



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GIVING YOU PEACE OF MIND

School Age Programs Staff Handbook YMCA OF THE INLAND NORTHWEST

For Registration:

YMCA Business Office

1126 North Monroe, Spokane, WA 99201

(509) 777 YMCA (9622), Ext. 408 or 445

For on-site programming information call 777 YMCA (9622)

North Locations: Stephanie Barrington, ext. 308 or email sbarrington@ymcaspokane.org

Valley Locations: Heather Irmer, ext. 208 or email Hlrmer@ymcaspokane.org

Welcome to our Y Before and After School Programs

We are pleased to have you and your child join us for the 2015-2016 school year. We strive to provide an environment where your child will build strong social skills, engage in activities that encourage healthy living and help them develop to their full potential. We offer a variety of activities in a safe, nurturing, and fun environment. Along the way, we hope your child will:

- Gain self-confidence and independence
- Learn about and explore their environment
- Feel safe with caring and nurturing staff

We look forward to sharing this time with you!

Sincerely,

The YMCA School Age Staff

YMCA Purpose Statement

We give everyone a safe place to learn, grow and thrive.

Hours of Operation

Our programs are open Monday-Friday
6:30am - 6pm. We are closed major holidays.

Holiday Closures

We are closed the following holidays:

- Labor Day
- Veteran's Day
- Thanksgiving Day & Friday
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- **Summer Camp Set Up Day June 16 no PM program**

Extreme or Dangerous Weather Closure Policy

We will close our programs due to weather if the school district is also closed that day, or if it is determined by our Program Directors to be unsafe for our staff. Please watch for the program closures warnings on the television, on the radio, our YMCA website, Facebook and Twitter. In the event of programs closing early due to weather parents/guardians will be notified by YMCA staff via phone, email or text.

Children's Records

Children's records will be updated annually and per program. Records kept on file will include Child Information Forms, Immunization Forms and a Parent Statement of Understanding. If any information changes in a child's information please notify the Site Director to ensure information is current and accurate.

Immunization Tracking

Children must be fully immunized for their age unless parent provides the DOH Certificate of Exemption indicating a medical, religious, philosophical or personal exemption. Children's immunization records will be

monitored, at minimum, once a year by Site Director to ensure compliance with immunization status requirements.

Enrollment

1. Obtain a Registration Form from any YMCA location, online or at the Corporate Office
2. Fill out the form
3. Choose your option
 - Mail/Drop Off: 1126 N Monroe, Spokane WA 99201
 - Fax: 509 343 4096

Disenrollment Process

Program changes or cancellations to a child's enrollment will be accepted at the Corporate Business Office with **written notice by the 27th of the month for the following month's programming.**

- Email Chare@ymcaspokane.org
- Mail 1126 N Monroe, Spokane WA 99201
- Fax: 509 343 4096

All refunds are subject to a \$5 processing fee.

Access to Children during Program Hours

Parents/guardians are required to sign-in their children upon arrival and sign-out their children upon departure. Parents/guardians may have access to their children during operating hours and the site unless denied by the Program Director. Parents/guardians are welcome to observe and/or participate in any games or activities during the day. Any person who is not a parent/guardian, staff member, or is not approved to sign the child in or out will not be allowed access to the children in the program.

YMCA School Age Program Child Development Philosophy

We believe children need time to explore, create, and lead. We encourage them to work at their own pace, to try new activities, and to develop healthy habits and positive relationships with peers and adult role models.

DAILY SCHEDULE AND ACTIVITIES

Typical Daily Schedule and Sample Curriculum

Please see individual Sites for a more specific daily schedule and curriculum.

Morning Activities

- 6:30-7:30am: Free choice and board games
- 7:30-8:30am: Gym games and organized activities
- 8:30-9:00am: Quiet activities & prepare to leave

Afternoon Activities

- Upon dismissal from school to 3:15pm: Group games
- 3:15-3:45pm: Bathroom break, wash hands and snack
 - 3:45-4:30pm: Organized activities
 - 4:30-5pm: Homework/reading time
 - 5-5:30pm: Group activity time
 - 5:30-6pm: Kids choice
- Organized activities may include arts, crafts, games, and STEM (science, technology, engineering, and math).

Screen Time Policy

There is a limit of 60 minutes per child per week for screen time - this includes personal music devices, computers and television. Exceptions are for educational purposes and the occasional movie day. Movies are G or PG rated. Our goal is to have our children learning and excelling through program activities.

