LEARN GROW THRIVE

North Penn YMCA
Indian Valley Family Branch
Youth & Teen Department

Kids Kare / Live Y’ers / Teen Care
Parent Handbook

INDIAN VALLEY FAMILY YMCA
890 Maple Avenue, Harleysville, PA 19438 | 215-723-3569 | www.northpennymca.org
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INTRODUCTION
Welcome to our Indian Valley Family YMCA School Age Care Program. Our before and after school child care provides excellent programs for children in the Souderton Area and Perkiomen Valley School Districts. We are a state licensed child care program that embodies the philosophies of building the mind, body, and spirit. Our program provides opportunities for children to participate in activities that will benefit them socially, emotionally, physically, and educationally. These activities include arts and crafts, homework supervision, sports activities and games.

BILLING INFORMATION (Hours of Operation Monday through Thursday 12 – 6 PM)

Attendance: Your child is expected on the days he/she is registered. If your child will miss a scheduled day of attendance, it is the responsibility of the parent to notify us by 12:00pm.

Early Dismissals: If your child is scheduled to attend our program and an early dismissal occurs, there is no charge for your child to attend. If you need care during an early dismissal day and your child is not scheduled to attend our program that day, the cost for attending will be as follows:
- $17.50 (1:00pm-6:00pm).
- $20.00 (10:30am-6:00pm).

Financial Assistance: Applications are available at our Indian Valley Family YMCA membership desk. All applications must be turned in with your child’s registration information.

In-Service Days & Holidays: Full care programs will be offered on In-Service Days and some holidays for Souderton schools. Program will be offered in Perkiomen Valley Schools only on those days when SASD is also off. Each program runs from 7:00am-6:00pm and will be held at either Oak Ridge Elementary School or the Souderton Scout Cabin Building (both locations are in the Souderton Area School District). Registration forms will be sent to our care sites for parent pick-up at least 2 weeks prior to days off. Registration is first come, first serve and space is limited. All Y-DAY registrations have a registration due date. At the discretion of the Youth & Teen Department administration, Y-DAYS may close before the registration deadline due to high enrollment. ALL CCIS CLIENTS MUST REGISTER FOR Y-DAYS BEFORE THE DEADLINE.
- SASD / PVSD Families Y-DAY Cost:
  - $35.00 1st child.
  - $30.00 each additional child.

Late Fee/Extended Hours: For any child still in care after 6:00pm, a $15.00 late fee will be charged to your account. If your child attends on a day not registered for, a daily rate will also be charged to your account.

Refunds: Refunds will not be given for days missed due to illness, vacation, weather conditions, holidays (including Christmas vacation), or failure to attend.

Registration: Registration Form, Registration Fee, Payment Agreement, Civil Rights Agreement and Emergency Contact Form are due at the time of registration. Paperwork will not be processed unless all forms are submitted. A current Child Health Assessment Form with immunization record is due within 30 days of the start date.

Schedules Changes & Withdrawals: All change requests must be submitted in writing to our Sr. Youth & Teen Director at least two (2) weeks before the change is due to occur. Please include child’s name, school, how schedule is changing, and effective date.

Tuition: Monthly tuition is due on the 1st of each month with a five (5) day grace period.
- Make Checks Payable to NORTH PENN YMCA.
- PLEASE NOTE: The month of June will be Pro-Rated.
- Any payment not received by 15th of the month will be subject to the following delinquency procedure:
  - A $15.00 late payment fee will be assessed to all past due accounts.
  - All delinquent accounts will be contacted by 16th of month that payment must be received by 25th of month or child may be dismissed at end of month.
  - If you wish to prepaid months in advance, please contact Phyllis Hicks at 215.723.0574.
CHILD ABUSE POLICY
Our YMCA staff is mandated by state law to report all suspected cases of child abuse and neglect to the appropriate authorities. If you have questions regarding the reporting of suspected child abuse and neglect, you should contact our Sr. Youth & Teen Director.

