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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 give 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.

ILLNESS/ACCIDENT

Important note: If the child demonstrates any of the physical signs listed below while in our care, parent/guardian will be notified for immediate pick-up. The parent/guardian has a maximum time frame of one hour to pick-up their child; after one hour we will move to contacting the emergency contact in our system. Teachers cannot properly care for the sick child without interfering with the care of the other children. If a child exhibits any signs of contagious disease, you will be asked to provide a medical evaluation. A child may be sent home or may not be admitted into care at the center for the following situations:

- Minimum temperature of 101 degrees orally or 100 from the armpit (this excludes reactions children may be having from immunizations). Note: Children need to be fever free for 24 hours prior to returning to care.
- A behavior change making the child unable to participate; for example- sluggish, sleepy and/or inconsolable.
- Exceeds 2 or more loose stools; or stools are abnormal for that child.
- Vomiting while at school. May return 24 hours after vomiting has stopped.
- Bronchitis, which is an upper respiratory infection with severe coughing and mucous. May return as per direction of doctor's note.
- Severe cold with fever, coughing, sneezing, and nose drainage. May return when symptoms are gone or with the direction of a doctor's note.
- Whooping Cough. May return as per direction of doctor's note.
- Rashes that have oozing/open wound. May return after rash has disappeared or as per direction of doctor's note.
- Impetigo. May not return until treated and as per direction of doctor's note.
- Scabies. May not return until treated and as per direction of doctor's note.
- Ringworm. Red circular patches on skin and heads. Must consult physician and may not return for 24 hours and as per direction of doctor's note.
- Chicken Pox. May not return until pox have healed and as per direction of doctor's note.
- Measles. May not return for at least five school days, rash has disappeared, and with direction of doctor's note.
- Mumps. May return after fever and swelling are gone and with the direction of a doctor's note.
- Head lice. May return once the child has been treated. Staff will check the child before readmitting.
- Children receiving antibiotics may return after 24 hours of medication or at the direction of a doctor's note.

Parents must notify our Program Director immediately if a child is diagnosed with a communicable disease.

The Department of Human Services requires whenever there is an illness that is infectious or contagious that we notify all the families. The American Academy of Pediatrics supplies childcare centers with informative handouts for staff and families. Classroom staff will be responsible for distributing informational handouts to families with children enrolled. Certain diseases are reportable to the Board of Health and may result in your child not being able to attend child care until cleared by a physician.

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 215-256-0767 before completing your registration packet.

A meeting will be requested between the Program Director(s) and family to determine if our 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 2020, over \$385,107 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: 7:00am - 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:

Emmanuel Lutheran Church
69 W. Broad Street
Souderton, PA 18964
(P): 215-723-4500

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): 484-681-3812

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): 484-636-6247

West Broad Street Kids Kare Program
342 West Broad Street
Souderton, PA 18964
(P): 215-264-3051



**Harleysville YMCA Early Childhood Center Kindergarten
Enrichment & Indian Valley Family YMCA
Souderton Area School District Closing Calendar**

(Based on SASD Board approved calendar)

2021

AUGUST

August 31 Kindergarten Orientation (No school for kindergarteners)

SEPTEMBER

September 1 First Day of Kindergarten
September 16 Yom Kippur: Y-Day @ TBD

OCTOBER

October 20 ACT 80 Day: Y-Day @ TBD

NOVEMBER

November 2 Election Day: Y-Day @ TBD
November 22, 23, & 24 Thanksgiving Holiday: Y-Day @ TBD

DECEMBER

December 27, 28, 29 & 30 Winter Holiday: Y-Day @ TBD

2021

JANUARY

January 17 Martin Luther King Day: Y-Day @ TBD
January 26 In-Service Day: Y-Day @ TBD

FEBRUARY

February 18 Flex Day: Y-Day @ TBD
February 21 President's Day: Y-Day @ TBD

MARCH

March 11 ACT 80 Day: Y-Day @ TBD

APRIL

April 13 Spring Holiday: Y-Day @ TBD
April 14 Spring Holiday: Y-Day @ TBD

MAY

May 18 In-Service Day: Y-Day@ TBD

JUNE

June 10 Early Dismissal – Last day of Kindergarten
June 13 Last Day of School - Grades 1-12

The YMCA Harleysville Early Childhood Center & Kids Kare Program will be CLOSED on:

- September 6, 2021 Labor Day Holiday
- September 7, 2021 Labor Day Holiday
- November 25 & 26, 2021 Thanksgiving Holiday
- December 23, 2021 Christmas Holiday
- December 24, 2021 Christmas Holiday
- December 31, 2021 New Year's Eve Holiday
- April 15, 2022 Good Friday Holiday
- April 18, 2022 Easter Monday Holiday
- May 30, 2022 Memorial Day Holiday

SASD SCHOOL CLOSING NUMBER: 309