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**NORTH PENN YMCA
Lansdale Area Family Branch
Youth & Family Department**

**2020-21 Child Care for Virtual Learners
Parent Handbook**



LANSDALE AREA FAMILY YMCA

608 East Main Street, Lansdale, PA 19446 | 215-368-1601 | www.northpennymca.org

**LANSDALE AREA FAMILY YMCA
CHILD CARE FOR VIRTUAL LEARNERS
PARENT HANDBOOK**

Welcome to the YMCA's Child Care Program for Virtual Learners....

The purpose of this program is to provide full-day child care for students, while parents return to work. Our goal for this program is to offer a positive experience and opportunities for children to learn in a peer surrounded setting, while following an academic daily schedule. At the Lansdale Area Family YMCA, we believe that through these activities we will foster the social, cultural, physical and emotional development of children of all ages.

In a partnership with parents, the YMCA is committed to the wellbeing of each and every child in our care. Our policies and procedures reflect that commitment. We welcome your questions, concerns and suggestions. If there is anything we can do to make your child's "home away from home" even better, please let us know.

It is our hope that this informational handbook will be instrumental in answering questions concerning our program and contains procedures that will ensure the best possible experience for you and your child. Thank you for becoming part of our YMCA family. We look forward to working with you and your child(ren) and sharing in their growth and development.

In the YMCA Spirit,

Tinesha Moore
Youth & Family Director

MISSION OF THE NORTH PENN YMCA

Our mission is to make the community we serve a better place to live. Through our programs and activities, we strive to enrich and strengthen families; provide wholesome supervised recreation; offer positive learning, leadership and character development opportunities, and promote wellness for all people regardless of ability to pay.

YMCA PURPOSE

The purpose of this program is to provide positive experiences and a structured environment for children with a daily schedule centered on completing school assignments, while also leaving plenty of time for social interactions through recreational time outside and/or in the gym and table activities such as crafts and games to keep children engaged.

YMCA OBJECTIVES

The experience is grounded in a set of seven objectives that characterize all YMCA programs:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills
- Have fun!

CHARACTER DEVELOPMENT

The YMCA embraces the values of Caring, Honesty, Respect and Responsibility as the basis of all YMCA operations, staff development, and program development. The YMCA is committed to a positive approach and improves our community through its future leaders, our children. Character Development challenges others to accept and demonstrate positive values. Our staff serves as role models as well as teaching and promoting good character.

ADMISSIONS

THE LANSDALE AREA FAMILY YMCA Child Care Program for Virtual Learners admits children without regard to race, color, religious creed, disability, ancestry, national origin, or gender. The YMCA will make reasonable accommodations for children who are protected by the American with Disabilities Act (ADA) or Individuals with Disabilities Education Act (IDEA).

REGISTRATION PROCEDURES

Each child's parent or guardian is required to complete the registration packet. The following forms must be completed and returned to our office for our permanent files:

- Registration Form & Enrollment Agreement (required the day of registration)
- Emergency Contact Information (required the day of registration)
- Authorization for Administration of Medication (if applicable)
- Photo Release Form
- Civil Rights Awareness Form
- Health Form
- COVID Health Form
- Acknowledgment of receipt for the Parent Handbook

Any change in parent's information must be reported to the Camp Director immediately.

PAYMENT POLICIES

- A \$25.00 non-refundable deposit is due at the time of registration for each week your child is registered.
- Deposits will be credited toward the weekly tuition fee.
- Weekly tuition payments are due two (2) weeks prior to the session start date. Make all checks payable to the North Penn YMCA.
- All past due accounts will be assessed a \$15.00 late payment fee after the due date.
- Late fee/extended hours: if your child is dropped off or picked up at any time other than the times that are indicated on your registration form, your account will be charged \$15.00 per 15 minutes.

CANCELLATION/CREDIT POLICY

Written notice to the Youth & Family Director is required to cancel program registration. Withdrawals require two week's written notice to receive a full refund minus the \$25.00 deposit. Less than two week's written notice, registrant receives a 50% refund.

FINANCIAL ASSISTANCE

The YMCA strives to serve everyone in our community, regardless of their individual economic circumstances. Child Care financial assistance applications are available at the YMCA Membership Office and must be submitted by August 24th for the first semester of the academic school year. Financial assistance is made possible through the generous support of contributors to THE LANSDALE AREA FAMILY YMCA Annual Gifts Campaign.

WAIT LIST POLICY

If the program is full and you are placed on a waiting list, the Youth & Family Director will contact you when a space becomes open. We ask that parents update us if they register for another program or their plans change. Openings are dependent upon the approved ratios for each grade group in each program area.

