



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Beaver County YMCA School Age Program Parent Handbook



Beaver County YMCA

2236 3rd Ave

New Brighton, PA 15066

Director Phone: 724-650-4193

YMCA Phone: 724-891-8439

Email: schoolagechildcare@beavercountnymca.org

We are a Keystone STARS Facility





Welcome to the Beaver County YMCA School Age Care!

We hope that you and your children will benefit from the services provided by our program.

Our before and after school program is provided during the school year for students in Kindergarten through age 12 who attend Baden Academy, Hopewell, Rochester and New Brighton, and New Horizon School. The children are provided with a free after-school meal and an opportunity to complete their homework. They also enjoy gross motor games, outdoor time, indoor games, creative activities, and much more. Each month there is a new theme with daily lesson plans. Our school-age site locations are as follows:

- New Brighton Site: Beaver County YMCA, Youth Center
- Hopewell Site: Hopewell Memorial Jr. High School, Room 115
- Baden Site: Baden Academy, Gymnasium

The Beaver County YMCA Child Care Centers are both safe and secure. We provide opportunities for mental, physical, and social growth. We strive to support and strengthen family relationships while fostering a sense of community with other families. The YMCA Child Care Center is a non-profit organization which is licensed by the Department of Public Welfare. Licensing regulations are available at each of our sites for review. We participate in the Keystone S.T.A.R.S quality enhancement program, which is in place to help our program evolve to meet the best standards for all our students and families. Over the next year, we will continue to work on moving our program to a Keystone Star 2 level. We accept CCIS funding to families that qualify.

Should you have any questions regarding the information outlined in this handbook, please contact **Jerrib Terrell**, School Age Director, at 724-650-4193 or by email at schoolagechildcare@beavercountyymca.org.

SUBJECT: Nondiscrimination in Services

TO: Parents

FROM: Jerrib Terrell, School Age Child Care Director

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible 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 parent, client or resident (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

- **Beaver County YMCA**
2236 Third Avenue
New Brighton, PA 15066
- **Department of Human Services**
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105
- **U.S. Department of Health and Human Services**
Office of Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19105-9111
- **Bureau of Equal Opportunity**
Department of Public Welfare
Western Field Office
301 Fifth Ave, Suite 410, Piatt Place
Pittsburgh, PA 15222
- **PA Human Relations Commission**
Eleventh Floor
Pittsburgh State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222

REGISTRATION

School Age registration can be completed at beavercountymca.org or by phone through our registration office. There is a non-refundable \$25 enrollment fee. Registration fee is waived for YMCA members. Once completed, please expect an email with our registration packet. All necessary paperwork, including a copy of your child(ren)'s most recent physical must be completed 1 week prior to your child's start date.

Note: Children must have a new physical completed in kindergarten and 5th grade. In all other cases, a copy of their most recent physical will suffice.

Registration forms will be updated twice a year, as updated signatures on all forms are required by the DPW every six months.

Registration is based on availability.

PAYMENT PROCEDURES

1. The following schedules are available for care:

- Three, four, or five days before school
- Three, four, or five days afterschool
- Three, four or five days before and after school.

2. If your child is registered for less than five days per week, days must be selected so that we know when to expect your child. (This information is necessary when scheduling staff.)

3. Payments must be made weekly, no later than the first day of service for the week.

4. If a family falls one week behind on payments, a reminder will be sent. If a family falls two weeks behind on payments, payment in full must be made in order to return to care the following week. Families receiving assistance from the CCIS office will not receive a payment reminder, as the CCIS office requires a telephone call from the YMCA when payment has not been made.

5. Scheduled YMCA holidays will be prorated. Vacations must be communicated to the Director (in writing or via email) at least 30 days in advance for the fee to be waived for the time of the vacation. You are responsible for the weekly fee regardless of your child's attendance, unless other arrangements have been approved by the Director.

6. All accounts must be at zero or carry a credit on the last service day of the year. Care will not be provided the first service day of the new year if a balance is owed. This overrides items #3 and #4.

