



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 ext. 310
schoolagechildcare@beavercountyyymca.org

We are a Keystone STARS Facility



Welcome to the Beaver County YMCA Before/After School Care Program!

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. 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, Main Gym
- Hopewell Site: Hopewell Memorial Jr. High School, Room 119
- Baden Site: Baden Academy, Gymnasium

Our safe, caring environment gives children the opportunity to experience fun activities, try new things, and challenge themselves. Teamwork and character development, including the Y's core values of caring, honesty, respect, and responsibility, play an important role in all aspects of our Before/After School Care Program.

The Beaver County YMCA Before/After School Care Program provides care for children in a setting that is safe and secure. First and foremost, we adhere to all guidelines and recommended practices from both the CDC and the State of Pennsylvania as they relate to the COVID-19 virus and diminishing its spread. We provide exciting, engaging activities to help your child grow and learn over the school year.

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. We are currently at a Keystone Star 2 level, and striving for level 3. We accept CCIS funding to families that qualify.

The Beaver County YMCA program operates in accordance with Pennsylvania's Office of Child Development and Early Learning's inclusion policy. Inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging, membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports (2009).

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

SUBJECT: Nondiscrimination in Services

TO: Parents and Child Care Children

FROM: Megan Bever

School Age Child Care Director

Beaver County YMCA

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

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, curriculum modification, the provision of aides, alternative service delivery locations, and inclusionary classroom strategies. Structural modifications shall be considered only as a last resort among available methods.

Any parent or child who believes they have been discriminated against may file a complaint with any of the following:

- 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

All registration for this program will be online through our website. Please visit beavercountyyymca.org under the "Childcare" tab for more information or to register. Once you complete all portions of the online registration process, the Director will reach out to you with next steps to complete before you receive your start date.

After completing the online registration process, you must submit the following paperwork to schoolagechildcare@beavercountyyymca.org. Paperwork will be emailed to you, and is also available on our website at beavercountyyymca.org under the "Childcare" tab.

- **Emergency Contact Form-** Fill out all portions of this sheet, including the signature boxes at the bottom and all portions of the requested health insurance information, etc. This form also has a place to list all of the individuals to whom your child may be released.
- **Child Care Services Agreement-** This agreement lists fee information and requires your signature.
- **Child Health Report-** Your child's pediatrician or a registered nurse must complete this form. Send it, completed, along with a copy of your child's latest shot records to the Director no longer than 30 days after enrollment. We are unable to provide care if an age-appropriate health assessment is not on file within the designated timeframe.
- **Photo/Video Recording Release-** Either accept or decline this release and sign.
- **Permission Slip-** Various permissions for the before/after school program.
- **Request for Copy of IEP/IFSP (if applicable)-** If your child has an IEP/IFSP Plan, we request that you share that information with us so that we can provide the best, most comprehensive care possible. Please complete and return the letter at the end of this document whether or not you will be providing this documentation.

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.

Emergency contact and registration forms will be updated twice per year in accordance with the DHS.

Registration is based on availability.

Each child enrolled in the Beaver County YMCA Before/After School Program will be granted a complimentary Youth Membership.

Payment Procedures

All payments will be made through the online registration portal. When you select the days for which you need care, you will be prompted to enter a method of payment. If you have child care coverage through ELRC or if you need to make alternative payment arrangements, please contact Chasity Smith by phone at 724-891-8439 ext. 320, or by email at officemanager@beavercountyyymca.org.

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

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.

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.

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 above mentioning falling behind on payments.

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

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@beavercountyyymca.org.

Babysitting

YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. **Please**, do not ask staff to babysit.

Authorization to Pick Up Child

For the child's protection, only persons authorized in writing by the parents may pick up a child from the center. We must have your written consent on the agreement form in order 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 upon arrival 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 a child to a person(s) not indicated on the verbal agreement.

Late Pick Up Policy

The center closes at 6:00 PM each day (Monday through Friday). If you arrive to pick up your child between 6:01 and 6:05 PM, a \$5 late pick up fee will be applied to your account. For each additional five minutes, you will be charged \$10. In the event that we are not able to reach someone to pick up your child by 6:30 PM, 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.

Morning Drop Off/Afternoon Pick Up

When dropping off and picking up your child, it is required that you walk your child the whole way to the door (rather than letting them out and watching from the car (Baden) or leaving them at the main entrance instead of walking them to the classroom door (Hopewell or New Brighton). Parents/guardians will need to sign their child(ren) in to and out of care each day.

YMCA Closures

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

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

In addition to our scheduled closures, please pay attention to your district's schedule for closures. We accommodate scheduled full-day school closures according to the New Brighton School District calendar only. For more information on how this might affect you, please see the "In-Service Day Camp" 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 will have an 8:30 a.m. start time.

Emergency Cancellations & Early Dismissals- YMCA care will be cancelled.

Scheduled 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 day 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 only. All in-service day care is provided at the Beaver County YMCA in New Brighton. The hours of operation are 6:30 a.m.-6:00 p.m. Each program includes breakfast and an afternoon snack. Parents will need to provide a cold packed lunch for their child.