COMMUNICATION & CONFIDENTIALITY

Parent Communication Plan

Parents/guardians may contact the site with any concerns during normal operating hours. Program Directors can be contacted at the phone numbers or email addresses listed in the Parent Handbook with any comments or concerns the parent may have. YMCA staff will communicate how the child is doing in the program in person or in writing a minimum of twice annually, and will communicate with parents on a daily basis. Program staff will work with parents to do our best to be supportive of the child's individual needs. If a child has specific needs a written plan will be developed by the parent and the program staff.

Confidentiality Policy

Child Information forms containing phone numbers and addresses will remain confidential and will not be shared with other parents or any persons not employed by the YMCA. Information regarding specific children may be shared with the school staff with the parent's permission. DEL licensors may have access to child information, immunization, and medication forms, as well as sign in sheets, which are requirements from Washington State Department of Early Learning.

NON-DISCRIMINATION POLICIES

Non-Discrimination Statement and Americans with Disabilities Act Statement

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex, religious beliefs or disability.

In order to participate successfully in YMCA School Age Programs, a child must be able to function in a group setting, stay with their group at all times, and follow directions given by staff.

Special Needs Accommodations

If a child requires accommodations due to special needs any of the following can provide supporting signed documentation:

- Licensed or certified physician or physician's assistant
- Mental health professional
- School professional
- Social worker with a bachelor's degree or higher with a specialization in the child's needs
- Registered nurse or advanced nurse practitioner

The documentation must be in the form of any of the following:

- Individual Education Plan (IEP)
- Individual Health Plan (IHP)
- 504 Plan
- Individualized Family Service Plan (IFSP)

A written plan to meet the needs of an individual child will be implemented by the site staff and will be written by the Site Director and the parent/guardian. The Program Director will be notified of the process.

Cultural Awareness Activities

Our School Age Programs will incorporate activities to encompass many different cultures. Multi-cultural activities will be on the monthly calendar and may include games, books and arts & crafts. Families are welcome to share ideas they may have to increase our cultural diversity.

Religious Activities

The YMCA is a Christian organization and we may do prayers before snack as well as incorporate some Christian-themed arts and crafts activities into our programs. Children are not required to participate in any religious activities. Families are welcome to share religious preferences with YMCA staff.

Holiday Celebrations and Traditions

Often holiday games and arts & crafts are incorporated into our monthly activities. We strive to celebrate holidays being respectful of our many diverse cultures. Families are welcome to share traditions and specific activities with

program staff to see if they may be incorporated into programming.

GUIDANCE AND DISCIPLINE POLICY

Our goal is to help the children in our programs develop values of Caring, Honesty, Respect, and Responsibility.

We work to cultivate respect and responsibility for self, others, and our environment. We strive to offer a supportive, nurturing environment with caring adults which is the first step in the development of inner control and appropriate behavior. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. The methods we use are grounded in the use of positive reinforcement, reasonable expectations, logical consequences, redirection, and diversion. Consequences (both logical and natural) are developmentally appropriate as well as related to the child's behavior, which might include reinforcing positive behavior, modeling appropriate behavior, and assisting children with finding words to describe how they are feeling. Our positive, guidance-focused approach helps children develop positive self-esteem, independence, pride in their work, and builds trust in our program and staff. **The YMCA does not use corporal punishment in any way.**

MANDATORY CHILD ABUSE REPORTING

The YMCA complies with Washington State laws which require child care providers to report suspected child abuse, neglect, or exploitation to Child Protective Services and/or local law enforcement agencies. All YMCA staff members are trained in child abuse prevention.

FOOD SERVICES

Breakfast: Children arriving before 7am must eat breakfast at home prior to coming to program. Children wishing to participate in the school's breakfast program will be dismissed prior to the beginning of school so they will have adequate time for breakfast.

Lunch: Kindergartners and preschoolers can bring a sack lunch from home or participate in the school's lunch program. The YMCA does not provide lunch for children during the school year.

Snack: All children in the After School program will be offered a low-sugar, nutritious snack. Children may bring own snack from home provided that it is low-sugar and nutritious. Snack menus are posted at each site.

Child Food Preferences

Children with documented (in child's file) food intolerances/allergies will be given an alternative food that meets USDA requirements as a food substitution. Food preferences will be addressed on an individual basis.

Please see Site Director. Food brought from home must meet USDA guidelines.

Hand Washing

Children and staff are to wash hands: when entering program, before eating or preparing food, after toileting, after coming in contact with body fluids, after coming in from outside, as needed.