If an incident occurs in our program between two children (i.e. bullying, sexual, physical or psychological harm), an investigation will be done by YMCA administrative staff. Parents will be contacted for a conference in regards to the incident and findings. The incident may be reported, as mandated by law, to the Office of Children and Youth and the child or children involved may be suspended or removed from the program.

Our YMCA staff policy states that staff may not use employment at our YMCA to develop a situation where they will be alone, outside our YMCA, with children they meet in our YMCA programs. This includes babysitting for children in our child care programs. Please do not ask the staff to provide private childcare for your children as they are strictly prohibited, per our YMCA policy.

CUSTODIAL/FAMILY CHANGES & OBLIGATIONS
If a child to be registered for the school age care program has custodial or court documents pertaining to them, a copy must be given us before the child’s start date in our program. In the event of custodial sharing, divorce and / or a separation, the parent or guardian responsible for full tuition payment will be the one whose residence matches the address on record for the children enrolled with our childcare / camp program; unless there is court documentation stating what the parent financial obligations are pertaining to child care tuition costs. (Ex. court ordered 60 / 40 split of costs).

If a separation occurs during the course of the care program, it will be the parental obligation of both spouses to immediately notify our school age care program and update the child’s enrollment by one of the following methods:

- Withdraw child from care program.
- Parents / guardians withdraw & re-enroll child separately to match custodial schedule per their personally created care schedule with each parent / guardian responsible for payment for their portion of care.

Parents / guardians withdrawal & re-enrollment of child separately to match custodial schedule per court documents with each parent / guardian responsible for payment for their portion of care. Please note, if the full monthly tuition payment is not received for both parent / guardian portion of care, we reserve the right to terminate child from our care program. If chosen to withdraw & re-enroll separately, both custodial parents must review and sign Emergency Contact Sheet, Payment Agreements, and Registration Forms together so that all are in full agreement to terms, conditions, emergency contacts, and persons to whom children may be released to.

DISCIPLINE POLICY
Discipline within the school age care programs will focus on a positive approach. Reinforcement of desirable behavior will encourage children to conduct themselves in a positive manner.

All children in attendance will be supervised at all times.

Children may be asked to sit out of an activity if their behavior warrants this. The time out period should be appropriate for the age level of the children.

An incident report will be completed by the teacher in charge if a disciplinary action is taken by staff to correct a behavior and the Sr. Youth & Teen Director and the child’s parents will be notified within 24 hours.

If a potential weapon is brought onto school grounds, we will follow school district policy and procedure. This may result in suspension or termination from the before & after school program.

It is our policy to keep misbehavior in perspective, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities.
Behavior that infringes upon the safety of the child or other children such as: attempting to leave a supervised area without permission, bullying, or abusive acts towards others, is considered chronically disruptive behavior. All disciplinary warranted behavior will be dealt with in the following manner:

- A verbal warning will be given to the child along with a reminder of acceptable behavior.
- If the behavior continues, the child and staff will complete a discipline incident report.
- In the event of a third incident report, and/or if the child continues to require constant staff attention, a meeting will be scheduled with the Sr. Youth & Teen Director, appropriate staff, and parent/guardian in order to determine conditions for the child remaining in the program.

Any child who continues to show chronic disruptive behavior is subject to dismissal from the program at the Sr. Youth & Teen Director’s discretion. Any child who purposely endangers or injures himself/herself, a staff member or another child, is subject to immediate expulsion by the Sr. Youth & Teen Director.

**NO REFUNDS WILL BE GIVEN IF ANY OF THE ABOVE OCCURS.**

**ILLNESS/ACCIDENT**

In the event a child becomes ill with a fever or an infectious disease, a staff member will notify the parent or guardian immediately.

In a situation that requires immediate medical attention due to an injury, the child will be taken to the nearest hospital by ambulance and the parents will be notified immediately by the Site Director.