Health Policy

(Note: The Beaver County YMCA program uses the Caring for Our Children Website <https://nrckids.org/CFOC> to establish all policies and procedures)

1. Staff will complete a daily health check with the students to see how they're feeling. In the case that a child's temperature is 100.4 or higher, parents will be asked to keep the child out of care.
2. Each child enrolled in the program must have a completed health form, including immunization records, on file.
3. A child who is ill will not be permitted to stay in care.
4. Any child with an infectious or contagious virus or disease (i.e., conjunctivitis, measles, mumps, chicken pox, tuberculosis, viral flu, impetigo, etc.) shall not attend before/after school care.
5. Any child who becomes ill (i.e., fever of 100.4 or higher, vomiting or diarrhea two times, unexplained rash, etc.) at before/after school care and/or who is suspected of having an infectious virus or communicable disease shall be separated from the other children until a parent, guardian, or other authorized pick up person comes for them. An ill child must be picked up within an hour of notification. They may not return to care for a minimum of 24 hours from the time they are picked up, or until the illness has been cured or diagnosed by a physician or authorized health professional as not being infectious or contagious.
6. Any child attending before/after school care must be able to participate in regularly scheduled activities.
7. Staff will not administer any daily medications. The only prescription medications we will accept/administer are those related to emergency situations (EpiPen, inhaler, etc.)
8. If medication is to be given to a child, all medication (prescription only) must be in the original container. Medication should be handed to a staff member. All medications must be clearly labeled with the child's first AND last name. Prescriptions must have the pharmacy label with administration instructions printed on them, and must contain the child's first AND last name. A medication log must be completed by the parent/guardian upon drop off. Staff administering the medication will chart the dosage and the time given. Staff will maintain records of medications given.
9. Staff may refuse to admit a child to care if the child is suspected of having any infectious or contagious illness.

Emergency Procedures

In the event of an emergency inside of the Child Care Center, 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 program 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 Child Care Center, 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 Director 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 program will immediately go to the outside area to supervise the group of children where the injury took place.
- The School Age Director or Assistant 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. Being aware of the problem and redirection should eliminate any need for discipline; however, a "thinking spot" or a "cool down" area will be used if needed. During this time, the teacher will talk with the child and when ready, the child will return to the group.

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

1. Document all situations and types of behavior involving the child for two weeks, alerting the parent 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 improvement is seen in behavior after four weeks, the Staff will again begin documenting the observed situations and behavior involving the child. The child's parent(s) will be contacted either by phone or in person each time a situation occurs.
5. At this time, we may reach out to OCDEL 1-800-692-7288, Lifesteps, Pennsylvania Early Childhood Mental Health or the Beaver County Intermediate Unit for additional help.
6. If no improvement is seen in behavior, the Director will schedule a meeting with the parent(s) to discuss behaviors, to create a behavior modification plan and to discuss alternative methods of meeting the child's needs including possible removal from the program.

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

- Verbal attacks toward 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.

In accordance to PA OCDEL's guiding principles, the YMCA has established developmentally appropriate social-emotional and behavioral health promotion practices, and discipline and intervention procedures.

These practices and procedures are clearly communicated to all staff, families, and community partners, and implemented consistently and without bias or discrimination.

Preventive and discipline practices are used as learning opportunities to guide children's appropriate behavioral development. Children's desired behavior are reinforced and consequences for challenging behavior are developmentally appropriate and consistent. Our program pays distinct attention to the developmental appropriateness of both behavioral expectations and consequences for challenging behavior,

given the substantial developmental and experiential differences among children birth through age five and the range of what is age-appropriate across this age range. The YMCA will create positive climates and focus on prevention; develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors; and ensure fairness, equity, and continuous improvement.

Personal Items

Please do not send any non-essential personal items, toys, games, electronics, or phones, etc. to before/after care with your child. This is in an effort to minimize the spread of germs to and from our center, and is in accordance with CDC guidelines related to COVID-19.

Monthly Lesson Plan Units

We utilize a STARS approved curriculum called Gee Whiz. This curriculum addresses state/national standards and includes activities for all ages. It focuses on learning through play and exploration. Each month, we focus on a different theme.

Waiting List Policy

If a program is at capacity, names will be placed on a waiting list as calls are received. If space becomes available, persons on the waiting list will be contacted via phone/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 Services (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, the Federal Bureau of Investigation, and the National Sex Offender Registry 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 DHS requires all Child Care practitioners to be certified in CPR and First Aid. Six hours of additional training is also required each year. All practitioners are annually trained in Water Safety, Fire Safety, and Child Abuse Prevention.

Beaver County YMCA School Age Programs

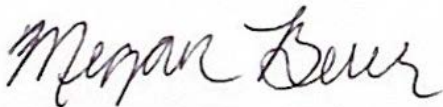
Request for Copy of IEP/IFSP

Dear Family,

We both share a common interest in your child's well-being, growth and development. One of the ways we advance this is with developmental plans and assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so. Would you kindly complete the lower part of this form and return to us by September 30, 2020?

Thank you.

Sincerely,



Megan Bever
School Age Childcare Director

If you have any questions, please contact:

Megan Bever
at **724-650-4193**
or email **schoolagechildcare@beavercountyyymca.org**

- I am enclosing a copy of my child's IEP or IFSP.
- I am not providing a copy of my child's IEP or IFSP or this is not applicable to my child.

Child's Name (please print): _____

Family's Signature: _____ **Date:** _____

Parent Statement of Understanding

I have reviewed the Parent Handbook and acknowledge that it is my responsibility to review the handbook and comply with the policies. If I have questions regarding a specific area of content, a YMCA staff member will clarify for me.

Child's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____