



YMCA OF THE
INLAND NORTHWEST

School Age Care Parent Handbook

ymcainw.org

Table of Contents

Welcome/Schools Served.....	3
Nondiscrimination.....	3
Registration & Finances.....	4-7
Program Information.....	7-10
Health Policies.....	10-12
Behavior Policies.....	12-16
Program Policies.....	16-18
Safety Policies.....	19-20

Contact Information

Senior Program Director: Anila Schumacher, aschumacher@ymcainw.org

Valley/South Program Director: Aundrea Adams, aadams@ymcainw.org

North/Central Program Director: Jared Scott, jscott@ymcainw.org

Welcome to the School Age Programs of the YMCA of the Inland Northwest!

We are so happy to have you and your child join us for the current school year or summer day camps. 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 realize their full potential. We offer a variety of activities in a safe, nurturing and welcoming 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!

Schools Served

The YMCA currently serves 18 Elementary schools across Mead, East and West Valley School Districts.

East Valley School District

Trent Elementary

Continuous Curriculum: Held at Valley YMCA

Otis Orchards Elementary: Held at Valley YMCA

East Farms Elementary: Held at Valley YMCA

Trentwood Elementary: Held at Valley YMCA

West Valley School District

Pasadena Elementary: Held at Valley YMCA

Seth Woodard Elementary: Held at Valley YMCA

Millwood Kindergarten Center: Held at Valley YMCA

Mead School District

Brentwood Elementary

Colbert Elementary: Held at Meadow Ridge

Creekside Elementary: Held at Evergreen

Evergreen Elementary

Farwell Elementary

Meadow Ridge Elementary

Midway Elementary

Prairie View Elementary

Skyline Elementary

Spokane International Academy

Nondiscrimination

Nondiscrimination 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 the 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.

Cultural Awareness

The YMCA's School Age Programs and Summer Day Camps incorporate activities to encompass many diverse cultures. Multicultural activities will be on the monthly/weekly calendar and may include games, books, and arts & crafts. Families are welcome and encouraged to share ideas that they believe will increase our cultural diversity.

Religious Activities

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

Holiday Celebrations & Traditions

Holiday games, activities and arts & crafts are often incorporated into our monthly curriculum. We strive to celebrate holidays while being respectful of the many diverse cultures of the families we serve.

Registration & Finances

Enrollment Statement

Parents/guardians must complete all the YMCA's School Age Programs online forms, waivers, and financial requirements. No child will be admitted into the program with incomplete enrollment paperwork.

Enrollment Process

A registration form can be obtained from any YMCA facility, online at ymcainw.org, or at the YMCA corporate office. You will need to complete the forms and submit payment if applicable. Payments can be submitted via mail/drop off or email.

- Mail/Drop Off: 1126 N. Monroe St, Spokane WA, 99201
- Email: ymca@ymcaspokane.org
- You will receive an email statement based on the program you registered for
- Please complete the Child Profile Forms (available online when registering, on ymcainw.org, or in person at any YMCA facility) and send them to the Program Director
 - Valley/South Locations: Aundrea Adams; aadams@ymcainw.org
 - North/Central Locations: Jared Scott; jscott@ymcainw.org

School Breaks

The YMCA School Age Programs provide care for school breaks when staffing permits. This includes seasonal breaks, early releases, and parent teacher conferences. Families will need to go through a separate registration process if they need school break care and space is limited, so early registration is highly encouraged. Registration must be complete no later than 1 week before the no school day. *All school age care sites will be closed the last few days of school to allow for Day Camp preparation.

Cancellation Policy

Cancellations to a child's enrollment will be accepted at the corporate business office with written notice by the 27th of the month prior to when care stops. If cancellation is not communicated by this time, you will be billed.