STAFF DEVELOPMENT

Staffing Plan, Training and Development

Staff members undergo background checks and are required to have current certifications in Pediatric First Aid, CPR and Blood Borne Pathogens. Staff members are also required to take a TB test and possess a Food Handler's Card if serving meals or snack. All staff must also be registered in the Department of Early Learning's MERIT system. Each staff person is required to have a minimum of 10 hours of training per year. Parents may ask to see staff training records and current certification records. We try to have consistent staff at each site. However, at times, a substitute staff member will be on-site. Volunteers are never left unattended with a group of children.

FIELD TRIP & TRANSPORTATION POLICIES

- Sign In/Out form or book will be sent with staff and parents will sign children out if they pick up from the off-site activity.
- Any medications will be kept with a designated staff person to be given as prescribed and will be noted on the medication log.
- A minimum 1:15 staff to child ratio (as required by licensing) will be maintained and does not include the bus driver.
- If swimming, a minimum 1:10 staff to child ratio will be followed.
- A first aid kit will be kept with the group.
- Some off-site field trips may require an additional fee to pay for the trip. Parents/guardians will be notified of any additional fees in advance. Please notify the Site Director if the additional fees create a financial burden.
- Field trip notices/permission slips will be posted prior to the field trip.

Transportation Policies

Transportation may include the YMCA bus, public transportation, or a leased vehicle. All bus drivers have current CDL licenses. Children may not be transported by YMCA staff in their personal vehicles. In order to facilitate safety during drop off and pick up times, staff will adhere to the following procedures:

- A designated staff person will monitor traffic in front of and behind the bus.
- Staff will do a roll call and a head count when leaving for field trips.
- Children will remain seated at all times when the bus is in motion.
- Staff will ride on the bus with children.
- The YMCA will follow guidelines for maximum occupancy.

Staff will monitor their small groups and take head counts and periodic roll calls throughout the field trip including at the destination and prior to returning to the YMCA Site.

DISASTER & EMERGENCY PROCEDURES

Evacuation of Children in any Emergency

In the event of an emergency, children will be evacuated through the main exit of the building. If a child is non-ambulatory a designated staff person will be responsible for making sure the child is able to be evacuated in a timely manner either by pushing the child's wheelchair or, if needed, carrying the child.

- A whistle will be available at each location as an additional method to sound an emergency alarm.
- Child information forms including medical release forms and any needed medication will be taken to the evacuation point by the Site Director or a designated person.
- An emergency/evacuation first aid kit will also be taken to the evacuation point.
- The sign-in/out book will be taken by the Site Director and roll call will be conducted.
- Parents/guardians may pick up their children at the evacuation point.
- Parents/guardians may pick up their children at the program location following an emergency if the program location is determined to be safe.

Designated Emergency Evacuation Shelters

In the event the YMCA program needs to seek shelter the children will be evacuated to the nearest YMCA facility or the nearest designated shelter area as directed by local authority (often schools are the shelters).

Parents will be notified where to pick up their children following an emergency through one or more of the following ways:

- YMCA Website
- Social Media
- Telephone calls/messages

- Text messages
- Local news, if applicable

Earthquake Procedures

In the event of an earthquake children will be directed to go to the safest earthquake location, which will be determined and posted in the emergency book and determined per each program site. The Site Director along with the Program Director will determine if the licensed space is safe following an earthquake after discussing it with school staff and/or local authorities.

Lockdowns/Shelter in Place

In the event of a lockdown the following procedures will be followed:

- Children will be directed to hide under or behind tables and/or in closets.
- Doors will be locked.
- Windows will be locked and covered.
- Children will remain at the site under lockdown until it is determined to be safe by school officials or local authorities.
- Parents will be notified where and when they may pick up their children by following the same procedures outlined above under Emergency Evacuations.

Medication, Food and Water

- Staff will work with parents and school staff to have access to 3 days of medication for children that are currently on prescribed daily medication.
- Staff will have access to 3 days' worth of food and water.

Staff will be trained in the following areas:

- How to operate a fire extinguisher.
- How to test smoke detectors and carbon monoxide detectors and change batteries if needed or notify the school to fix.
- Responsibilities will be established for each site including what to bring during an emergency and how to contact parents/guardians.
- Fire drills will be done monthly.
- Emergency and lockdown drills will be conducted every three months during the school year and will be conducted at different times of the day.

Record Keeping of Emergency Drills will include:

- Date and time of the drill.
- Names of staff present at the time of the drill.
- Number of children who were present at the time of the drill.
- Length of the drill.
- How the drill went and any improvements or adjustments needed.

Staff will be trained on emergency procedures on an annual basis and will be given a copy of the Emergency Plan.

