



Y's Kids

Quality, Licensed After-school Child Care



| <u>Clallam County Family YMCA</u> | <u>Jefferson County Family YMCA</u> |
|--|--|
| Hours of Operation | Hours of Operation |
| Monday, Wednesday, Thursday, Friday 2-6 p.m. Tuesday Only 1:30-6:00 p.m. | Monday, Tuesday, Thursday, Friday 2:30-6 p.m. Wednesday Only 1:30-6:00 p.m. |
| 302 S. Francis Street Port Angeles, WA 98362 Phone: 360.452.9244 Fax: 360.452.7140 | P.O. Box 1637 Port Townsend, WA 98368 Phone: (360) 385-5811 |
| Web: www.ccfymca.org Email: cathy@ccfymca.org Cathy Bourm Child Care Director for Clallam & Jefferson county | In Jefferson County~ Please contact Holly Green for New Family Orientations and Registration Phone: (360) 385-5811 or hollyinpt@hotmail.com |
| We Are Proud to be a United Way Agency  |  |

Two sites to serve you in Port Angeles

Hamilton Elementary Jefferson Elementary

(Franklin Elementary, Roosevelt Elementary & Queen of Angeles may ride bus to Jefferson)

Jefferson County

Mountain View Elementary

Mission statement of the Clallam County Family YMCA

We are open to people of all ages, beliefs, income, races, genders and abilities. We put Christian principles into practice through programs that build healthy body, mind, and spirit for all.

Purpose of Y's Kids

- ☆ -To support and strengthen the family unit.
- ☆ -To help children develop to their fullest potential.
- ☆ -To deliver the program in a positive YMCA environment of safety, support & caring
- ☆ -To provide quality care for children regardless of socioeconomic background.

Philosophy of the Y's Kids Program

We believe that childcare should provide opportunities and experiences which stimulate a child's physical, social, intellectual and emotional development.

Religious Activities/YMCA Core Values

In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. We expect that our camp will reflect and respect diversity in our community. While religious education is not part of our program; the Clallam County Family YMCA is committed to a value-based character development curriculum. The teaching of the following core values will be incorporated into all youth activities: *Honesty, Respect, Responsibility and Caring*. If you have any concerns about the program or curriculum, please contact the Y's Kids Site Director.

Enrollment and Admission

Our school-age program serves children ages 5-12. The hours of operation...

Clallam County~ 2:00 - 6:00 p.m. Monday, Wednesday, Thursday, Friday, and 1:30-6:00 p.m. on Tuesdays.

Mountain View~ 2:30 - 6:00 p.m. Monday, Tuesday, Thursday, Friday and 1:30 to 6:00 on Wednesdays.

Financial Assistance

We accept children whose care is subsidized by the City of Port Angeles, Clallam County, Washington State Department of Social and Human Services (DSHS) and other child care programs. In addition, limited financial assistance and payment plans are available through the YMCA. These funds are made possible through our annual sustaining campaign, the United Way, and the City of Port Angeles Human Services Fund. Contact the Child Care Director for a site visit or more information on the subsidized programs or financial assistance.

DSHS

If applying for or receiving state assistance, we must obtain an authorization letter for you from DSHS in the mail. Also, before using YMCA Financial Assistance for child care fees, you must present to us a Letter of Decline from DSHS. This means you must apply to DSHS first for help with your fees before using YMCA assistance. Standard DSHS processing is 1 day to 1 week, usually not longer than 2 weeks. **IMPORTANT:** If we do not receive notification of your DSHS status within two weeks of your enrollment in Y's Kids, it may result in your owing full payment of fees for that month. Therefore it is important that you apply for DSHS assistance immediately once you've enrolled in Y's Kids.

Changes in Care

Anytime you change the duration or frequency of child care, **YOU MUST** inform DSHS immediately. (For example, going from part time to full time.) If you are not approved by DSHS for the amount of child care we provide you, you will be personally responsible for any fees not covered by DSHS.