7. A copy of the signed payment agreement will be kept in your child(ren)'s file(s). This will be updated every 6 months.

MORNING DROP OFF/AFTERNOON PICK-UP

When dropping off and picking up your child it is required to walk your child to the school age door and not just the main entrance. A parent/ guardian will need to sign their child in and out of school age care.

AUTHORIZATION TO PICK UP

For the child's protection, only persons authorized in writing by the parents may pick up a child from the program. We must have your written consent on the agreement form for your child to be released. Please inform the person picking up your child that photo identification (driver's license, etc.) will be asked of them until staff members are able to identify them by sight. A "Verbal Request for Release of Child" form will be completed to document a verbal request by a parent for the release of their child to a person(s) not indicated on the Emergency Contact form.

LATE PICK-UP POLICY

The center closes at 6:00 p.m. each day (Monday through Friday). If you arrive to pick up your child between 6:01 and 6:05 p.m., a \$5 late pickup fee will be applied to your account. For each additional five minutes, you will be charged \$10. If we are not able to reach someone to pick up your child by 6:30 p.m., the local police department will be contacted. Late pick-up fees must be paid before the child can be dropped off for care on his/her next scheduled day. If a child is picked up late, parent/guardian will be asked to sign a "Late Pick-Up" form.

ABSENCES

The full fixed rate as listed is due regardless of absences, including sick days, personal days, funerals, doctor appointments or holidays. If you need to make any adjustments to your schedule you must give a two-week written notice. You can email this notice to schoolagechildcare@beavercountymca.org.

YMCA CLOSURES

Beaver County YMCA Child Care Centers will observe and be closed for the following holidays, unless otherwise stated:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day.

The center will close one hour early (at 5 p.m.) on Christmas Eve and New Year's Eve.

In addition to our scheduled closures, please pay attention to your school district's schedule for closures. We accommodate scheduled full-day school closures according to the New Brighton School District schedule. For more information on how this might affect you, please see the "In-Service Day Camps" section of this document.

NON-SCHEDULED/WEATHER RELATED DELAYS, CANCELLATIONS, AND EARLY DISMISSALS

2-Hour Delay- The YMCA before school care will also be delayed 2 hours and have an 8:30am start.

Emergency Cancellations and Early Dismissals- YMCA Care will be cancelled.

SCHEDULED 2-HOUR DELAYS AND EARLY DISMISSALS

Our staff will be scheduled to provide care for the additional times for an additional \$15 fee (this applies only to New Brighton School District scheduled 2-hour delays).

IN-SERVICE DAY CAMPS

In-service care is available to all members of the community in need of school age care. We offer in-service care following the New Brighton School District calendar. All in-service care is provided at the Beaver County YMCA in New Brighton. The hours of operations are 6:30am-6:00pm. Each program includes breakfast and afternoon snack. Parents will need to provide a cold lunch for their child.

Fee: \$28 for a full day; \$16 for a half day

HEALTH POLICY

1. Each child enrolled in our program must have a completed health form, including immunization records, on file at their site.
2. A child who is ill will not be permitted to stay at the before/after-school program.
3. Any child with an infectious or contagious virus or disease (i.e., conjunctivitis, measles, mumps, chickenpox, tuberculosis, viral flu, impetigo, etc.) shall not attend the program.
4. Any child who becomes ill (i.e., fever of 101 or higher, vomiting or diarrhea two times, unexplained rash, etc.) at the school age sites and/or is suspected of having an infectious virus or communicable disease shall be separated from the other children until a parent, guardian, or other authorized pickup person comes for them. A school-age child may return to the program once the illness has been cured or has been diagnosed by a physician or authorized health professional as not being infectious or contagious.
5. Any child attending the school age program must not have any symptoms which would prohibit them from participating in regularly scheduled activities.
6. The school age program does not administer medication at our sites.
7. The School Age staff may refuse to admit a child to the school age sites if the child is suspected of having any infectious or contagious illness.

