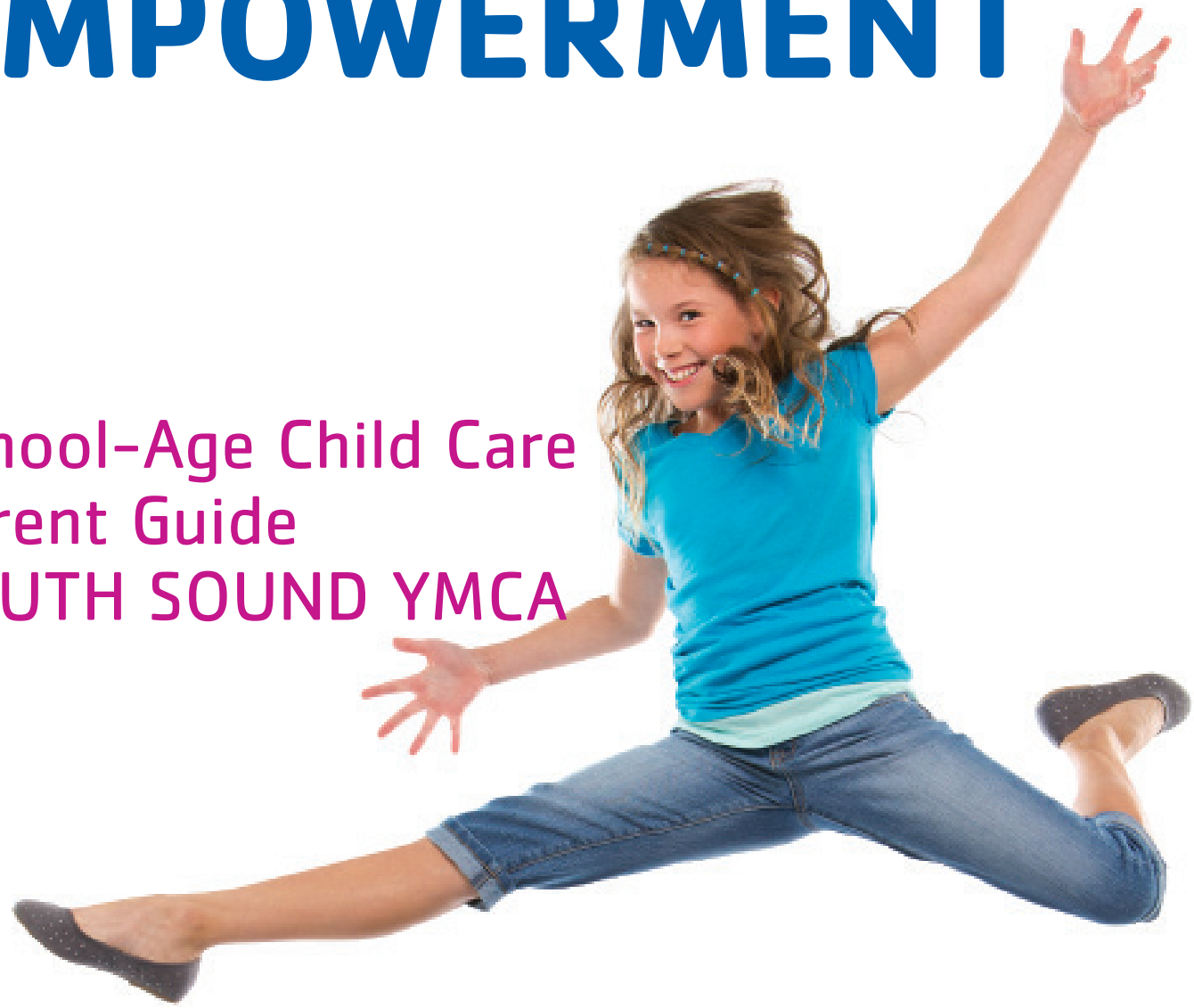




FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# WHERE CARE MEETS EMPOWERMENT

School-Age Child Care  
Parent Guide  
SOUTH SOUND YMCA



# **Note from Director**

**Hello and welcome to the Y!**

**I hope you and your child find a sense of belonging in our YMCA family. Please review this parent guide, which is designed to answer your questions and outline our policies. You will be asked, at the time of registration, to sign that you have been informed of where to find these policies and accept them as defined.**

**We are proud to provide high quality, reliable, and convenient care to families at 29 sites around the South Sound. Over 1,000 children each day build relationships, achieve goals and have FUN in our programs.**

**In the Y, we believe in the power of community. I invite you to visit your child's site, talk with staff, and reach out to other parents throughout the year. Let us know what you love and how we can continue to improve your experience.**

