



**YMCA of Reading &
Berks County
Before & After School
Handbook
2015/2016 Edition**





YMCA of Reading & Berks County
Before School & After School
Parent-Family Handbook
MIFFLIN AREA YMCA
Robeson Elementary Center

GENERAL YMCA INFORMATION:

Mifflin Area YMCA
140 Chestnut Street
Mohnton, PA 19540
610-750-5036

Executive Director: Alyssa Raven
Program Director: Erica Moyer

PROGRAM LOCATION:

Site Director: Anastasia Stahley
Robeson Elementary Center
801 White Bear Rd
Birdsboro, PA 19508
610-582-9580 (office)
484-797-8307 (Y-Care Cell)

HOURS OF OPERATION:

Before School: 7:00 AM till the Start of School
After School: School Dismissal till 6:00 PM

COST	Daily	Weekly
Before School:	\$10.00	\$50.00
After School:	\$10.00	\$50.00
Both AM & PM:	\$20.00	\$100.00

Registration \$25.00 per child registration fee, non refundable

**Parents MUST meet with director prior to enrollment.

MISSION:

To put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all.

WELCOME:

Thank you for choosing the YMCA as your School Age Child Care provider. We look forward to serving you and your family. If you have any questions regarding this or any other YMCA program, please contact your respective YMCA at your earliest convenience.

GOALS & PHILOSOPHY:

Goals of the Before & After School Program:

- Support and strengthen the family unit.
- Promote the children's self-image, feelings of self-worth and leadership qualities.
- Provide activities which meet the educational, physical, mental, social and emotional needs of each child.
- Provide a safe environment which is warm and stimulating.

Our program also features age appropriate, recreational activities using music, movement, crafts, games and other resources. Children must be able to thrive in a group setting. We do not provide one on one care.

LICENSING:

All YMCA Child Care sites are regulated by the Department of Public Welfare and participate in Pennsylvania's Keystone STARS Quality Rating System.

By enrolling in YMCA Child Care you are agreeing to the terms in our manual and to state regulations.

Forms due at time of enrollment

- Emergency Contact/Parent Consent Form-updated every 6 months
- Child Health Assessment & Shot Records- updated as required by DPW
- Fee service agreement-updated at a time of change in fees or service, at least annually
- Discipline Policy
- Parents Statement of Understanding
- Any court order that impacts your child's enrollment, i.e. a Protection From Abuse for you or your child, a visitation agreement or custody agreement must be supplied at the time of enrollment or at the time the document is in effect.

Keystone Stars

The YMCA of Reading & Berks County is a participant of the government rating and funding program called Keystone Stars. Through Keystone Stars we are committed to increasing our standard of care and promoting quality child care environments that contributes to increased social and emotional development, learning skills, and school readiness. Keystone Stars measures our center in 3 ways: staff employed the everyday environment your child is in, and the way a facility runs its business.

TUITION POLICY

Checks shall be made payable to “Mifflin Area YMCA” and your child’s name must be in the “Memo”. Payments may be dropped off at the Mifflin YMCA office, sent to the Robeson Elementary Center Office, given directly to Robeson Elementary Center Y-Care Location Staff, or may be mailed directly to:

Mifflin Area YMCA
140 Chestnut Street
Mohnton, PA 19540

- All families are required to pay the non-refundable \$25.00 per child registration fee.
- **Fees are due the Friday prior to the week of care. All fees are due weekly.**
- Payments not received by end of business Fridays will be assessed a \$10 late fee.
- For returned checks a fee of \$25.00 will be applied to your account. After two returned checks you will need to make all payments by cash or money order, checks will no longer be accepted at this point.
- Year-end statements will be available for pickup by January 31st for tax purposes.
- Termination of services may occur for failure to pay and a claim will be made with the District Court to collect any outstanding balance
- If your account is turned over to a third – party for collections, you are responsible for all incurred collection costs.
- There is no sibling discount.
- We accept all forms of subsidy, it is the parents’ responsibility to pay the subsidy co-pay and update subsidy information or services will be terminated.
- Failure to comply with this payment agreement will result in your child’s suspension from the program in addition to continuing late fees until balance is paid in full.
- The YMCA does accept forms of subsidized child care payment such as BCIU, Welfare, & United Way.
 - Children who receive BCIU funding are provided 25 paid absent days per year (July 1 through June 30). Absent days exceeding the 25 paid days must be paid by the family.
 - On holidays and closings parents are still required to pay their weekly copay.
- **The YMCA does NOT reimburse or credit for any unattended days, unless provided with a doctor’s excuse.**
- **If Y-Care is cancelled because of inclement weather payments previously received for those dates will be rolled over.**

****ALL ATTENDANCE CHANGES MUST BE MADE BY 11:00AM DAILY.**

The Robeson Elementary Center Office must be called and the school staff must be notified of any changes. Y-Care staff is not responsible for informing the school staff of your child care schedule or any last minute changes.

