parents and school staff to have access to 3 days of medication for children that are currently on prescribed daily medication as well as 3 days worth of food and water

STAFF WILL BE TRAINED IN THE FOLLOWING AREAS

- How to operate a fire extinguisher.
- YMCA Staff will ask school for current fire extinguisher, sprinkler and alarm tests, if required, or notify the school to repair any areas of concern.
- Responsibilities will be established for each site including what to bring during an emergency and how to contact parents/guardians.
- Fire drills will be completed and recorded monthly during the school year.
- Emergency and lock down drills will be conducted every three months during the school year and will be conducted at different times of the day.
- Emergency and lock down drills will be completed once during summer camp.
- Fire drills will be completed and recorded monthly during summer months.

NON-DISCRIMINATION POLICIES: NON-DISCRIMINATION STATEMENT AND AMERICANS WITH DISABILITIES ACT STATEMENT

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex, religious beliefs or disability. In order to participate successfully in YMCA School Age Programs, a child must be able to function in a group setting, stay with their group at all times, and follow directions given by staff

RELIGIOUS ACTIVITIES

The YMCA is an organization based on Christian values, however we do not discriminate against any child, family, or member based on their religious affiliation and welcome everyone regardless of faith, age, race, ability or income. Families are welcome to share any religious preferences with YMCA staff.

HOLIDAY CELEBRATIONS AND TRADITIONS

Often holiday games and arts & crafts are incorporated into our monthly activities. We strive to celebrate holidays being respectful of our many diverse cultures.

CULTURAL AWARENESS ACTIVITIES

Our School Age Programs and Summer Day camps will incorporate activities to encompass many diverse cultures. Multi-cultural activities will be on the monthly/weekly calendar and may include games, books and arts & crafts. Families are welcome to share ideas they may have to increase our cultural diversity.

SPECIAL NEEDS ACCOMODATIONS

If a child requires accommodations due to special needs any of the following can provide supporting signed documentation:

- Licensed or certified physician or physician's assistant
- Mental health professional
- School professional
- Social worker with a bachelor's degree or higher with a specialization in the child's needs
- Registered nurse or advanced nurse practitioner

The documentation must be in the form of any of the following:

- Individual Education Plan (IEP)
- Individual Health Plan (IHP)
- 504 Plan
- Individualized Family Service Plan (IFSP)

A written plan to meet the needs of an individual child will be implemented by the site staff and will be written by the Site Director and the parent/guardian. The Program Director will be notified of the process.

A written plan to meet the needs of an individual child will be implemented by the site staff and will be written by the Site Director and the parent/guardian. The Program Director will be notified of the process. Please note we are unable to provide toileting or feeding assistance. Our staff to child ratio is 1/15 as required by DCYF Licensing.

SCREEN TIME POLICY

There is a limit of 60 minutes per child per week for screen time - this includes personal music devices, computers and television. Exceptions are for educational purposes and the occasional movie day. Movies are G or PG rated. Our goal is to have our children learning and excelling through program activities.

Summer we may go to a movie as part of the weekly field trips and activities. We will only see G and some PG as deemed appropriate.

TRANSPORTATION POLICIES

Transportation may include the YMCA bus or leased vehicle such as school buses. All bus drivers have current CDL licenses. Children may not be transported by YMCA staff in their personal vehicles. Staff will monitor their small groups and take head counts and periodic role calls throughout the field trip including at the destination and prior to returning to the YMCA Site. In order to facilitate safety during drop off and pick-up times, staff will adhere to the following procedures:

- A designated staff person will monitor traffic in front of and behind the bus.
- Staff will do a roll call and a face count when leaving for field trips.
- Children will remain seated at all times when the bus is in motion.
- Staff will ride on the bus with children. The YMCA will follow guidelines for maximum occupancy.
- Staff will monitor their small groups and take head counts and periodic role calls throughout the field trip including at the destination and prior to returning to the YMCA Site.
- No blankets, towels or jackets may be over the camper's heads or laps while on the bus

FIELD TRIP POLICIES

- Children must be dropped off prior to leaving on a field trip to ensure safety, having the correct count of children in attendance.
- Staff will keep attendance and head counts while on a field trip.
- Any medications will be kept with a designated staff person to be given as prescribed and will be noted on the medication log.
- A maximum 1:15 staff to child ratio (as required by licensing) will be maintained and does not include the bus driver.
- If swimming, a minimum 1:10 staff to child ratio will be followed.
- A first aid kit will be kept with the group and needs to be replenished whenever supplies are used
- Campers do not need nor should they bring money. The Y will cover all field trip expenses and will not allow campers to spend money.
- Please keep all electronics, valuables and items with sentimental value at home, the YMCA is not responsible for lost, stolen, broken or damaged items, no matter the reason
- Some off-site field trips may require an additional fee to pay for the trip.
- Parents/ guardians will be notified of any additional fees in advance.
- Please notify the Site Director if the additional fees create a financial burden.
- Field trip notices/permission slips will be posted prior to the field trip.

TRANSITION PROCEDURES

When transitioning between locations, children will be accompanied by at least one staff member, always maintaining a 1:15 staff ratio. Children will walk single file with a staff person at the front and a staff person at the back. When transitioning, staff will track the children and make sure all children are present and accounted for at all times.