Payment Options

- Payments can be made online, over the phone, through mail and by automatic payments
- First time payments are due at least 7 days before your intended start date
- Automatic credit/debit payments will be processed on the first business day of every month
- Online payments can be made at ymcainw.org
- Mail in payments can be sent to: YMCA Business Office (Attn:SAP), 1126 N Monroe St, Spokane WA, 99201
- Payments can also be dropped off at the YMCA Business Office located in Downtown Spokane at 1126 N Monroe St, Spokane WA, 99201 or at the Member Services desk of any YMCA facility

Discounted Months

- | | |
|------------------------------------|--------------------------------|
| • August-50% (CCS Only) | • February-50% (CCS Only) |
| • October-40% (CCS Only) | • April-25% Discount |
| • December-30% (subject to change) | • May-25% (CCS Only) |
| • February-25% (East Valley only) | • June-50% (subject to change) |

Late Payment/Suspension Policy

A \$20 late fee may be applied to each monthly account that is not paid in full by the 10th of each month and all account with balances due after the 16th of the month will result in suspension until the payment is made in full. Suspended accounts are subject to being deactivated and re-registration for programs will be required along with payment. Late Pick Up Fees: A fee of \$10 per child may be charged 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/ren 3 or more times within a school year. Insufficient Funds: All payments returned for insufficient funds are subject to a \$20 NSF fee.

DCYF/Other 3rd Party Assistance

State assistance is accepted at select locations once state approval is received by the YMCA. It is the responsibility of the parent/guardian to contact their assigned caseworker or 3rd Party Agency and submit all required forms/ information. Please notify your caseworker in advance with the site your child will be attending. Please see the list below for the provider numbers. DCYF pays for participation after a 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 to deactivate monthly billing. DCYF and other 3rd Party Assistance does not cover late fees, fees accrued due to inaccurate registration on the part of the parent/guardian or fees due to late pick up. These are the responsibility of the parent/guardian. Failure to pay will result in loss of care and accounts may be sent to collections.

Provider Numbers

- Meadow Ridge: 151914
- Midway: 151904
- Prairie View: 021479
- Brentwood: 151506
- Evergreen: 748203
- Farwell: 151566
- Skyline: 446109
- Spokane International Academy: 437528
- Colbert (at Meadow Ridge): No DCYF
- Creekside (at Evergreen): 437488
- Trent: 151298
- Pasadena (at Valley YMCA): 218999
- Seth Woodard (at Valley YMCA): 376062
- Trentwood (at Valley YMCA): 151335
- Valley Day Camp: 507986
- Central Day Camp: 276487
- North Day Camp: 500457
- South Day Camp: No DCYF

YMCA Financial Assistance

YMCA financial assistance is available to qualifying families and is sponsored by the YMCA Annual Campaign and Spokane County United Way. Applications can be found online at ymcainw.org, any YMCA facility and at the YMCA Corporate office. Financial assistance applications can take up to 2 weeks to process and funds will not apply after the application is approved. Please send the completed paperwork to the email listed on the forms.

Tax Information

The YMCA Childcare Division does not automatically send out tax statements to participants. For tax information, please visit our website at ymcainw.org. You can download a statement for the current tax year by logging into "My Account", then clicking on "Tax Statement Year-End Childcare Statement". You can also call 509-777-9622 and request a statement be mailed or emailed to you. The YMCA's EIN/Tax ID# is 91-0827958.

Child Profile Forms

Children's records need to be updated annually. Records will consist of Child Profile Forms, Immunization records, and a parent statement of understanding, permission and compliance. Please note that separate child profile forms are needed for each program your child/ren are registered for.

Immunizations

Children must be fully immunized for their age unless the parent/guardian 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 Multisite Supervisor, Program Coordinator and Program Director to ensure compliance with immunization status requirements and DCYF Child Care Licensing. Children may not attend the program until immunization forms are completed as required by WA State DCYF. You may be able to access your child's vaccination records through the WA State Department of Health Website.

Program Information

Hours & Days

- School Year: Monday-Friday, 6:30am-9am & 3pm-6pm
- Summer Day Camp: Monday-Friday, 7am-6pm

Daily Schedule

The schedule listed is a rough outline and each site may have slight deviations in their day to better suit the needs of the children in their care. *Organized activities can be anything from group games, arts & crafts, and STEM (science, technology, engineering and math) activities.