Transition Procedures

When transitioning between locations, children will be accompanied by at least one staff member, always maintaining a 1:15 staff ratio. Children will walk single file with a staff person at the front and when necessary a staff person at the back. When transitioning, staff will track the children and make sure all children are present and accounted for.

HEALTH CARE POLICIES

- The YMCA cannot accept a sick child with a fever, suspected communicable disease, or NHS/Lice.
- All persons with notifiable conditions will be reported to Public Health per WAC 170-297-232.
- In an emergency, every effort will be made to contact the child's parents/guardians. In the event the parents/guardians cannot be reached, we will contact the emergency contact person. If we are unable to reach the emergency contact person, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents can be reached.
- A parental permission form must be filled out before staff can administer any medication. A separate form is updated daily as to continuing medical needs and any changes in emergency information.
- Medication must be in its original bottle or container with a prescription label. A medication permission slip can be obtained from the Site Director.
- The YMCA does not administer over the counter medications with the exception of sunscreen and hand sanitizer.

A written complete Health Care Policy will be available upon request and will be posted. Staff will follow the Health Care Policy.

Infection Control Methods

- Ill children and staff will be excluded from programming
- Proper hand washing procedures
- Following cleaning procedures, and
- Reporting all "notifiable" conditions to public health

Nonsmoking Policy

The YMCA School Age Program staff members are not allowed to smoke or have tobacco on school premises. The YMCA School Age Program is a Smoke Free/Smell Free program. Staff may not come to work in clothing that smells of tobacco. Staff and volunteers will follow all

school district Tobacco Free policies when on school grounds.

Drug and Alcohol Policy

Staff and volunteers may not use illegal drugs on the premises. Staff may not consume or be under the influence of alcohol during operating hours or be under the influence of drugs that would impair the ability to provide care for children. Staff and volunteers will follow all school district Drug Free Zone policies when on school grounds.

Hand Sanitizers

Hand sanitizers can be used with the parent/guardians written and signed permission. Hand sanitizers may be used when hand washing facilities are not available or if we are on a field trip, during emergencies or disasters. Hand sanitizers will not be used if hand washing facilities are available.

Care for Animals on the Premises

The YMCA does not keep animals on the premises.

Pest Control

The YMCA will keep the premises free from rodents, fleas, cockroaches, and other insects and pests using the least poisonous method of pest management or use chemical pesticides for pest management. If chemical pesticides are used, the YMCA will post a notice visible to parents/guardians and staff 48 hours in advance of the application of chemical pesticides and will apply pesticides in compliance with the **Washington State Department of Agriculture's Guide for Pesticide Use at Public Schools (K-12) and Licensed Day Care Centers.**

Poisons, Chemicals, and Other Substances

Poisons will be stored in a locked container inaccessible to children and where poisons will not contaminate food.

Poisons will be kept in their original container whenever possible. However, if poisons are not in the original container, poisons will be clearly labeled with the name of the product and the words "poison" and or "toxic."

Pesticides will be stored in their original container.

Cleaning and sanitizing chemicals will be stored in their original containers unless they are diluted in which case they will be labeled to indicate the container's contents.

The following poisons, chemicals, and other substances will be stored in accessible area include:

- Nail polish remover
- Sanitizers and disinfectants
- Household cleaners and detergents
- Toxic plants
- Plant fertilizer
- Ice melt products
- Pool chemicals
- Pesticides or insecticides
- Fuels, oil, lighter fluid, or solvents
- Matches or lighters
- Air freshener or aerosols
- Personal grooming products including, but not limited to: lotions, creams, toothpaste, shampoo, conditioners, hair gels, hair sprays, make-up and cosmetics
- Dish soap, dishwasher soap or additives
- Tobacco products, including cigarette/cigar butts, e-cigarettes and ashtrays
- Alcohol

Lead, Asbestos, Arsenic and Other Hazards

The YMCA will take action to prevent exposure if it becomes aware that any of the following are present in the indoor or outdoor licensed space:

- Lead-based paint
- Plumbing containing lead or lead solders
- Asbestos
- Arsenic or lead in the soil or drinking water
- Toxic mold
- Other identified toxins or hazards
- All art materials are labeled "Non-Toxic" or are in compliance with ASTM D-4236

SCHOOL YEAR PROGRAM LOCATIONS

East Valley School District: CCS, Otis Orchards, East Farms (depends on bussing from School District), Trent and Trentwood

Central Valley School District: South Pines

West Valley School District: Pasadena and Seth Woodard.