MANDATORY CHILD ABUSE REPORTING

The YMCA complies with Washington State laws which require childcare providers to report suspected child abuse, neglect, or exploitation to Child Protective Services and/or local law enforcement agencies. All YMCA staff members are trained in child abuse prevention/recognition as the health and safety of children is our #1 priority.

ACCESS TO CHILDREN DURING PROGRAM HOURS

Parents/guardians may have access to their children during operating hours unless denied by the Program Director and are welcome to observe and/or participate in any games or activities during the day. Any person who is not a parent/guardian, staff member, or is not on the child's approved pick-up list will not be allowed access to the children in the program.

CHILDREN'S RECORDS

Children's records will be updated annually. Records kept on file will include Child Information Forms, Immunization Forms and a Parent Statement of Understanding/Permission. Please notify staff of any information that needs to be updated, especially contact numbers. ***Please note that separate child information forms are required for all programs.***

IMMUNIZATION FORMS

Children must be fully immunized for their age unless parent provides the DOH Certificate of Exemption indicating a medical, religious, philosophical or personal exemption. Children's immunization records will be monitored throughout the year by the site director, multi-site supervisor and program coordinator to ensure compliance with immunization status requirements. ***Children may not attend until immunization forms are completed as required by Washington State DCYF.*** You may be able to access your child's vaccination records through the WA state Department of Health website.

PARENT COMMUNICATION PLAN

Parents/guardians may contact the site with any concerns during normal operating hours. Program Directors can be contacted at the phone numbers or email addresses listed in the Parent Handbook with any comments or concerns the parent may have. YMCA staff will communicate how the child is doing in the program either person or in writing a minimum of twice annually and will communicate with parents on a daily basis as needed. Program staff will work with parents to do our best to be supportive of the child's individual needs. If a child has specific needs a written plan will be developed by the parent and the program staff.

CONFIDENTIALITY POLICY

Child Information forms containing phone numbers and addresses will remain confidential and will not be shared with other parents or any persons not employed by the YMCA. Information regarding specific children may be shared with the school staff with the parent's permission only. DCYF licensor's may have access to child information, immunization, and medication forms, as well as sign in sheets.

FOOD SERVICES

Due to allergies, the YMCA is a peanut/tree nut free facility. No Exceptions.

BREAKFAST

Children arriving before 7am must eat breakfast at home prior to coming to program. Children wishing to participate in the school's breakfast program will be dismissed prior to the beginning of school so they will have adequate time. The YMCA only serves Breakfast snack during our all day programs including break weeks and summer camps.

LUNCH

The YMCA does not provide lunch for children during the school year. Parents are required to send a nut free sack lunch for any break week camps through the school year.

SUMMER

The YMCA will provide lunch for South and Central locations, Spokane schools will provide lunch and breakfast for North and East Valley SD will provide Breakfast and Lunch for the Valley summer camps.

SNACK

All children in the After School program will be offered a low sugar, nutritious snack. Children may bring their own snack from home provided that it is low sugar and nutritious. Snack menus are posted at each site. Snacks are Peanut/Nut Free. Items sent from home must meet the USDA/CACFP guidelines.

CHILD FOOD PREFERENCES

Children with documented (in child's file) food intolerances/ allergies will be given an alternative food that meets USDA requirements as a food substitution. Food preferences will be addressed on an individual basis. Food brought from home must meet USDA guidelines. Please notify your Site Director of any food allergies/concerns.

HAND WASHING

Children and staff are to wash hands when entering program, before and after eating or preparing food, after toileting, after coming in contact with body fluids, after coming in from outside, as needed. Hand sanitizer may be used if there is no access to soap and water, but hands must be washed as soon as you have access to soap and water. Children can only use hand sanitizer with written permission from the parents/guardians.

BEHAVIOR POLICIES

Our goal is to help our children cultivate the YMCA 4 core values; Caring, Honesty, Respect, and Responsibility.

We strive to provide a supportive, nurturing environment with caring adults which is the first step in the development of inner control and appropriate behavior. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. Our positive, guidance-focused approach helps children develop positive self-esteem, independence, pride in their work, and builds trust in our program and staff. ***The YMCA does not use corporal punishment of any form.***

THE METHODS WE USE:

- Positive reinforcement/reasonable expectation
- Logical/Natural consequences
- Redirection and choices

THE FOLLOWING MAY RESULT IN IMMEDIATE SUSPENSION/TERMINATION

- Bodily harm to others (staff and children)
- Leaving the YMCA group- regardless of location
- Creating an unsafe environment for self or others
- Threats of harm to others (staff and children)

BEHAVIOR FORMS

When behaviors are continuously disrespectful, disruptive, disobeying authority, or causing bodily harm, they fall outside of the YMCA's core values and expectations and will result in written documentation in the form of a Behavior Management Form. The purpose of this is to inform parents/guardians of a particular incident and/or continued behaviors.