Before School

- 6:30am-7:30am: Drop Off and Child's Free Choice
- 7:30am-8:30am: Organized Group Activities/Outside Play
- 8:30am-9am: Quiet Time/Release to School

After School

- 3:00pm-3:45pm: Bathroom Breaks/Hand Washing/PM Snack
- 3:45pm-4:30pm: Organized Group Activities/Outside Time
- 4:30pm-6:00pm: Free Time/Quiet Activities

Summer Day Camp

- 7:00am-8:00am: Drop Off/Start Morning Activities
- 8:00am-8:30am: Breakfast Snack (this is not intended to be a full meal and campers should still be eating breakfast before arriving to camp)
- 8:45am: Load Buses
- 9:00am: Leave for Field Trip
- 9:30-10:00am: Arrive at Field Trip Location
- 10:00am-11:30am: Field Trip Activities
- 11:30am-12:30pm: Lunch/Quiet time/Camper Rest Time
- 12:30pm-3:00pm: Field Trip Activities
- 3:00pm: Cleanup Site and Load Bus
- 4:00pm: Arrive back at Camp Location/PM Snack/Organized Activities
- 4:00pm-6:00pm: End of Day Activities/Parent Pick-Up
- 6:00pm: Program Close

Brightwheel Communication App

As part of our commitment to keeping families informed and engaged, our program uses Brightwheel—a secure, user-friendly app that allows real-time communication, updates, and documentation of your child’s daily activities, milestones, and more. We strongly encourage all parents and guardians to download and use the Brightwheel app to take full advantage of these features.

While families who choose not to use the app will still receive essential communication via phone calls or text messages, the amount and immediacy of updates may be limited compared to those received through Brightwheel. Using the app ensures you stay as connected as possible to your child’s experience in our program.

Holiday Closures

YMCA School Age Programs will not provide care on the following days:

- Labor Day
- Veteran’s Day
- Thanksgiving Day & Following Friday
- Christmas Eve & Christmas Day
- New Year’s Eve & New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- All sites will be closed the last few days of the school year to allow for summer camp preparation

Curriculum

At the YMCA, our school-age programs provide a safe, engaging, and enriching environment for children to learn, play, and grow—both during the school year and summer. Our curriculum is designed to support social, emotional, cognitive, and physical development through hands-on experiences that encourage creativity, teamwork, and independence. We integrate the YMCA core values—Caring, Honesty, Respect, and Responsibility—into all aspects of our programming.

Each day, the kids participate in a variety of activities, including group games, arts and crafts, and outdoor play. During the school year, our before and after school programs complement classroom learning by providing homework support, STEM activities, arts and crafts, physical fitness, and social-emotional development. During the summer, our camp-style programming expands to include outdoor recreation, themed activities, sports, and swim time to keep children engaged and excited throughout the break. Our goal is to provide a well-rounded experience that allows every child to be themselves while ensuring they have fun, make friends, and feel a sense of belonging.

Food Services

Due to allergies, the YMCA of the Inland Northwest is a peanut/tree nut free facility. NO EXCEPTIONS. If your child brings an outside food with peanuts/tree nuts or made in a facility with possible cross contamination, they will not be permitted to eat it and will be provided with an appropriate alternative.

- Breakfast: Children arriving to program before 7am must eat breakfast prior to being dropped off at program. Children wishing to participate in their school's breakfast program will be dismissed prior to the start of school so they will have adequate time to eat. The YMCA only serves breakfast snacks during our all-day programs including break weeks and summer day camp.
- Lunch: The YMCA does not provide lunch for children during the school year. Parents/guardians are required to send a peanut/tree nut free lunch for any break camps during the school year.
- Snack: All children in the after-school program will be offered a low sugar, nutritious snack. Children may bring their own snack from home as long as it is low sugar, nutritious and meets USDA/CACFP guidelines. Snack menus are posted at each site. Snacks are peanut/tree nut free.
- Summer: The YMCA will provide lunch for the South and Central Summer Day Camps. Spokane Public Schools will provide breakfast and lunch for the North Summer Day Camp. East Valley School District will provide only breakfast for the Valley Summer Day Camp and families are expected to send their child with a meal.