A Medication Form must be filled out by the parent or guardian in order for the teacher to administer medicine to a child. All prescription medicine must be in its original container with your child’s name on it.

**INCLEMENT WEATHER POLICY**

**Early Dismissals:** If SASD or PVSD dismisses early our PM care program will remain open for those scheduled for that day. If your child is not scheduled to attend, they will be charged the daily rate. Parents may be contacted to pick up early in order to ensure everyone arrives home safely.

**Snow Days:** If SASD and PVSD cancels school due to inclement weather, a Snow Day Program will be held at our Indian Valley Family YMCA from 8:00 am – 6:00 pm. Cost: $35 per child.

**1 or 2 hour Delays:** If SASD calls for a delay, the Kids Kare AM program open at 9:00 am for those scheduled to attend that day. If your child is not scheduled to attend, they will be charged the daily rate. **If PVSD calls for a delay, there will be NO AM care program.** However, the PM program will open as normal unless the district closes school.

Although we do not anticipate closing the Kids Kare program during inclement weather, we urge you to listen to the news, in case there is an unforeseen situation where the building cannot be open or our staff cannot get to the facility.

**MEDICATION POLICY**

Any child who requires medication while in our care needs to have both the Authorization for Administration of Medication form and the corresponding Medication Log completed and turned into the Site Director. All medications need to be in the original bottle and should have the original label, with the child’s name and dosage instructions indicated on the label.

**SECURITY**

To ensure the safety of your child, a “code word” system is used for the school age care program and each family is given a code word. This is a safety word known only to the parents of the child.

At any time, a parent, guardian, or designated adult may be asked to provide a Photo ID when picking up a child from the program. This ID will be checked against your child’s Emergency Contact Form. If the ID does not match the names on the
Emergency Contact Form, your child will not be released from our program. If someone other than those on your Emergency Contact Form is going to pick up your child, you must notify the Youth & Teen department before 12:00pm that day with the person’s name, address, and physical description.

If an evacuation situation occurs, all children will be transported to an off-site location. This location varies depending upon the location of their school. Each site has an Emergency Preparedness Plan with the location clearly marked. See your Site Director for more information. If a school is evacuated, the Sr. Youth & Teen Director will notify the parents / guardians. Any person picking up a child must know the child’s code word to be dismissed into his/her care.

SPECIAL NEEDS

If a child has special needs or the need to take special medications (i.e. insulin, epipens, inhalers, etc.), our Indian Valley Family YMCA Youth & Teen Department requests parents to contact Pam Jackson at 215.723.3569 before completing your registration packet. A meeting will be requested between the Sr. Youth & Teen Director and family to determine if our Indian Valley Family YMCA School Age Care Program is the appropriate care facility to meet your child’s needs. Please note that we are not always the best match for all children. We want the very best for every child and it is our hope that we can be the match he / she needs. We reserve the right to ensure the safety and wellbeing of all children in our program and will make a decision based on the child’s needs and the ability of the program to ensure those needs are met. If we are unable to meet the needs of your child within our program, we will be unable to register them and will suggest alternative means of care in our area.

Please attach a copy of your child’s IEP if there is one available. We are committed to providing the optimal environment for all of our children, and the IEP allows us to continue with the care plan the district has identified for your child.

THE Y™. For a better us.™ ANNUAL CAMPAIGN

With three facilities in Lansdale and Harleysville, the NORTH PENN YMCA has been providing charitable programs and services to the North Penn, Indian Valley and Perkiomen Valley Communities since 1955. In 2016, over $770,000 in financial assistance, scholarships and other charitable services were provided to youth, teens and families. With your gift, you help our Y provide support and opportunities to everyone in our community, regardless of their financial situation. Donate today by indicating your gift amount on your child’s registration paperwork, or by contacting our Sr. Youth & Teen Director for more information.