WE WILL NOT ACCEPT ANY CHILD INTO Y-CARE FOR THAT PARTICULAR DAY, IF NOTIFIED AFTER 11:00AM.**

DISMISSAL POLICY

The YMCA may terminate care at any time without notice if you or your child violates any policy outlined in this manual or in the Department of Public Welfare State Code Book.

PROGRAM CALENDAR

The Before & After School Program will follow the Twin Valley School District calendar. This includes cancellations and delays due to weather.

Care will be provided for days that there is no regularly scheduled school, not including SNOW DAYS. This program will take place at the Mifflin Area YMCA.

INCLEMENT WEATHER POLICY

The Robeson Elementary Center Y-Care location follows Twin Valley School District's website for weather delays and early dismissals due to weather. Since we are located in the Robeson Elementary Center building, when the building is closed, Y-Care at this location is CLOSED.

"1 hour delay" we will open at 8am.

"2 hour delay" we will open at 9am.

"Snow Day" we will be CLOSED.

If there is an "Early Dismissal" called or "All after-school activities are cancelled" Robeson Y-Care will be CLOSED. Y-Care is considered an after-school activity.

HEALTH & ILLNESS POLICY

Children must be immunized. Children enrolled in YMCA child care programs are required to have a physical examination by a doctor of the parents choosing within one (1) month of enrolling. A new examination will be required bi-annually. *The parent shall cover all costs related to the medical care of the child.*

Each child shall be observed for signs of illness within the first few minutes of drop off. As a parent, you should discuss any information regarding your child's health with the child care staff. The YMCA takes measures to prevent illness; however it can be a problem anywhere two (2) or more people gather. Schools where children play closely are especially vulnerable. A child exhibiting signs of illness will not be admitted to the Schools Out program. This is at the discretion of the Director or her designee.

In the event that your child becomes sick at the program, you will be notified and your child will need to be picked up from the program immediately. It is extremely important that you have a responsible emergency contact person. An ill child shall be kept at home for a minimum of twenty-four (24) hours or illness specific length of time (whichever is longer) before returning to the child care program. **A doctor's note will not be accepted until the minimum twenty-four (24) hour policy is satisfied.**

No medication will be administered at the child care site. Please arrange to administer your child's medication at home or school.

In case of serious illness or injury, paramedics will be called and your child will be taken to the nearest medical facility. You will be called immediately. A child care staff member will accompany your child to the hospital and will remain with your child until you or an emergency contact person arrives.

In the case of minor injury, staff certified in first aid procedures will administer first aid. A courtesy call may be made to the parent. An injury report will be completed and kept on file in the YMCA office and child's file.

SIGN-IN/SIGN-OUT POLICY

Children must be escorted all the way into the program area and signed in. Children may not be left at a site unless a YMCA Staff is there to supervise.

All children must be picked up by the time the program is over and signed out. Any child that is dropped off before or after the programs hours of operation will be subject to an additional fee of \$1.00 per minute/per child.

If your child is to be picked up by another person, advance notice must be given to the Site Director. For safety purposes, children will NOT be released to anyone except their designated persons unless prior written notification is given. Children will not be released to persons under the age of 16. Picture identification will be required.

We will not release children to an individual who appears to be mentally impaired, by drugs, alcohol, or other influence. Police will be contacted.

PARENT NOTIFICATION AREA:

As a parent it is your responsibility to ensure that you have all the information you need regarding the YMCA, the YMCA program and your child's progress. Please take the time to ask questions and meet with your child's staff. Each center has a parent notification area that you need to check daily for notices, and other requests.

LATE PICK UP POLICY

Should you have a change in your schedule, please notify the secretary at your child's school so they may notify their teacher, bus driver and the YMCA Staff. If you are unable to get through to the school, please call the YMCA immediately.

The YMCA understands that lateness is sometimes unavoidable so this policy is in place. Lateness is considered past program hours based on the program's clock. *A \$1.00 late fee will be billed to your account for every minute past the program ending time per child.*

MEDIA POLICY

There will be times when we photograph and or video this program. The YMCA reserves the right to use this media for marketing purposes. There will be no form of compensation made to a family for the use of a photograph or video clip of their child.

CELL PHONE POLICY

Due to the photographic capabilities of many cell phones, video cell phone use is prohibited in all YMCA Child Care locations. Please help us protect our children and staff by keeping all cell phones away or turned off.