Child Food Preferences

Food preferences will be addressed on a case-by-case basis. Children with a documented allergy/intolerance will be given an alternative food that meets USDA requirements as a food substitution. Any food brought from home must be peanut/tree nut free and meet USDA/CACFP guidelines. Please notify your program director of any food allergies/intolerances/concerns as additional documentation will be needed.

Birthday Treats

Birthdays are an exciting time for children and YMCA staff are happy to help you celebrate your child. You are more than welcome to send a special treat for your child's birthday (nothing homemade and must be peanut/tree nut free). Please speak with the site director or program director in advance to learn of any allergies.

Screen Time

There is a limit of 60 minutes per child per week for screen time - this includes 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. Children are not permitted to bring personal electronics to program.

Staff Relationships Outside of the YMCA

For the safety and protection of your child and our staff, YMCA childcare employees are not permitted to have personal relationships with children outside of program. Employees are not permitted, under any circumstance, to provide individual transportation for any child. Employees cannot babysit for program participants, spend time outside of programs with program participants, or contact families via personal phone, email or internet. Please do not put our staff in an uncomfortable position by asking them to compromise on these policies.

Supervision of Children

The YMCA keeps a ratio of 1 staff to every 15 children with a minimum of 2 staff at site at all times. For the summer day camp, we keep a ratio of 1 staff to every 10 children. YMCA staff are unable to provide 1 on 1 care.

Health Policies

Handwashing & Hand Sanitizer

It is the expectation that staff and children are washing hands when they first enter program, before and after eating/preparing food, after toileting, after coming into contact with bodily fluids, after coming in from being outdoors, and as needed. Hand sanitizer or baby wipes may be used in the instance that soap and water are not available, but hands will still need to be washed as soon as they have access to soap and water. Children can only use hand sanitizer with written permission from their parent/guardian which can be given via the permissions page of the child profile.

Accepting Sick Children

For the health and safety of all children in program, YMCA staff will not accept children for childcare when they are sick. We ask that families keep children at home if they are experiencing the symptoms listed below to help prevent infection from spreading. YMCA staff will also monitor children throughout the shift and if your child is showing any of the symptoms listed below, you will be contacted to collect your child for the day. Sick children will not be permitted to return to program until they are 24 hours symptom free without the use of medication. Children who have been given fever/symptom reducing medication such as Tylenol will not be permitted to attend program.

- 101-degree fever with other present symptoms such as sore throat, earache, headache, rash, vomiting or diarrhea
- Vomiting 2 or more times in a 24-hour period
- Diarrhea 2 or more times in a 24-hour period
- 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 is unable to participate in program activities, the decision may be made to send the child home for the day

Sunscreen Protocol

During the Summer Day Camp and whenever the UV index is at 3 or above, children will apply sunscreen to protect their skin from burns. Sunscreen of SPF 50 will be provided by the YMCA and applied every two hours or more as needed. Families who want their child to use different sunscreen than the one provided by the program will need to fill out a Medication Authorization form and label the sunscreen with their child's first and last name. Please note that aerosol/spray sunscreens and homemade sunscreens cannot be accepted due to WA State Childcare licensing.

Healthcare Policies

To ensure the health and safety of all children and staff, YMCA staff will follow and adhere to the following policies:

- The YMCA cannot accept a sick child with a fever or suspected communicable disease
- 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 parent/guardian. If the parent/guardian cannot be reached, we will contact the listed emergency contacts. If we are unable to reach the emergency contacts, we will contact the doctor listed on the registration forms and follow the doctors' instructions until a parent/guardian 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 completed and turned in.
- If a child requires emergency medication, such as an EpiPen or asthma inhaler, the YMCA must have the medication on site with the program. The medication cannot be held in the school office.
- Nonprescription medication needs to be labeled with the child's first and last name and accompanied with medication authorizations forms that have 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 of the parent/guardian must provide a medical professional's note. Nonprescription medication can only be given to the child named on the label.
- A written health care policy is available upon request.