UPDATING YOUR INFORMATION

Per the Department of Human Services (DHS) regulations, each child’s emergency contact form is required to undergo a periodic review every six (6) months, starting with the date the paperwork was initially signed. The purpose of this review is for parents/guardians to review the emergency contact information listed in their child’s file to ensure that it is correct and up-to-date, in case an emergency should occur. The date listed for the periodic review/signature should be exactly six (6) months from the original date. Example: If the paperwork was originally signed on August 20, 2017, the date for the periodic review should be February 20, 2018.

It is the responsibility of the parent/guardian who originally signed the emergency contact form at the time of registration to inform the Youth & Teen Department Administration of any changes or updates to their child’s emergency contact information. All changes/updates are required to be in writing and need to be signed and dated. No exceptions.
ADMINISTRATION CONTACT INFORMATION
Sr. Youth & Teen Director Pam Jackson 215.723.3569 ext. 113 pamj@northpennymca.org
Youth & Teen Program Manager Janet Raslowsky 215.723.3569 ext. 152 janetr@northpennymca.org
Youth & Teen Account Manager Phyllis Hicks 215.723.3569 ext. 111 phyllish@northpennymca.org

OUTREACH SITE CONTACT INFORMATION:

PERKIOMEN VALLEY SCHOOL DISTRICT
Schwenksville Live Y’ers Program Skippack Live Y’ers Program
55 Second Street 4081 Heckler Road
Schwenksville, PA 19473 Collegeville, PA 19426

SOUDERTON AREA SCHOOL DISTRICT
E. Merton Crouthamel (E.M.C.) Kids Kare Program Franconia Kids Kare Program
143 South School Lane 366 Harleysville Pike
Souderton, PA 18964 Souderton, PA 18964
(P): 484.682.5750 (P): 215.859.7790

Oak Ridge Kids Kare Program Salford Hills Kids Kare Program
465 Moyer Road 2721 Barndt Road
Harleysville, PA 19438 Harleysville, PA 19438
(P): 484.636.4812 (P): 215.859.1172

Vernfield Kids Kare Program
960 Long Mill Road
Telford, PA 18969
(P): 215.350.7546

West Broad Street Kids Kare Program
342 West Broad Street
Souderton, PA 18964
(P): 215.264.3051

ALL BILLING INQUIRIES, PLEASE CONTACT PHYLLIS HICKS AT 215.723.0574 OR VIA EMAIL: phyllish@northpennymca.org

BILLING OFFICE HOURS:
MONDAY TO THURSDAY: 12:00PM – 7:00PM
YOUTH & TEEN DEPARTMENT HOURS:
7:00AM – 6:00PM
Indian Valley Family YMCA
PVSD School Closing Calendar
2017 - 2018
(Based on PVSD Board approved calendar 1/17/2017)

2017

AUGUST
August 28    First Day of School

SEPTEMBER
September 1    Labor Day Holiday Y-Day @ Oak Ridge Elementary School
September 21    Rosh Hashanah: Y-Day @ Oak Ridge Elementary School

OCTOBER
October 24    Early Dismissal@ 12:15

NOVEMBER
November 7    Election Day: Y-Day @ Indian Valley YMCA
November 20, 21 & 22    Thanksgiving Holiday: Y-Days @ Oak Ridge Elementary School

DECEMBER
December 26, 27, 28, 29    Winter Break: Y-Days @ Indian Valley YMCA

2018

JANUARY
January 15    Martin Luther King Day: Y-Day @ Indian Valley YMCA
January 23    Early Dismissal@ 12:15

FEBRUARY
February 13    Early Dismissal@ 12:15
February 19    President’s Day: Y-Day @ Indian Valley YMCA

MARCH
March 13    Early Dismissal@ 12:15
March 28 & 29    Inservice/Easter Break: Y-Days @ Indian Valley YMCA

MAY
May 15    Election Day: Y-Day @ Indian Valley YMCA

JUNE
June 7 & 8    Early Dismissal @ 12:15pm
June 11    Last Day of School: Early Dismissal @ 12:15pm

*PLEASE NOTE: Y-Days are only offered for those days Souderton Area School District is also closed. Care is not offered on inservice days.