HOURS OF OPERATION

Program will run from **7:00 AM and 5:00 PM**. Drop off and pick up will be at our side entrance, around the corner from the Childcare Entrance. Parents will park and walk their child into the building to meet the greeting staff and receive their daily wellness check (including temperature, health screening questions and hand sanitizing). Drop off is between 7:00 AM and 8:30 AM. Any parents dropping off their child after 8:30 AM will have to drive around the back of the building and bring their child in through the main entrance at The North Penn Commons lobby.

The child care doors at LANSDALE AREA FAMILY YMCA are kept locked at all times to safeguard the children in our programs. No one will be permitted to enter the YMCA childcare entrance. Everyone must enter through the main reception desk entrance {with membership card} if arriving between these

hours. This policy is for the safety and security of your children and we thank you for your cooperation.

For safety purposes, children will not be allowed to leave with anyone except the people whose names are listed on your child's emergency information form. Our staff may request a photo identification of pick-up person as proof of identity. In order to provide the best protection for your child, we cannot release the child to anyone who is not listed on the emergency form unless we receive written permission from you in advance.

UNAUTHORIZED PERSON SEEKING CUSTODY

It is important that a parent/guardian provide the Youth & Family Director with certified copies of Court Orders for Custody of children enrolled in our child care programs. We cannot legally deny a parent/guardian access to a child unless we have been notified that the parent or guardian's custodial rights have been limited or revoked. The only legally acceptable notification is the certified copy of the Court Order. If an unauthorized person arrives to pick up a child, the staff will contact the custodial parent/guardian.

ABSENCES

Please email the Youth & Family Director by 6:30 AM each day your child is absent. Be prepared to give the name of your child's counselor and the class they are in. A phone call is also acceptable, but you are encouraged to follow up with an email and state the reason why your child is absent.

LATE PICK-UPS

Children remaining past 5:00 PM will be charged a late fee of \$5 per every 5 minutes past 5:00 PM. Please be aware that our staff has other commitments after 5:00 PM. Please have someone other than yourself ready to pick up your child in case of an emergency.

EMERGENCY CONTACT INFORMATION

Complete emergency information including emergency contact persons is required prior to the start of the program. If there are changes to this information, it is the parent's responsibility to update this as needed. Please inform the emergency contact person of their responsibility, and notify them

of program procedures, should you not be able to be reached. This information is kept on file at YMCA.

INFORMATION BOARD

Parents are encouraged to take a look at the information board as you come in the childcare entrance. Daily and weekly information, new programs, photographs, timely articles of interest, trips and special guests and event information will be posted. For those in the car line you will receive a letter per week with information in it.

COMMUNICATION WITH PARENTS

A weekly monthly newsletter and parent communication will be sent via social media including Remind, Facebook and e-mail. A hard copy of the newsletter will also be available to parents/guardians.

LOST AND FOUND

Our staff will place all forgotten possessions every evening in our lost and found. Although we make every effort to recover lost items, the YMCA is not responsible for lost articles of clothing or money. Items not claimed by December 31, 2020 will be donated to charity.

WHAT TO BRING

All items that a child brings must be labeled with his/her name on it. On a daily basis, children must bring a backpack with the following items:

- Chrome book, provided by North Penn School District (laptop must be fully charged every day before arrival)
- A pair of headphones (this is required to limit distractions to other students)
- School supplies
- Water bottle
- Sweatshirt or rain gear (weather depending)
- Lunch and snack
- **Each child must have their YMCA membership card and scan in everyday**

Lunch should be stored in a small lunch bag, lunchbox or cooler, with a reusable frozen icepack or frozen drink daily. Please do not send foods that need to be heated. Children should bring extra snacks for breaks. Children are not allowed to use the vending machines during program hours.

**** REMINDER: We are NUT free program.**

WHAT TO LEAVE AT HOME

Children are not to bring dolls or toys (unless requested for a specific program); game boys or electronic devices; radios, CD players/IPODS (children may bring music for specific programs); expensive equipment or jewelry; cell phones and money. Please do not bring your family pet to the YMCA, as some children are allergic and very afraid of certain animals.

INAPPROPRIATE ITEMS

Toy guns and other toys that encourage aggressive behavior do not promote the type of learning and cooperative play according to the principles of our program, please leave these at home. Children may not wear sandals, flip-flops or jelly shoes to the program.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

The YMCA staff is mandated by state law to report all suspected cases of child abuse and neglect to the appropriate authorities. Any staff member who fails to report any suspicions may be subject to criminal prosecution. Staff is prohibited from conducting their own investigation of suspected child abuse or neglect and may not always notify you of their suspicions. Staff receives regular training regarding the signs and symptoms of abuse and neglect. If you have questions regarding the reporting of suspected child abuse and neglect, you should contact the Youth & Family Director at 215.268.1601 ext. #236.