1. Registration Form

This form includes date of your child's last physical exam, current medication/restrictions and allergies. A Medication Release form must be signed by parent/guardian before we can administer medications. Please complete the section for alternative pick-ups which lists people who are allowed to pick up your child. Please sign that you have read and acknowledged the payment policy and that you have read and understand the Parent Handbook (explained during your New Family Orientation).

2. Immunization Record

Required form provided in packet.

3. New Family Orientation

All new families will need to attend a New Family Orientation. Please ask the Member Services Desk to set up an appointment with our Child Care Director.

Behavior Management

We strive to meet the needs of all the children by setting guidelines and boundaries appropriate to each stage of development. It is our desire to help your child develop self-control as well as a respect for the rights of others. If problems arise, we generally follow these guidelines:

1. Positive guidance methods
2. Positive redirection
3. Removal from specific area
4. Meeting between parent and counselor to set up behavior plan
5. Removal from program*

We will make every attempt to work out a behavior problem before step 5. However, in the event of a behavioral issue beyond our control, the YMCA reserves the right to dismiss participants from the program. We do not use or endorse any form of corporal punishment by anyone, including parents, which includes biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain. We encourage you to share information with us that may affect your child's behavior at Y's Kids. We are committed to working with you in the best interest of your child and the rest of the children at Y's Kids.

Lunches and Snacks

Parents are responsible for their child's a.m. snack and lunch on days we provide all day child care. The YMCA will provide a p.m. snack. Lunch must contain: a dairy product, protein food, lean meat, eggs, nut butters or cheese, a bread or bread alternative, whole grain or enriched, and two servings of fruit or vegetable. Soda and candy do not meet the food requirements and are not allowed.

After School Snack

The YMCA will provide a USDA approved p.m. snack. Snacks must have two food components: fluid milk, meat or meat alternate, breads/grains, juice or fruit or vegetable. Juice must contain 100 percent full-strength juice. Soda and candy do not meet the food requirements and are not allowed.

Monthly Fees

| <u>Clallam County</u> | <u>Jefferson County</u> |
|--|--|
| Option A: (Includes only teacher in-service & early release days.) | Option A: (Includes only teacher in-service & early release days.) |
| *FULL TIME (4-5 DAYS) | *FULL TIME (4-5 DAYS) |
| Member: \$170 | \$190 |
| Non-Member: \$190 | |
| *PART TIME (2-3 DAYS) | *PART TIME (2-3 DAYS) |
| Member: \$125 | \$145 |
| Non-Member: \$145 | |
| | |
| Option B: (includes teacher in-service, Early release, Winter & Spring Break.) | Option B: (includes teacher in-service, Early release, Winter & Spring Break.) |
| *FULL TIME: | *FULL TIME: |
| Member: \$185 | \$205 |
| Non-Member: \$205 | |
| <u>PART TIME</u> | |
| Is not available | |
| <u>DROP-IN CARE</u> | <u>DROP-IN CARE</u> |
| After school: \$18/day (2-6 p.m.) In-Service Day: \$37/day (7:30-6 p.m.) | After school: \$18/day (3:15-6 p.m.) In-Service Day: \$37/day (7:30-6 p.m.) |

- All fees listed are EFT discounted* rates
- An \$8 bookkeeping charge will be added for families not using electronic funds transfer (EFT)
- All fees are due by the 1st of each service month.
- Please note that Returned EFT payments incur separate processing fees.
- Late pickup fees apply at a rate of one dollar for every minute late. This is due the same day as service. Please ask for a receipt.
- Full-time rates are not prorated. September through June are billed at the same rate each month and are based on an average of 18 service days (individual months will vary). In June, school is only in session half of the month. Full time rates are still the same as other months.
- Part-time fees will be prorated. *Please be aware that June's prorate may change if school is extended for any reason (ex: snow days).
- At the latest, drop-in fees are due the day of service, before school lets out, or when drop-in days are known in advance the due date of the 1st applies. In this case, please provide a schedule to the YMCA of monthly drop-in days so we can plan appropriately.
- Please note after October 31st, families may not change child care fee options.
- We do not get involved in billing third parties unless it is a government agency (DSHS, DCFS, etc.) Please do not ask us to bill someone else for your child care fees. The person responsible for paying child care fees is the person who registered and signed the liability release.