Mead School District: Brentwood, Colbert, Evergreen, Farwell, Meadow Ridge, Midway, Prairie View, and Shiloh Hills

Nine Mile Falls School District: Lake Spokane and

Riverside School District: Chattaroy and Riverside*

*Riverside students are bused to Chattaroy

Kindergarten Programs:

***Farwell:** Students from Brentwood, Colbert, Meadow Ridge and Prairie View are bussed to Farwell for PM Kindergarten Care and bussed from Farwell after AM Kindergarten Care.

Lake Spokane: Preschool and Both AM and PM Kindergarten Care

*transportation for kindergarteners to or from Farwell is dependent on Mead transportation.

WINTER, SPRING AND NO-SCHOOL DAY PROGRAMS

We are open most no-school days. In order to participate, please note the following:

- Separate Registration is Required
- Registration Deadline is 1 week in advance
- Registration flyers will be available at Site locations prior to Program

What to bring:

- Sack lunch
- Appropriate clothing for the weather
- Swim suit & towel
- Backpack with name on it

Special Notes:

- Friday June 16 AM program only, to help us prepare for our first day of summer day camp.

Locations to be determined:

REGISTRATION AND PAYMENT POLICIES

PAYMENT OPTIONS

- Automatic monthly debit or credit card payments on the 1st of the month for monthly participants.
- Online at ymcaspokane.org
- Call 509 777 YMCA (9622) and make payments over the phone with a debit or credit card Monday-Friday 8am-6pm, Saturday 9am-4pm, and Sunday 9am-4pm
- Mail to: YMCA Business Office at:
1126 N Monroe, Spokane WA 99201
- Drop off payment at the YMCA Business Office: Monday - Friday 8:30am - 4:30pm, address above.
- Drop off payment at the Member Services Desk of any Spokane YMCA facility during business hours:

Monday-Friday	5am - 10pm
Saturday	7am - 10pm
Sunday	9am - 8pm

*Keep on Track with Automatic Monthly Draft Payments

Please check the registration form or complete an Auto Pay Form for automatic monthly bank draft.

First Time Registration & Payment Due Dates:

Registration and first time payments are due 7 days in advance of first day of attendance.

Payments are due the 1st day of the month

The following months will be discounted:

- | | |
|----------|-------------------------------------|
| October | 40% CCS school only |
| December | 30% discount |
| February | 25% East Valley schools only |
| February | 50% CCS school only |
| April | 25% discount |
| May | 25% CCS school only |
| June | 50% discount |

Late Payment & Suspension Policy

- A \$20 late fee may be applied to each monthly account not paid in full by the 10th of each month.
- All accounts with balance dues after the 16th of the month will result in suspension until payment is made in full.
- Suspended accounts may be inactivated and re-registration with payment for the next month will be required at the time of re-registration.
- A \$5 late fee may be added for each 5-day Package not paid in full before the child attends.

Part Time Sessions

Payments for part time participants are due before attendance. A \$5 processing fee may be added to all part time sessions that require a bill.

Late Pick Up Fees

A fee of \$10 per child may be charged for every 10 minutes your child is picked up after 6:00pm. No prorating.

Non-Sufficient Funds

All payments returned for Non-Sufficient Funds are subject to a \$20 NSF fee.

Cancellation Policy or Program Change Policy

- Written notice on or before the 27th of the month prior must be received by our Business Office in order to inactivate monthly billing.*
- DSHS and other 3rd Party Agencies do not cover late fees or fees accrued due to not cancelling in writing.
- 5 day packages are non-refundable.
- Refunds are subject to a \$5 processing fee.
*We are unable to make changes to your monthly billing after the last business day of the month.

DSHS and other 3rd Party Assistance

State assistance is accepted once State Approval is received by the YMCA at select locations. The parent/guardian will need to contact their assigned caseworker or 3rd Party Agency and submit all required forms and information. Please notify your caseworker in advance with the site your child will be attending. Please see the following chart for the provider numbers. If you would like your child to attend before we receive notification from the state, you can pay the full rate and receive a refund or credit to your account upon approval.

Provider Numbers			
North		Valley	
Brentwood	15150 6	Pasadena	21899 9
Chattaroy	59359 9	Seth Woodard	37606 2
Colbert		South Pines	81284 5
Evergreen	74820 3	Trent	15129 8
Farwell	15156 6	Trentwood	15133 5
Lake Spokane	97513 2		
Meadowridge	15191 4		
Midway	15190 4		
Prairie View	02147 9		
Shiloh Hills	15203 1		