CHILDCARE FOR FAMILIES OUTSIDE THE YMCA

The YMCA staff policy states that staff may not use employment at the YMCA to develop a situation where they will be alone, outside the YMCA, with children they meet in the YMCA programs. This includes babysitting for children in our program. Please do not ask our staff to baby-sit for your children as they are strictly prohibited from doing so.

STAFF QUALIFICATIONS AND TRAINING

Conditions of employment include, but are not limited to, the following:

- First aid/CPR certification
- Training in safety and emergency procedures
- Program specific certifications
- Training in YMCA of the USA Child Abuse Prevention
- Criminal history clearance from Pa State Police
- Child Abuse History clearance through The Department of Public Welfare
- Fingerprint clearances
- 3 written references
- Proof of Education, Pa Teaching Certification, college classes and/or experience. All staff attends at least 15 hours of training prior to the start of the day camp. In addition they receive on the job training and are required to attend staff meetings on a regular basis.

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.

It is necessary that you keep the YMCA up-to-date on telephone numbers, emergency numbers and other pertinent information.

MEDICATION PROCEDURES

Program staff may not dispense medication of any type, including over the counter medications, without a physician's current written instructions and written consent from the child's parents/guardians. All medications must be kept in their original child-resistant containers, labeled with the original prescription label, and should be handed to the staff on duty. For over-the counter medications, parents/guardians will provide their medication in a child-resistant container. The medication will be labeled with the child's name,

specific instructions for administration and storage, and the name of the health care provider who recommended the medication. Staff will have the parent/guardian complete the daily medicine log giving them permission to administer the medication to your child. Medication will not be used beyond the date of expiration on the container or beyond the expiration of instructions provided by the physician.

PLEASE BRING A WATER BOTTLE WITH THE CHILD'S NAME ON IT EVERY DAY!

EMERGENCY PROCEDURES

FIRE DRILL

Fire drills are completed monthly. An alarm is heard and the staff and children proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time, and length of drill.

EVACUATION PROCEDURES

Procedures have been developed for emergency evacuation. Staff is trained in procedures for evacuation due to unforeseen emergencies.

LOST CHILD AND LOST BATHER DRILLS

Drills are completed once a session. Child care staff is trained in appropriate procedures and the procedures are reviewed with the children prior to the drill.

BEHAVIOR AND DISCIPLINE

The LANSDALE AREA FAMILY YMCA staff will model expected behavior and help children set clear rules. Staff will provide structure and routine to the daily schedule. Staff will intervene promptly and provide coaching to promote children's development of respect for others.

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 a learning opportunity. It is also our policy to resolve conflict with non-violent means. Similarly, we must insist that children participating in our

programs refrain from threatening and violent behavior towards staff or children. 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.

Chronically disruptive behavior will be dealt with in the following manner:

1. A verbal warning will be given to the child along with a reminder of acceptable behavior.
2. If the behavior continues, the child and staff will complete a discipline referral sheet. If warranted, a parent/guardian will be notified.
3. In the event of a second discipline referral, and/or if the child continues to require constant staff attention, a meeting will be scheduled with the Youth & Family Director, appropriate staff, and parent /guardian in order to determine conditions for the child remaining in the program.

Any child who continues to be a discipline problem is subject to suspension and/or expulsion 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 made for the remainder of the session if this occurs.

We are dedicated to the wellbeing of children and staff, and because of this we will take a firm stand on any types of bullying or aggressive behavior by any child.

SPECIAL NEEDS

Parents of a child with special needs must meet with the Youth & Family Director to determine if our program is an appropriate fit to meet your child's needs prior registration. Special needs to refer to: dietary restrictions, allergies, or a medical condition (i.e. insulin, asthma, EpiPens, etc.), IEP, ISFP, or a behavior management plan. If the child receives wrap around services at school we require they receive these services in our program as well.

If admission is granted it is recommended parents provide a copy of the IEP/ISFP so we may support the goals and objectives established for their child before childcare begins.

ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

This is to acknowledge that I have received a copy of THE LANSDALE AREA FAMILY YMCA’s Child Care Program for Virtual Learners Parent Handbook. I understand that the handbook is intended to serve as a guide of the YMCA’s policies and procedures for the program.

I acknowledge that I have read the information herein and understand that it describes the responsibilities of both the parents/guardians and THE LANSDALE AREA FAMILY YMCA.

This form must be signed and returned to the LANSDALE AREA FAMILY YMCA prior to your child starting in our child care program.

CHILD’S NAME

PARENT/GUARDIAN SIGNATURE

DATE

YOUTH & FAMILY DIRECTOR SIGNATURE

DATE