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**North Penn YMCA
Harleysville Early Childhood Center**

**Kindergarten
Parent Handbook**



HARLEYSVILLE YMCA EARLY CHILDHOOD CENTER

311 Alumni Avenue, Harleysville, PA 19438 | 215-256-0767 | www.northpennymca.org

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INTRODUCTION

Welcome to our Harleysville YMCA Kindergarten Enrichment Program. Our before and after school child care provides excellent programs for children in the Souderton Area School District. 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, language arts, math, science, sports activities and games.

BILLING INFORMATION

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.

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. Each program runs from 7:00am-6:00pm and will be held at either Oak Ridge Elementary School or at the Indian Valley Family YMCA. 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 served and space is limited. Registrations must be returned to the Indian Valley branch, Youth & Teen Department. 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 ELRC CLIENTS MUST REGISTER FOR Y-DAYS BEFORE THE DEADLINE.**

- SASD / PVSD Families Y-DAY Cost:
 - \$40.00 1st child.
 - \$35.00 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 requested at least two (2) weeks before the change is due to occur. Please include child's name, school, requested schedule change, and effective date. Email to dianem@northpennymca.org.

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**.
- An **online payment option** is available for your convenience.
- **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.

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 Youth Programs 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 to 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 Program 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 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 Program 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 Program 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 Program Director.

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

HEALTH AND ILLNESS ATTENDANCE POLICY

If a child becomes ill at the YMCA, he/she will be kept comfortable until the parent arrives. However, if the child is too ill to remain for an extended period of time, a parent will be notified to come and pick up the child immediately. When a parent cannot be reached, the emergency contact person will be called. The child must remain free of symptoms, fever, nausea and vomiting, rashes, diarrhea, severe congestion, infections, etc., for 24 hours before he/she can be readmitted to the program. Children with signs of communicable or contagious disease will be readmitted only with a signed note from a physician stating they are no longer contagious.

ILLNESS POLICY

Is my child too sick to come? Illness guidelines established by the YMCA will help you decide whether or not to send your child to our program. He/she should not be sent to the program and will be sent home if any of the following conditions are apparent:

1. Temperature of 100.4 degrees or more (excluding immunization reaction).
2. Conjunctivitis or Pink Eye. The eye is red and itchy with sticky yellow drainage.
3. Contagious diseases including Measles, Chicken Pox, Mumps, Roseola, Hand-Foot-and -Mouth, and Fifth Disease. Parents will notify the Youth & family Director if their child contracts a communicable disease as soon as diagnosed. When a serious communicable disease occurs, the Director will notify the parents of the guidelines by which the child will be re-admitted to the facility.
4. Severe cold symptoms, excessive drainage and/or coughing.
5. Rashes that cannot be identified and have not been diagnosed by a physician.
6. Throat infections: child may return to care after 24 hours on an antibiotic.
7. Excessive vomiting and/or diarrhea.
8. Impetigo or ringworm until treated for 24 hours.
9. Pain reported in the stomach or head.

INJURY AND ACCIDENT PROCEDURES

In the case of minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. The staff person on the site will fill out an accident report at the time of the accident/incident. In the event of an emergency, 911 and the parents will be called. In case the parents or designated person cannot be reached, the Youth & Family Director will have the authority to call for emergency transportation to a hospital. A staff person will accompany the child to the hospital and stay until the parent/guardian arrives.

MEDICATION POLICY

If at all possible, families should administer medications at home. When this is not possible, staff will administer medication under the following conditions:

- Prescription or non-prescription medication ordered by a health professional for a specific child with written permission of parent/guardian.
- Written orders must specify medical need, medication name, dosage, and length of time to give medication;
- All medication must be in its original container (stating child's name, date filled, prescribing clinician's name, pharmacy name & phone number, dosage/instructions and relevant warnings).
- Medication will be kept in a locked box/cabinet.
- Staff will log any medicine given with the date and time given.
- The YMCA retains the right to refuse to administer any medication if the Director feels there is a conflict. The parent/guardian will be notified.

INCLEMENT WEATHER POLICY

Early Dismissals: If SASD 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 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: \$40 per child. **If there are less than 10 children present by 10:00 a.m., the Y-Day will close. In the event that only one or two schools close, but the district is still open, no care will be provided for the closed schools.**

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.

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.

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 Programs 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 Youth Programs 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 Programs Department requests parents to contact us at 215.723.3569 before completing your registration packet.

A meeting will be requested between the Youth Programs 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. Information in the IEP will be kept confidential.

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 Youth Programs 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, 2020, the date for the periodic review should be February 20, 2021.