The YMCA Live Y’ers Program will be CLOSED on:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 4, 2017</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 9, 2017</td>
<td>Inservice Day</td>
</tr>
<tr>
<td>November 23 &amp; 24, 2017</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 25, 2017</td>
<td>Christmas Day Holiday</td>
</tr>
<tr>
<td>January 1, 2018</td>
<td>New Year’s Day Holiday</td>
</tr>
<tr>
<td>March 30, 2018</td>
<td>Good Friday Holiday</td>
</tr>
<tr>
<td>April 2, 2018</td>
<td>Easter Monday Holiday</td>
</tr>
<tr>
<td>May 28, 2018</td>
<td>Memorial Day Holiday</td>
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MAKEUP DAYS:
PVSD has three built in snow days for the 2017-2018 school year. In the event there are more than 3 inclement weather days, the missed days will be added to the end of the school year.

*The school year will be shortened or lengthened, depending on the number of inclement weather days.

SNOW DAYS:
If schools are closed due to inclement weather, a Snow Day (Y-Day) will be available for Live Y’ers families at the Indian Valley Family YMCA from 8:00am to 6:00pm on a first-come, first-serve basis.

PVSD SCHOOL CLOSING NUMBER: 317
Indian Valley Family YMCA
SASD School Closing Calendar
2017–2018
(Based on SASD Board approved calendar 1/17/2017)

2017

AUGUST
August 28
First day of school

SEPTEMBER
September 1
Labor Day Holiday Y-Day @ Oak Ridge Elementary School
September 21
Rosh Hashanah: Y-Day @ Oak Ridge Elementary School

OCTOBER
October 13
ACT 80 Day: Y-Day @ Oak Ridge Elementary School

NOVEMBER
November 7
Election Day: Y-Day @ Indian Valley YMCA
November 20, 21 & 22
Thanksgiving Holiday: Y-Days @ Oak Ridge Elementary School

DECEMBER
December 26, 27, 28, 29
Winter Break: Y-Days @ Indian Valley YMCA

2018

JANUARY
January 15
Martin Luther King Day: Y-Day @ Souderton Scout Cabin Building
January 24
In-Service Day: Y-Day @ Oak Ridge Elementary School

FEBRUARY
February 16
Flex Day: Y-Day @ Oak Ridge Elementary School
February 19
President’s Day: Y-Day @ Indian Valley YMCA

MARCH
March 14
ACT 80 Day: Y-Day @ Oak Ridge Elementary School
March 28 & 29
Inservice/Easter Break: Y-Days @ Indian Valley YMCA

MAY
May 15
Election Day: Y-Day @ Indian Valley YMCA

JUNE
June 6
Early Dismissal: Secondary @ 1:00pm / Elementary @ 1:45pm
- Last Day for Kindergarten
June 7
Last Day of School: Secondary Dismissal @ 10:00am / Elementary @ 10:45am
No Kindergarten

The YMCA Kids Kare Program will be CLOSED on:

September 4, 2017 Labor Day Holiday
November 23 & 24, 2017 Thanksgiving Holiday
December 25, 2017 Christmas Day Holiday
December 31, 2017 New Year’s Eve Holiday
January 1, 2018 New Year’s Day Holiday
March 30, 2018 Good Friday Holiday
April 2, 2018 Easter Monday Holiday
May 28, 2018 Memorial Day Holiday

MAKEUP DAYS:
If schools close due to inclement weather or other emergencies, makeup days will be scheduled as follows:

February 16, 2018 Makeup Day #1
March 28, 2018 Makeup Day #2
March 29, 2018 Makeup Day #3

SNOW DAYS:
If schools are closed due to inclement weather, a Snow Day (Y-Day) will be available for Kids Kare families at the Indian Valley Family YMCA from 8:00am to 6:00pm on a first-come, first-serve basis.

SASD SCHOOL CLOSING NUMBER: 309