



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GIVING YOU PEACE OF MIND

## School Age Programs Parent Handbook YMCA OF THE INLAND NORTHWEST

### For Registration:

YMCA Business Office  
1126 North Monroe, Spokane, WA 99201  
509 777 YMCA (9622)

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

North Locations: Wendy Woodard ext. 308  
Valley Locations: Heather Irmer ext. 208

[Wwoodard@ymcaspokane.org](mailto:Wwoodard@ymcaspokane.org)  
[Hirmer@ymcaspokane.org](mailto:Hirmer@ymcaspokane.org)

Childcare Program Executive: Connie Reynolds, ext 409 or email [Creynolds@ymcaspokane.org](mailto:Creynolds@ymcaspokane.org)

## Welcome to our Y Before and After School Programs

We are pleased to have you and your child join us for the current 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

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### 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 Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Camp Set Up (Last Day of school) No PM program
- May be closed on some no-school days for staff compliance trainings.
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### Extreme or Dangerous Weather Closure Policy

We will close our programs due to weather or emergency's anytime schools are also closed. We will also close if it is determined by our Program Directors to be unsafe for our children and staff.

- Please watch for program closure warnings on your child's school website, and/or YMCA's website or Facebook Page.
- In the event of an emergency closure, during the YMCA Program, parents/guardians will be notified by YMCA staff via phone, email or text and will need to pick up their children asap.

### Children's Records

Children's records will be updated annually. Records kept on file will include Child Information Forms, Immunization Forms and a Parent Statement of Understanding. Please notify the Site Director of any information updates, especially contact numbers.

Please note that separate Child Information Forms are required for camp programs.

### Immunization Forms

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. Children may not attend until immunization forms are completed as required by Washington State DCYF.

### Enrollment

1. Obtain a Registration Form from any YMCA facility, online or at the Corporate Office
2. Fill out the form and submit payment
3. Choose your option
  - Mail/Drop Off: 1126 N Monroe, Spokane WA 99201
  - Email: [ymca@ymcaspokane.org](mailto:ymca@ymcaspokane.org)

### Disenrollment Process

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

- Email [ymca@ymcaspokane.org](mailto:ymca@ymcaspokane.org)
- Mail 1126 N Monroe, Spokane WA 99201

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 either 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. DCYF licensors may have access to child information, immunization, and medication forms, as well as sign in sheets.

## 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.

**Please note we are unable to provide toileting or feeding assistance. Our staff/child ratio is 1/15 as required by the state.**

### Cultural Awareness Activities

Our School Age Programs will incorporate activities to encompass many diverse 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.

## **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. The health and safety of children is our priority.

## **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 their 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. Food brought from home must meet USDA guidelines. Please notify your Site Director of any food allergies/concerns.

### **Hand Washing**

Children and staff are to wash hands: when entering program, before and after 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 nearest 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 required, or notify the school to repair.
- 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 246-110-010.
- 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**

- Sick 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.

Any of the following chemicals or other substances on site will also be stored in an inaccessible location.

- 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, Seth Woodard, and Millwood (depends on bussing from school district)

**Mead School District:** Brentwood, Colbert, Evergreen, Farwell, Meadow Ridge, Midway, Prairie View, and Shiloh Hills located at the North YMCA.

**Nine Mile Falls School District:** Lake Spokane

**Riverside School District:** Chattaroy and Riverside\*

\*Riverside students are bused to Chattaroy

**Reardan School District:** Reardan Elementary School

## **WINTER, SPRING AND SCHOOL IS OUT PROGRAMS**

**We are open most no-school days.**

**In order to participate, please note the following:**

- Separate registration is payment are required.
- Registration deadline is 1 week in advance-space is limited, please register early to reserve your spot.
- Registration flyers will be available at the Y Site locations prior to the program.

**What to bring:**

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

**Special Notes:**

- Closed some days for staff training
- All sites will close the last few days of the school session to prepare for summer camp.

# REGISTRATION AND PAYMENT POLICIES

## PAYMENT OPTIONS

- Automatic monthly debit/credit card payments are the 1<sup>st</sup> of the month for monthly participants.
- Online at [ymcaspokane.org](http://ymcaspokane.org)
- Call 509 777 YMCA (9622) and make payments over the phone with a debit or credit card Monday-Saturday 8am-8pm, and Sunday 10am-7pm
- Mail to: YMCA Business Office (Attn:SAP) at: 1126 N Monroe, Spokane WA 99201
- Drop off payment at the YMCA Business Office: Monday - Saturday 8:30am - 4:30pm, address above.
- Drop off payment at the Member Services Desk of any Spokane YMCA facility during business hours:
  - Monday-Friday 8am - 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 to set up automatic monthly bank draft.

### First Time Registration & Payment Due Dates:

Registration and first time payments are due at least 7 days in advance of the first day of your requested start date.

### Payments are due the 1<sup>st</sup> day of the month

The following months will be discounted:

August	50% CCS school only
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 10<sup>th</sup> of each month.
- All accounts with balance dues after the 16<sup>th</sup> 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 visit package not paid in full before the child attends.

### 5 Visit Packages

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 27<sup>th</sup> of the month prior must be received by our Business Office in order to inactivate monthly billing.\*
- DSHS and other 3<sup>rd</sup> Party Agencies do not cover late fees or fees accrued due to not cancelling in writing.
- 5 visit 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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	151506	Pasadena	218999
Chattaroy	593599	Seth Woodard	376062
		South Pines	812845
Evergreen	748203	Trent	151298
Farwell	151566	Trentwood	151335
Lake Spokane	975132		
Meadowridge	151914		
Midway	151904	Valley Day	507986
Prairie View	021479		
Shiloh N YMCA	500457		