EMERGENCY PROCEDURES

In the event of an emergency inside the school age site, whereas there is an accident or injury to a child in care, the following procedure will be followed:

- The School Age Director or Assistant Group Supervisor will accompany the child to an Emergency Treatment Facility with the child's file and emergency contact data.
- Office personnel or other designated staff member will make every attempt to contact the parent/guardian or other emergency contacts to inform them of the injury.
- During this time, the overstaffed areas of the School Age Site will be called upon to adequately staff the group where the incident took place to assure compliance of ratios in this area.

In the event of an emergency outside of the School Age Site whereas there is an accident or injury to a child in care, the following procedures will be followed:

- The Assistant Group Supervisor who is with the child will call 911 for an ambulance transport.
- The School Age program will also be called. Office personnel or other designated staff member will make every attempt to contact the parent/guardian or other emergency contacts to inform them of the injury.
- An available staff person from the school age program will immediately go to the outside area to supervise the group of children where the injury took place.
- The Group Supervisor will accompany the injured child to the Emergency Treatment Facility with the child's file and emergency contact data.

DISCIPLINE

Discipline will be administered in a firm but positive manner. A stimulating environment with scheduled activities shall be provided to prevent behavior problems. Staff being aware of the problem consistently and providing focused redirection should eliminate any need for discipline; however, a “time out” or a “cool down” area will be used if needed. During this time, the teacher will talk to the child and, when ready, the child will return to the group. Older children may have special privileges taken away as a form of discipline.

If a child behaves in such a way that is uncontrollable, causing harm to self, other children, staff, or property, the YMCA School Age Staff will take the following steps:

1. Document all situations and types of behaviors involving the child for two weeks., alerting the parents either by phone or in person each time a situation occurs.
2. If no improvement is seen in behavior, the director will schedule a meeting with the parent to discuss behaviors and steps to improve them.
3. A behavior modification plan will be used to encourage the child to improve the behavior
4. If no change in behavior is displayed after two weeks, the child will be terminated from the program.

We strive to provide a safe, secure environment for both children and staff. **The following behaviors are not acceptable:**

- Verbal attack towards other children and staff
- Fighting with other children and staff
- Swearing, kicking, hitting, spitting, biting, and stealing
- Destroying property belonging to the YMCA or to another child.

PERSONAL ITEMS

Please do not send personal items, toys, games, electronics, or phones to the School Age Sites. The center will not be held responsible for the damages caused to or loss of items brought from home.

MONTHLY LESSON PLAN UNITS

Each month the school age program has a different theme with weekly lesson plans. A parent newsletter will go out each month highlighting the theme and activities. The child is encouraged to participate in the activities, but it is not required.

SCHOOL AGE TRANSITIONS: CHILDCARE TO HOME

As a parent you are responsible for determining if your child is mature enough to leave the childcare setting. However, since the decision can be a difficult one our school age program director and staff would like to assist you. For example, along with your child’s transition letter, you will receive a list of questions taken from the Keystone Stars “Transitioning from Child Care to Self-Care” guidelines. You may use these questions to help determine if YOU and your child are ready for your child to be left home alone. In addition to these questions you will also be provided with a list of suggested safety items to teach your child as well as some printed materials.

WAITING LIST POLICY

If a program is at capacity, names will be placed on a waiting list as calls are received. If a space becomes available, persons on the waiting list will be contacted via phone and/or email and given one week to respond. If no response is received, the next name will be contacted for placement.

PRACTITIONER REQUIREMENTS

Employee requirements meet or exceed the Department of Human Service (DHS) requirements, and staff/child ratios are maintained and meet or exceed DHS regulations. All employees are required to have background clearances through Childline Verification, the Pennsylvania State Police, and the Federal Bureau of Investigation in order to comply with DHS regulations. Two letters of reference are kept on file for each Child Care staff member. Practitioners are also required to have bi-yearly health appraisals and a Mantoux tuberculosis test as a condition of their employment. The YMCA requires pediatric first aid and CPR training. Six hours of additional training is also required each year. All practitioners are annually trained in Water Safety, Fire Safety, and Child Abuse Prevention.