***Sorry, DSHS families are not eligible for EFT discount.**

Helpful Hint: If you are using our easy and convenient EFT method, consider choosing a day prior to the first of the service month, if there is a problem with funds, and the draft is returned, you will give yourself more time to make your payment on time, avoiding a late fee. EFT payment methods accepted are: Checking, Savings, Visa, MasterCard and Discover.

Fees Include

Staff, limited transportation, teacher in-service days, early release days, field trips, daily snack and supplies.

Penalty for Late Payment

A \$25 late fee will be added to your account if payment is between 1 and 5 days late. After the 5th day, if payment has still not been received, we reserve the right to discontinue services for your child/ren until account is paid and up-to-date.

Cancellation of Care

Cancellation of services during the enrollment period (school year) must be in writing and received in our office at least 3 days before the 1st. Cancellations made after that are subject to a \$20 minimum processing fee as well as fees for the number of days served. While you may obtain the cancellation form from your child care site, please do not ask staff to deliver it to the YMCA for you. Child care staff focus is strictly on quality attention to children and parents/guardians.

Y's Kids Days of Service

We will operate on early release days and teacher in-service work days. We will remain closed on school holidays including Labor Day, Veteran's Day, President's Day, Martin Luther King, Jr. Day, Memorial Day, Thanksgiving holiday, Christmas and New Year's Day.

Homework Policy

Everyday afterschool we provide time for children to do homework. We are not, however, one-on-one tutors. Children can earn stickers to reach their homework goals. Site directors plan special events to reward children for completing homework.

Typical Day's Schedule

| <u>Clallam</u> | | <u>Jefferson</u> | |
|-----------------------|------------------------------|-------------------------|---|
| 2-2:15 | Check-in | 2:30 | <i>Blue Heron kids arrive grades 4-7</i> |
| 2:15-2:30 | Y's Kids get organized | 3:30 | <i>Grant Street kids arrive grades K-3</i> |
| 2:30-3 | Outside play | 3:40-4:00 | Snack Time |
| 3-3:30 | Snack/announcement | 4:00 to 4:30 | <i>Outdoor/cooperative games/art activities</i> |
| 3:30-4:15 | Homework/daily theme project | 4:30 -5:00 | <i>Free Play/Choice</i> |
| 4:15-4:30 | Group time | 5:00 to 5:30 | <i>clean up, homework & quiet time</i> |
| 4:30-5 | Gross motor play | 5:30 to 6:00 | <i>choice time</i> |
| 5-5:30 | Choice time | | |
| 5:30-6 | Cleanup/close | | |

Medications

Y's Kids staff is permitted to administer medication only when there is a Medication Management slip signed by the child's parent/guardian and physician or dentist. The Medication Management slip must accompany **all** non-prescription and prescription medications to be taken by the child during child care. Medication must be brought to Y's Kids in the original container and labeled with the child's name, the date the prescription was filled and when it expires.

All refrigerated medications will be kept in a locked box inside the refrigerator. All other medication will be kept in a locked box in the storage room inaccessible to the children. Medication needed for life-threatening conditions will be kept in an unlocked box located in a cabinet or office, if needed. At the end of the month or school year, each parent will need to pick up the remaining medication and initial on the Medication Management form that it was returned.

Non-Prescription medication can only be given when a medication management slip is signed. We follow the method that manufacturer's prescribe for the age and weight of the child needing medication.

These Medications shall include:

- ☆ ANTIHISTAMINES
- ☆ NON-ASPRIN FEVER & PAIN REDUCERS
- ☆ DECONGESTANTS
- ☆ ANTI-ITCH LOTIONS OR OINTMENTS
- ☆ SUNSCREEN
- ☆ NON-NARCOTIC COUGH SUPPRESSANTS

A physician's written authorization is required for non-prescription medications that are not included in the above list, if it is to be taken differently than indicated on the manufactures label, or if it lacks labeled instructions.