It is the responsibility of the parent/guardian who originally signed the emergency contact form at the time of registration to inform the Youth Programs 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

Program Director: Diane Manus
dianem@northpennymca.org
Administrative Assistant: Diane Greve
dianeg@northpennymca.org

Harleysville YMCA Early Childhood Center
311 Alumni Avenue
Harleysville, PA 19438

Office Phone: 215-256-0767

Program Hours of Operation: 7:00-8:30 am and 3:00-6:00 pm

Administrative Office Hours: 9:00 – 3:00 pm
(director may be at sites during Program Hours of operation and not available in administrative office)

OUTREACH SITE CONTACT INFORMATION:

Advent Lutheran Church
470 Landis Road
Harleysville, PA 19438
(P): 215-513-7255

Emmanuel Lutheran Church
69 W. Broad Street
Souderton, PA 18964
(P): 215-723-7514

SOUDERTON AREA SCHOOL DISTRICT

E. Merton Crouthamel (E.M.C.) Kids Kare Program
143 South School Lane
Souderton, PA 18964
(P): 484.682.5750

Franconia Kids Kare Program
366 Harleysville Pike
Souderton, PA 18964
(P): 215.859.7790

Oak Ridge Kids Kare Program
465 Moyer Road
Harleysville, PA 19438
(P): 484.636.4812

Salford Hills Kids Kare Program
2721 Barndt Road
Harleysville, PA 19438
(P): 215.859.1172

Vernfield Kids Kare Program
960 Long Mill Road
Telford, PA 18969
(P): 215.547.0826

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



**Indian Valley Family YMCA
PVSD School Closing Calendar
2020-2021**

(Based on PVSD Board approved calendar 1/13/20)

2020

AUGUST	
August 31	First day of school
SEPTEMBER	
September 28	Yom Kippur: Y-Day @ TBD
OCTOBER	
October 20	Half-Day In-Service
NOVEMBER	
November 3	Election Day: Y-Day @ TBD
November 23, 24 & 25	Thanksgiving Holiday: Y-Day @ TBD
DECEMBER	
December 28, 29 & 30	Winter Holiday: Y-Day @ TBD

2021

JANUARY	
January 12	Half-Day In-Service
January 18	Martin Luther King Day: Y-Day @ TBD
FEBRUARY	
February 9	Half-Day In-Service
February 15	President's Day: Y-Day @ TBD
MARCH	
March 16	Half-Day In-Service
March 31	Spring Holiday: Y-Day @ TBD
APRIL	
April 1	Spring Holiday: Y-Day @ TBD
May	
May 18	In-Service Day
JUNE	
June 15 & 16	Early Dismissal
June 17	Last Day of School

***PLEASE NOTE: Y'Days are only offered for those day Souderton Area School District is also closed. Care is not offered on In-Service Days.**



**Indian Valley Family YMCA
SASD School Closing Calendar
2020-2021**

(Based on SASD Board approved calendar 12/19/2019)

2020

SEPTEMBER

September 1
September 28

First day of school
Yom Kippur: Y-Day @ TBD

OCTOBER

October 21

ACT 80 Day: Y-Day @ TBD

NOVEMBER

November 3
November 23, 24 & 25

Election Day: Y-Day @ TBD
Thanksgiving Holiday: Y-Day @ TBD

DECEMBER

December 28, 29 & 30

Winter Holiday: Y-Day @ TBD

2021

JANUARY

January 18

Martin Luther King Day: Y-Day @ TBD

FEBRUARY

February 3
February 12
February 15

In-Service Day: Y-Day @ TBD
Flex Day: Y-Day @ TBD
President's Day: Y-Day @ TBD

MARCH

March 12
March 31

ACT 80 Day: Y-Day @ TBD
Spring Holiday: Y-Day @ TBD

APRIL

April 1

Spring Holiday: Y-Day @ TBD

MAY

May 18

In-Service Day: Y-Day @ TBD

JUNE

June 11
June 13

Early Dismissal
Last Day of School

SASD SCHOOL CLOSING NUMBER: 309

The YMCA Kids Kare Program will be CLOSED on:

September 4, 2020	Labor Day Holiday
September 7, 2020	Labor Day Holiday
November 26 & 27, 2020	Thanksgiving Holiday
December 24, 2020	Christmas Eve Holiday
December 25, 2020	Christmas Day Holiday
December 31, 2020	New Year's Eve Holiday
January 1, 2021	New Year's Day Holiday
April 2, 2021	Good Friday Holiday
April 5, 2021	Easter Monday Holiday
May 31, 2021	Memorial Day Holiday

MAKEUP DAYS:

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

February 12, 2021	Makeup Day #1
March 31, 2021	Makeup Day #2
April 1, 2021	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