Medication Management

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

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

Prescription Medication: We cannot administer any prescription medication without written physician consent. Medications must be in the original packaging with the appropriate dosage. All unused medication will be returned to the parent/guardian at the end of program or on the child's last day of attendance. Children who use asthmatic inhalers or medications for allergic reactions, such as an EpiPen, will have their medication carried by YMCA staff at all times but must administer it themselves under staff supervision if able.

Behavior Policies

Equal Access

The YMCA of the Inland Northwest strives to help all children to reach their full potential by encouraging and supporting participation in all childcare programs and activities. We serve children in groups regardless of race, color, religion, nationality, ethnicity or ability. Consideration is given to meet the individual needs of every child and the ability of the programs to meet those needs.

Inclusion & Special Needs

The YMCA School Age Programs will not deny access to anyone solely based on their disability. The YMCA complies with all provisions of the Americans with Disabilities Act (ADA) and strives to ensure complete access, inclusion, and engagement for all children. A member of our leadership team will contact parents/guardians that indicate their child may require additional assistance during the registration process. A meeting may be scheduled to discuss their child's needs and goals, review the daily schedule and complete an individual care plan to ensure that YMCA staff are best able to serve them.

It is essential that all pertinent information is shared with staff so that we can work in partnership to give your child the best chance of success. The YMCA school age programs will provide reasonable accommodations on a case-by-case basis after an individual assessment has been conducted and accommodations have been agreed upon by all parties. If no reasonable accommodations or alternatives can be fulfilled, YMCA staff will provide parents/guardians with a notification of reasons for this determination. Enrollment in school age programs is contingent on a child's ability to participate without undue risk to the staff and other children involved. All participants must be able to work within a group of 30 children and meet developmentally appropriate behavior expectations. One-on-one care/supervision is not offered within the YMCA school

Behavior Expectations

At the YMCA, we believe that childcare provides children with an exciting opportunity to explore their community, form relationships, build confidence, develop skills and make lifelong memories. It is a place where children can discover who they are and what they can achieve. We strive to help each child develop positive self-esteem while fostering self-direction. Examples of how we do this include:

- Having consistent rules that are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and based on their developmental level.
- An atmosphere of trust is established in order for children to know that they will not be hurt, nor will they be 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 and they will listen to you
- Show respect, every person is important
- Take responsibility for your actions, you are responsible for yourself

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 invoiced to the children's family
- Refusing to participate in activities or cooperate with staff resulting in disruption of the program/care 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 member will not be tolerated

Discipline Methods

Our goal is to help the children in our care cultivate the 4 core values of the YMCA (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 self-control and appropriate behavior. Our positive, guidance focused approach helps children develop positive self-esteem, independence, pride in their work and builds trust between staff and children. The YMCA does not use corporal punishment of any form and focuses on positive discipline techniques. The methods we use include:

- Positive reinforcement/reasonable expectations
- Logical/natural consequences
- Redirection and choices

Progressive Discipline Techniques

YMCA Staff will provide behavior management as they see fit based on reoccurring behaviors while also respecting each child's developing capabilities. When a child does not follow behavior guidelines, staff may take the following action steps:

- Step 1: Staff use 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. YMCA staff, leadership and the child decide on action steps to correct behavior. The situation will be documented in a behavior management form along with the inappropriate behavior and the actions taken. Parents will be notified and presented with the behavior management form.
- Step 3: If the situation is not resolved and the inappropriate behavior continues, the Program Director/Youth Program Behavior Support team will schedule time with the child and their family to further discuss an action plan for success.
- Step 4: If the child is still struggling to meet expectations after working through steps 1-3, the Program Director/Youth Program Behavior Support team will work to identify any final accommodations such as modified attendance schedule to support the child and their family. If needed, the YMCA of the Inland Northwest reserves the right to terminate care of the child as a last resort.

Behavior Management Forms

When behaviors are continuously disrespectful, disruptive, disobeying authority or cause bodily harm, they fall outside of the YMCA's general behavior expectations and will result in written documentation that we call the Behavior Management Form. The first notice with the behavior management form is a warning to the family that repeated behavior of this nature could result in further disciplinary action and asks the parents/guardians to discuss the behavior with their child. A second notice will be given if behavior continues and will result in a one-day suspension of care which needs to occur on the next day care would have taken place.