YMCA Staff will provide behavior management as they see fit based on participant behaviors. Repeated or severe behaviors will result in the following consequences: 1st Notice-Warning, 2nd Notice-1 Day Suspension, 3rd Notice-3 Day Suspension, 4th Notice-Immediate Action/Removal from Program

CHILD PARTICIPATION

Enrollment in school age programs is contingent on the child's ability to participate without undue risk to the children and staff involved. All participants must be able to work within a group of 30 children and willingly engage in at least 75% of program activities. **One-on-one supervision is not offered within the YMCA school age programs.**

PARENT CONDUCT

Any parent/guardian who is deemed disrespectful, threatening or inappropriate towards staff or other families will be refused access to drop off or pick up their child on the premises. The parent would then be required to make other arrangements for pick up/drop off or remove child from program completely.

INFECTION CONTROL METHODS

- Proper hand washing procedures
- Following cleaning procedures
- Reporting all "notifiable" conditions to public health authorities
- Staff and children with the following symptoms will be excluded from program
 - 101 degree fever presenting with other symptoms such as sore throat, earache, headache, rash, vomiting or diarrhea
 - Vomiting 2 or more times in 24 hours
 - Diarrhea 2 or more times in 24 hours
 - Rash that is not due to allergies or heat
 - Mouth sores with drooling
 - Open sores with discharge that cannot be sufficiently covered with waterproof dressings
 - If the child is otherwise severely ill and cannot keep up with program, the decision may be made to send the child home

HAND SANITIZER

Hand sanitizers can be used with the parent/guardians written and signed permission. Hand sanitizers may be used when hand washing facilities are not available or if we are on a field trip, during emergencies or disasters. Once a facility is available, hands must immediately be washed with soap and warm. Hand sanitizers will not be used if hand washing facilities are available.

ANIMALS

The YMCA does not keep animals on the premises nor are children allowed to interact with animals in the community while in program.

HEALTH CARE POLICIES

- The YMCA cannot accept a sick child with a fever or suspected communicable disease ie: CV-19, or NHS/Lice.
- All persons with notifiable conditions will be reported to Public Health per WAC 246-110-010.
- In an emergency, every effort will be made to contact the child's parents/guardians. In the event the parents/guardians cannot be reached, we will contact the emergency contact person. If we are unable to reach the emergency contact person, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents can be reached.
- A parental permission form must be filled out before staff can administer any medication. A separate form is updated daily as to continuing medical needs and any changes in emergency information.
- If a child requires medication, they cannot attend program until all necessary paperwork has been received.
- If a child requires emergency medication, such as an epi-pen or asthma inhaler, the YMCA must have the medication on site with the program. The medication cannot be kept in the school office.
- Medication must be in its original bottle or container with a prescription label. A medication permission slip can be obtained from the Site Director or on the YMCA's website
- Nonprescription (over-the-counter) medication needs to be labeled with child's first and last name and accompanied with medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. A school-age provider must follow the instructions on the label or the parent or guardian must provide a medical professional's note; and nonprescription medication must only be given to the child named on the label provided by the parent or guardian.
- A written complete Health Care Policy will be available upon request and will be posted.

PEST CONTROL

The YMCA will keep the premises free from rodents, fleas, cockroaches, and other insects and pests using the least poisonous method of pest management or use chemical pesticides for pest management. If chemical pesticides are used, the YMCA will post a notice visible to parents/guardians and staff 48 hours in advance of the application of chemical pesticides and will apply pesticides in compliance with the Washington State Department of Agriculture's Guide for Pesticide Use at Public Schools (K-12) and Licensed Day Care Centers.

POISONS CONTROLS AND OTHER SUBSTANCES

- Poisons will be stored in a locked container inaccessible to children and where poisons will not contaminate food.
- Poisons will be kept in their original container whenever possible. However, if poisons are not in the original container, poisons will be clearly labeled with the name of the product and the words "poison" and or "toxic." Pesticides will be stored in their original container.
- Cleaning and sanitizing chemicals will be stored in their original containers unless they are diluted in which case they will be labeled to indicate the container's contents.
- Any of the following chemicals or other substances on site will also be stored in an inaccessible location.
 - Nail polish remover
 - Sanitizers and disinfectants
 - Household Cleaners and detergents
 - Toxic Plants
 - Plant Fertilizer
 - Ice melt products
 - Pool Chemicals
 - Pesticides and insecticides
 - Fuels, oil, lighter fluid or solvents
 - Matches or lighters
 - Air freshener and aerosols
 - Personal grooming products including, but not limited to: lotions, creams, toothpaste, shampoo, conditioners, hair gels, hair sprays, make-up and cosmetics
 - Dish soap, dishwasher soap or additives
 - Tobacco products, including cigarette/cigar butts, e-cigarettes and ashtrays
 - Alcohol
 - Lead, Asbestos, Arsenic and Other Hazards

The YMCA will take action to prevent exposure if it becomes aware that any of the following are present in the indoor or outdoor licensed space:

- Lead-based paint
- Plumbing containing lead or lead solders
- Asbestos
- Arsenic or lead in the soil or drinking water
- Toxic mold
- Other identified toxins or hazards
- All art materials are labeled "Non-Toxic" or are in compliance with ASTM D-4236