SNACKS

Children may bring a snack for the Before School program if a family desires to. The Twin Valley School District does provide the option of a bought breakfast. The YMCA will provide a snack for all program participants in the After School Program. **The YMCA has a strict no peanut policy and does not allow any peanut or peanut products to be brought into our programs or served to children.**

CHILD ABUSE PREVENTION:

Child Abuse is a serious concern for the YMCA and will not be tolerated in any form from Staff, Parents/Guardians, Family, Friends, or another child. **Allegations will be taken seriously and will be reported to the proper authorities.** Reports of suspected abuse are confidential and the YMCA will not confirm nor deny that a report was made. YMCA and all Schools Out staff are mandated child abuse/neglect reporters as required by Federal and State laws governing the YMCA Schools Out Programs. Please be aware that the YMCA, its staff, members, and volunteers have the best interest of the child at heart.

All YMCA staff is expected to read, sign and follow a staff Code of Conduct. Staff is not permitted to visit a child outside of the YMCA, take their photograph without your written consent, make contact with children via the internet, or transport children in personal vehicles. **Staff may not babysit YMCA children.** You may request a copy of the Staff Code of Conduct for your reference.

CLOTHING & FOOTWEAR:

The YMCA will not be held responsible for any lost, stolen, or damaged clothing, jewelry, or other personal items. Items will not be replaced; there will be no reduction in fee or other form of compensation.

It is *strongly* recommended that children be dressed in washable, inexpensive, comfortable play clothing and footwear. We believe that sneakers or other closed shoes are the safest and most practical. Because there are so many children involved in this program it is very important that all clothing, jackets, backpacks, etc., be clearly labeled with your child's name.

CANDY, GUM, TOYS, & ELECTRONICS:

The YMCA requests that no additional candy, gum, toys, and/or electronics be brought to the program and/or facility. The YMCA is not responsible for any lost or stolen items.

BEHAVIOR POLICY:

Based on the Golden Rule "Treat others as you would want them to treat you."

Children will respect the rights and feelings of others and will avoid disruptive behavior that would interfere with program activities. Aggressive behaviors and unsafe behaviors will not be tolerated and will result in dis-enrollment.

Children shall demonstrate self-control and shall follow all directions given by the teachers regarding safety procedures and shall stay with the group for all scheduled activities.

The YMCA wants every child to succeed and our staff tries their hardest to make sure that every child is enjoying themselves. Unfortunately, there are times that this limit is test and certain behaviors make it necessary for disciplinary actions to be taken. For each instance there are consequences. Most behavior will not be severe and will follow the steps listed below. At times, severe behavior such as fighting, etc. may cause staff to determine that a higher consequence level is warranted at the onset.

The YMCA follows the following consequences for children's behavior;
However, the YMCA reserves the right to skip ANY and ALL of these steps as they see necessary:

Consequence #1: Warning.

Consequence #2: Write Up.

Consequence #3: After 3 write ups, the child will be suspended for 3 days.

Consequence #4: Once return to Y-Care, after first suspension, if another write up occurs, child will be suspended for one week.

Consequence #5: Once return to Y-Care, after second suspension, if another write up occurs, child will be suspended for the rest of the program.

Please understand that suspension and termination are steps we hope to not have to take, however the safety of all the children and staff is our priority.

Please Note: All disciplinary issues are at the discretion of the Branch Executive, Program Director, Site Director, and Child Care staff.

Parents will be notified of inappropriate behaviors.

PARENT CODE OF CONDUCT:

As a parent please conduct yourself in a manner that is consistent with YMCA policies while you are on YMCA property or YMCA program sites. Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language; speaking in a level that is not appropriate; physical violence towards staff, a child (your own or another), another parent, member or volunteer, materials or property. If inappropriate behavior is displayed on YMCA premises your service may be terminated. We also require that you come to the center dressed appropriately and fully covered.

GRIEVANCES:

If you have a comment or question about your child's care please bring this to our attention in a timely manner. You may speak to the Director, or the senior staff in charge. If you feel your concern was not handled satisfactorily, you may speak with the Branch Executive Director and/or the Association Child Care Supervisor. A grievance may be taken to the highest level.

Child Records

All of our centers are licensed by the Department of Public Welfare, DPW. We are required to keep confidential files on your child. At the time of registration, you will receive an intake packet with all of the required documentation that must be in your child's file. Please return this paperwork to the YMCA office prior to the first day of program attendance.

As a participant in Keystone Stars and licensed child care center, we are required to do various observations and assessments on your child. These include but are not limited to: 45 Day Observations, 6 Month Observations, Ages & Stages, Work Sampling & Ounces, and monthly observations. This information will be shared with parents when required and is available for your review at anytime.