Behavior Management Forms cont.

At this time, YMCA leadership or our Behavior Specialist may reach out to the family to discuss behavior management and create a plan for success. A third notice will be given if the behavior continues and will result in a 3-day suspension of care which needs to occur for the next three days that care would have taken place. If behavior continues after the 3rd notice, it could lead to termination of care for the remainder of the school year/summer.

Suspension/Termination

The YMCA of the Inland Northwest reserves the right to immediately terminate the care of children who engage in severely inappropriate behavior such as physical fighting, physical/verbal coercion, sexual misconduct, destruction of property, bodily harm to other children or staff members, leaving the YMCA group without permission, creating an unsafe environment, threats of harm, and bringing/threatening to bring a weapon to program. The program director will communicate suspensions/terminations with the family. No refunds or credit will be given for time missed due to disciplinary action.

Family Communication

Communication between families and YMCA program staff is strongly encouraged. Families are free to discuss any complaints or suggestions about the childcare program with the Program Director. When a parent/guardian feels the Program Director has not addressed their concerns, they may discuss their concerns with the Senior Program Director or Association Youth Development Executive. Staff are available to discuss your child at any time. However, due to staff responsibilities and schedules, we ask that families make appointments for potentially lengthy conversations. Additionally, any challenges your child may be having at home may affect their behavior at program. Please keep the Program Director and Site Director informed so that we can be sensitive to your child's needs/moods. Any information of a confidential nature will only be shared with those who need to know.

Parent Conduct

Parents are their child's first and most significant role model in all aspects of their life. Parents/guardians who exhibit poor self-control including yelling, use of vulgar language, threatening, abusive comments, and physical aggression will not be tolerated. YMCA Staff deserve to be treated with respect, supported in their roles, and interacted with in a way that upholds their dignity. Parents/guardians who continuously display inappropriate behavior will not be permitted to drop-off or pick-up their child/ren and will need to make alternative arrangements.

Custody Issues

We realize that custody decisions and parenting plans are very important to both guardians and children. 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 YMCA will enforce restraining orders, anti-harassment orders and protections orders that are uploaded to your Y account and/or submitted to the program director. Any disagreement regarding authority for authorized pickups must be addressed by the guardians and not engage YMCA staff.

Parents/guardians may have access to their children during operating hours unless denied by the program director or other legal order and are welcome to observe/participate in activities during program. As a courtesy, we ask that parents/guardians who wish to participate/observe during program give notice of intention to the program director so that we can provide you with accurate location information. Any person who is not a parent/guardian, staff member, or on the child's approved pick-up list will be denied access to the child/ren during program hours.

Program Policies

Sign In/Sign Out of Program

When a child arrives to program, they need to be checked in via our electronic attendance system by a parent/guardian's signature. At the end of the day, a parent or other authorized adult must come to the program location and sign their child out.

Authorized Pick-Up

For the safety of the children, only persons with authorization by the parent/guardian may pick up a child. The staff will question those who they are unfamiliar with and check their authorization and ID (driver's license, state ID or photo ID 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/guardian must update their authorized pick-up list in their Y account or by notifying the program director.
- In the case of last-minute pick-up changes, the family may call, and the program director will record the oral release and confirm the request by calling the parent number immediately.
- In an emergency, the Program Director 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 6pm. If a child remains in our care after closing, staff will implement the following procedures.

- 10 minutes after closing, the staff will try and contact the parent/guardian via phone
- 30 minutes after closing, if parents/guardians cannot be contacted, staff will call listed emergency contacts and ask them to pick up the child.
- After 60 minutes, authorities may be called to ensure the safety of your child.
- Starting at 6:10pm, a fee of \$10 per child will be charged every 10 minutes past closing.
- Habitual lateness may result in termination of care

Transitions

When transitioning between locations, children will be accompanied by at least one staff member, always maintaining a maximum 1:15 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.