Outside Safety Plan for Mountain View, Hamilton and Jefferson.

A staff member will always accompany the children outside. When a child needs to use the restroom, one staff member will walk the child inside the school and wait for them and walk them back outside to join the group. For older children, staff will visibly watch students walk into the building and use walkie- talkies to notify staff inside the building that a child is entering. The same procedure will be used when a child returns to the playground.

At **Mountain View** children will only go to the playground with an adult.

At **Hamilton**, when using the 'big kids' playground, children are not allowed to go into the trees surrounding the area. When using the 'little kids' playground, the area is fenced and standard safety rules regarding usage of playground equipment are followed.

At **Jefferson**, we follow the school safety procedures for outside playground equipment. The playground accessible from the gym is completely fenced in. If we are in the East Commons we will stay on the sidewalk when we go outside and kids will only go with an adult.

Restroom Safety Plan for Mountain View, Hamilton and Jefferson.

At our afterschool programs, we must leave our state-licensed rooms to use the restrooms. A staff member will always escort children to the restrooms (for hand washing purposes as well.) Mt. View has restrooms in the classroom that the children will use.

If you have any questions or concerns regarding our safety plans, please contact the Child Care Director, or speak with your Site Director.

Transition Plans throughout the Day

- When children need to use the restroom, they will need to ask a staff member to escort them. Y staff will stand in the doorway of the gym, music room, the outside door or in the hallway of the commons areas. Children are not to leave the outside area, commons area, library, computer lab, gym or music room unless accompanied by our staff.
- When children return from outside, Y staff will have all the children form a line in their individual groups, to do name-to-face attendance before entering the gym, music room, library, commons area or computer lab again.
- Before leaving the school for a field trip, each staff member will review the rules in their individual groups. We will also do name-to-face attendance before leaving the school, upon arrival at the destinations and throughout the field trip.
- When getting ready to return to the school, each staff member will have the children line up in their individual groups and once again do name-to-face attendance. After arriving back at the school, name-to-face attendance will again be taken as the Y's Kids enter the building.

Parent/Staff Communication

We believe that a good program requires open and ongoing communication between parents and staff in the best interest of each child. We encourage you to become involved in your child's development and our programs. A newsletter and calendar will be provided to you at the beginning of month. Parent information will be posted near the sign-in/out counter and will include policies for your review, as well as other information you may find interesting.

Staff and Staff Training

A staff-to-child ratio of 1:12 for school-age children is normally maintained to assure individual attention and proper supervision. At no time do we exceed the State Licensing Requirement of 1:15 for school age children.

All of our staff have had previous experience working with children and attend regularly scheduled training events. All staff maintains current certification in CPR and First Aid, and S.T.A.R.S. training. Each site director has a minimum of 30 college credits in early childhood education or a related field for the overall site operation including staff supervision and program development. In addition, all staff are thoroughly screened before employment and evaluated on a regular basis to ensure continued high performance.

To protect our staff members and respect their personal time we request that you not ask a YMCA employee to baby-sit, host sleepovers or spend time one-on-one with your child outside YMCA programs.

It is our policy that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam-era veteran status, or the presence of any physical, mental, or sensory handicap.

Safety

For the safety of your child YMCA Y's Kids maintain the following policies:

- ☆ Each day parents/guardians must sign children in and out with a full signature. Anyone other than the parent/guardian who will be picking up must be on the authorized checkout list and use a full signature when checking out. Photo ID will be required.
- ☆ Though the YMCA prevents access to individuals not associated with the program, parents are always welcome to visit the site including all areas used by their children.
- ☆ If your child is ill during childcare hours, he/she will be placed in a quiet area separate from site activities. Parents will be contacted immediately and the child will be monitored frequently until he/she can be taken home.
- ☆ **At no** time are the Y's Kids allowed to use the school's climbing wall.
- ☆ We will be participating in monthly fire drills. The procedures and evacuation plan will be posted.
- ☆ For the safety of the children involved in YMCA programs, all staff are mandated reporters. This means they are required to report any suspected cases of neglect or abuse to the proper authorities.
- ☆ When a child is required to take medication, it should be in its original container and accompanied by a medication release form and or a doctor's note. All meds are kept in a locked box inaccessible to the children. The Site Y's Kids Director will administer and document on the Medication Management form.
- ☆ In case of a medical emergency, standard emergency procedures will be followed. Please look in the Medical Emergencies Section of this handbook.