The YMCA participates in Keystone Stars and is proud that all of centers are currently Keystone Stars rated. In an effort to continuously improve the quality of our programs and to better serve you and your child, we may ask you to provide a current copy of an Individualize Education Program (IEP) or Individual Family Service Plan (IFSP) for your child's file. Please be assured that this information is kept strictly confidential and is only available to program administrators.

In addition, copies of relevant information will be transferred or shared upon your written request completing an "Authority to Transfer Education/Childcare Records form. Please ask a YMCA administrator for more information.

INDIVIDUAL EDUCATION PLAN (IEP):

In an effort to continuously improve the quality of our programs and to better serve you an your child, we ask that the program be provided a current copy of an IEP or IFSP (Individualized Service Family Plan). Please be assured that this information is kept confidential and is only available to program administrators.

CHARACTER DEVELOPMENT:

YMCAs across the nation are committed to teaching and building values. The four core values: *Caring, Honesty, Respect, and Responsibility* are modeled and taught throughout all program areas. The YMCA is committed to a positive approach to improving our community. Character Development is challenging people to accept and demonstrate positive values.

NONDISCRIMINATION IN SERVICES:

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or gender.

Program services shall be made eligible to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any client who believes they have been discriminated against may file a complaint of discrimination with the following:

YMCA of Reading and Berks County
631 Washington Street
Reading, PA 19603
610-378-4700

Office for Civil Rights
U.S. Dept. of Health and Human Serv.
Suite 372 Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

Department of Public Welfare
Bureau of Equal Opportunity NE RO
331 Scranton State Office Building
100 Lackawanna Ave
Scranton, PA 18503-1923
PA Human Relations Commission
Harrisburg Regional Office
Fifth Floor Riverfront Office Complex
1101-125 S. Front Street
Harrisburg, PA 17104

VISITOR'S POLICY

At the YMCA we have an open door policy for parents of currently enrolled children and for representatives of the state and law enforcement. All visitors must sign in with the Director and wear a visitor's badge. No other people will be permitted.

PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the YMCA.

Please keep and refer to your copy of the YMCA Program Policies in your Parent/Guardian Handbook. Your signature below indicates that you have received and read them.

I understand that the YMCA staff and volunteers are not allowed to baby sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation occurs.

I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must either be listed with the YMCA or other arrangements must be made by contacting the YMCA or program site and informing them of the change.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. (Note: please do not put staff in a position where they have to make this judgment.)

I understand that the YMCA is mandated, by law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received a copy of the YMCA Before & After School Parent/Guardian Handbook.

Parent/Guardian Signature

Date

I have read and understand the statements above and the YMCA Program Policies detailed in my handbook.

Parent/Guardian Signature

Date



****Sign & Return****

**YMCA of Reading & Berks County
Child Care Getting To Know You**

Child's Name _____ Nickname (if any) _____

Parent Name(s) _____ Date _____

Family Composition Questions:

1. Please list your child's household members (including relations and ages of siblings).
2. Are there any custody situations that you would like to share with us?
3. Is there any other information about your family's composition that you would like to share?
4. Does your family have pets?

Child Information:

1. Has your child been in an early learning program before? Yes _____ No _____
2. If so, which of the following? _____ Family Home Care _____ Relative
_____ Neighbor _____ Licensed Provider
3. Are there any special concerns we should be aware of?
4. Any special needs (medical, developmental, social, mental health)?
5. Does your child have an IEP (Individualized Education Plan) or ISFP (Individualized Family Service Plan)? _____

If so; we would like a copy of this plan so we can provide the best possible learning experience for your child.

6. Does your child have any allergies?
_____ Food Allergies _____ Environmental Allergies _____ Allergies to Medicine

Questions for the Parent:

1. What are your expectations of our program?
2. Is there any other information you would like to share about your child or do you have questions about the program?



****Sign & Return****

PERMISSION TO POST Allergies & Medical Needs

Child's Name:

To further ensure the safety of all children in the YMCA's Child Care programs, I give the YMCA permission to post any special medical needs, including allergies, which pertain to my child. I understand that these will be posted in a confidential manner and is only available for staff to see. I agree to update the YMCA's Child Care program with any new and important information regarding my child's medical needs as well.

GUARDIAN'S SIGNATURE

DATE



****Sign & Return****

Acceptance of Handbook

Child's Name:

I have received and reviewed the YMCA of Reading & Berks County's Parent Handbook for the Before & After School Programs of the 2015/2016 school year. I understand and agree to comply with all of these requirements set forth by the YMCA of Reading & Berks County and their program. If I have any further questions and/or concerns regarding this handbook I know that I am to speak with the Center or Program Director for further explanation.

Guardian's Signature

Date