Transportation

Transportation may include the YMCA bus or other leased vehicles, such as school buses. All bus drivers have current CDL licenses and cleared DCYF background checks. Children may not be transported by YMCA staff in their personal vehicles. Staff will monitor, take face counts and periodic roll calls throughout the field trip, including at the destination and prior to returning to the YMCA site. To facilitate safety during drop-off and pick up times, staff will adhere to the procedures listed below.

- A designated staff person will monitor traffic in front of and behind the bus
- Staff will do a roll call and face count when leaving for field trips
- Children will always remain seated when the bus is in motion
- Staff will ride on the bus with children and follow guidelines for maximum occupancy
- No blankets, towels or jackets may be over the children's heads or laps while on the bus

Field Trips

The YMCA Summer Day Camps will take multiple field trips throughout the week and the program will adhere to the following policies.

- Children must be dropped off prior to leaving on a field trip to ensure safety and to have the correct count of children in attendance.
- Staff will keep attendance and do face counts while on field trips
- 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 ratio of 1:15 will be maintained and does not include the bus driver
- If swimming, a minimum 1:10 ratio will be kept
- A first aid kit will be kept with the group and will be replenished whenever supplies are used
- Campers do not, nor should they bring money. The YMCA 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, damaged or stolen items
- Field trip notices and permission slips will be posted prior to the field trip

Personal Belongings

Please ensure that all possessions are labeled, preferably on the tag or waist with a permanent marker. Label any provided sunscreen with the child's first and last name. Children are responsible for their own belongings including backpacks, clothing, books and personal items. We discourage children from bringing personal items such as toys, game cards, money or sports equipment (unless specified by the program). Children are not permitted to bring personal electronic devices to program such as cell phones, tablets, iPads, smart watches, gaming systems or laptops. If these items are brought, staff may collect them and release them to the parent/guardian at pick up.

Lost and Found

Children are responsible for their personal belongings. When items are missing, please ask staff to check the lost and found area. Items are returned to their owner as soon as possible. The Y does not take responsibility for or replace lost or damaged items. Unclaimed items are held for 2 weeks and then discarded or donated.

Items Not Allowed at Program

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 YMCA program operates or visits.
- Tobacco: Tobacco products, inclusive of vaping materials, are not permitted at YMCA childcare and facilities. Family cooperation is also necessary to protect our outdoor space.
- Pets: Animals are not allowed and are not to be brought to YMCA programs.
- Weapons/Explosives: Children, staff, parents or visitors are not permitted to bring or possess weapons (including firearms and pocketknives) at YMCA childcare programs. Matches, lighters and firecrackers are not permitted.

Safety Policies

Mandated Reporter

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.

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 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.

No Smoking/Vaping

The YMCA School Age Program staff members are not allowed to smoke or have tobacco on school/program premises. We are a smoke free/smoke smell free environment. Staff cannot 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 of 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.

Snow Days and Emergency Closures

If school is cancelled due to snow, the YMCA before and after school programs will also close. If school closes early due to snow, the program will also be closed. If there is a delay due to snow, the before and after school program will begin at 7am for safety and the program director and site directors will assist with bussing delays.

Program Closures Due to Smoke

Programs will move indoors at AQI smoke levels above 100 and we will do our 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 Air Agency to monitor air quality.

Extreme and 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 closures warnings on your child's school website, and/or YMCA's website or Facebook page. In the event of an emergency closure, during YMCA program hours, parents/guardians will be notified by YMCA staff via phone, email or text message and will be required to pick up their children immediately.

YMCA School Age programs must take caution in temperatures less than 20 degrees Fahrenheit or higher than 100 degrees Fahrenheit. Please be sure to dress your child appropriately for the weather. If your child's school shuts down their after school curricular activities, the YMCA will also be closed.

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.

Poison Control and Other Substances

Poisons will be stored in a locked container inaccessible to children and where they will not contaminate food.

- Poisons will be kept in their original container whenever possible. However, if poisons are not in the original container, they 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.

- | | |
|---|---|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |
|---|---|