Medical Emergencies

Major Emergencies:

If at any time a life-threatening emergency occurs at Y's Kids, the staff will use knowledge they obtained from first aid training to assess and handle the situation. While one member of the staff is helping the child, another staff member or volunteer will call 911, then the parent/guardian will be notified. If the parent/guardian cannot be reached, the emergency contact person provided on the registration form will be contacted. All emergencies will be documented and a copy will be placed in the child's file. An additional copy will be provided to the child's parents. We will also contact the Child Care Licensor.

Minor Injuries:

If at any time a minor emergency is to occur at Y's Kids, a staff member will assess the situation using knowledge obtained during first aid training. If at any time there is blood present, or if the wound is on the head, the parent/guardian will be contacted by a staff member. If the parent/guardian cannot be reached, the emergency contact provided will be called. All minor injuries will be documented and a copy will be placed in the child's file. An additional copy will be provided to the child's parents.

Practices Concerning an Ill Child

Upon arrival the staff will look for any obvious signs of illness. A child will be excluded from attending Y's Kids if any of the following symptoms are present.

- Fever of 101 degrees or higher
- Vomiting on two or more occasions within the previous 24-hour period
- Diarrhea-3 or more watery stools within the previous 24-hour period
- Draining rash
- Eye discharge or pink eye
- Too tired or sick to participate in daily activities
- Lice or nits

For the safety of our staff and other children in the program, the Site Director reserves the right, at his or her own discretion, to ask parents to supply the YMCA with a doctor's note clearing the child to attend the Y's Kids program.

Birthdays

We ask that invitations not be passed out at the site to avoid any hurt feelings.

Personal Belongings

Please do not send children to Y's Kids with knives, matches, cameras, hand-held video games, toys or equipment unless requested. All belongings should be marked with the child's name. The YMCA does not accept responsibility for articles lost or damaged. You may wish to send an extra set of clothes with your child in case they get dirty with the day's activities. At no time should parents or children have firearms or other weapons on the premises.

Off site Field Trips

Licensed and insured drivers operate all YMCA vehicles. When enrolling your child, you sign the field trip permission section on the registration form. Written information will be given for all field trips. **If your child is less than 4' 9" or younger than 8 years of age, you must provide a BOOSTER SEAT for transportation purposes. All other children will be seat belted.**

Miscellaneous Information

First Day at Y's Kids/Notification Requests

On your child's first day of attending Y's Kids, please send a note to his/her teacher indicating what days your child will be attending our after-school program. Likewise, if your child will not be attending a day he/she would normally, please send a note to school.

Mountain View Site

1919 Blaine Street
Port Townsend, WA 98368
360-385-5811

Hamilton Site Info

Site Location: Music room- Y's Kids will meet staff in front of the school.

1822 W. 7th Street

Parents may park in the teacher's parking lot making sure not to block the alley. Enter through the side of the school and proceed to the music room.

Phone Number: 565-1712 cell: 461-5796

Jefferson Site Info

Site Location: Gym- Kids will walk to the gym to meet Y's Kids staff. Y's Kids from Franklin and Queen of Angels schools will be greeted by staff as they get off the bus.

218 E. 12th Street

Enter the gym under the covered play shed in the back of the school.

Phone Number: 565-1927 cell: 477-7045

Character Counts

RESPECT

...Following the golden rule by treating yourself and others with dignity

HONESTY

...Being trustworthy and truthful

CARING

...Considering the needs and feelings of others

RESPONSIBILITY

...Accepting accountability for your actions and role in the community