**Thank you for being part of our community!**

**Sarah Clinton, Executive Director of Youth & Community  
Development  
clintons@ssymca.net  
360.918.0402**



## Table of Contents

Registration Process .....	2
Membership .....	2
Offered Schedules and Site Locations .....	3
Billing, Drop-In, Schedule Change and Refund Policy .....	4-6
Licensing, Curriculum and Holidays/Religious Activities .....	7
Sign in/out and Authorized Pick Up .....	8
Court Documents .....	8
Absences .....	8
Injury/Illness and Behavior/Discipline Policy .....	9
Nutrition, Healthy Eating and Physical Activity .....	9-10
Disaster Plan/Out of Area Contact .....	10
Late Pick-Up .....	11
Mandated Reporter .....	11
Violence Policy .....	11
Drugs, Alcohol and Non-Smoking Policy .....	12
Weather Flash Alert .....	13
Use of Media .....	13
Personal Belongings/Electronics .....	14
South Sound YMCA Locations/Hours .....	14

**YMCA before and after school programs serve children from age 5–12 in an enriching child-focused, child-directed environment that promotes the exploration of their interests and talents. The Y focuses programming on research based approaches to social-emotional growth and development in children. Our programs work closely with area school districts to support children’s achievement.**

The Y is committed to furthering the values of child growth and development, therefore we will:

- Ensure the safety and health of all participants and provide a responsive and caring environment.
- Ensure that our programs reflect the latest knowledge of child development.
- Help children learn to exist cooperatively to promote self-esteem and a respect for individual differences.
- Support and respect families in nurturing and guiding children.
- Maintain high standards of personal conduct.
- Serve as role models for children and families in personal health and wellness.



**We nurture the potential of every child in our care.**

## Registration Process

We are glad you have chosen to register for Y-care. Please be aware of the following policies regarding the use of YMCA before and after school care:

1. There is a \$50 annual registration fee (due at the time of registration) that must accompany completed enrollment paperwork.
2. A completed copy of your child's immunization records on the state mandated immunization form is required for enrollment in the program.
3. You are required to provide us with the necessary information to draft your monthly child care fee from either a bank account or credit card. Septembers fees will be drafted on the first day of school, or the first day of school and the 15th, if received prior to August 26th. If received after Septembers payment will be due at the time of registration.
4. There is a \$20 late fee should your monthly payment be made after the due date.
5. Two-weeks' notice is required for any changes of schedule including disenrollment (We reserve the right to charge for those two weeks if no notice is provided). Communication regarding schedule, account, or disenrollment must be made through the branches and not at your child's school location.
6. You must read and adhere to the policies stated within the Parent/Guardian Agreement.

## Membership Options

Participants in YMCA programs must have a current membership at all times. Membership options include:

**Facility Membership** – Entitles member to facility usage, priority registration and program discounts. Costs vary based on membership types which can include family or child-only options.

**Program Membership** – Entitles member to participate in YMCA programs. This membership is free but membership forms must be completed.

Please contact either the Briggs Community or Olympia Downtown branch for more information on the value of membership in the Y.  
**Briggs: 360-753-6576 Downtown: 360-357-6609**

## Schedule Options

Y-care attempts to provide schedule options to support all families. The following schedule options are available:

**Full Time Care** – Before and after school, half days and In Service days.

**Part Time Care** – Up to three mornings and three afternoons per week.

**Mornings Only** – Any attendance before school and In Service days.

**Afternoons Only** – Any attendance after school and In Service days.

**Drop In Care** is also available, with 24-hour notice, for those that only need the program occasionally or in addition to their registered schedule. Drop-in care is on a space available basis. Hourly care is not available.

### List of Locations

The South Sound YMCA provides before and after school licensed care for school-age children at 29 local elementary schools. All programs are open from 7:00 am to 6:00 pm wrapping around the school day, unless otherwise noted.

#### Chehalis School District

Cascade (after school only)  
Olympic (at Cascade)  
Bennett (at Cascade)

#### Griffin School District

Griffin

#### North Thurston School District

Chambers Prairie \*  
Evergreen Forest (after school only)  
Horizons (after school only)  
Lakes  
Mountain View  
Seven Oaks  
South Bay (after school only)  
Woodland

#### Olympia School District

Boston Harbor  
Centennial  
Garfield  
Hansen  
Lincoln  
L.P. Brown  
Madison  
McKenny  
McLane  
Pioneer  
Roosevelt

#### Tumwater School District

Black Lake  
East Olympia  
Littlerock  
M.T. Simmons  
P. G. Schmidt  
Tumwater Hill

#### Yelm School District

Mill Pond \*  
Southworth \*

\* denotes sites that open at 5:45 am at no additional cost

## Payment Information

All participants are required to make their payment by monthly draft. We are able to draft via checking/savings account or debit/credit card. Families have the option of paying the full tuition amount on the 1st of each month or splitting tuition into two payments, on the 1st and 15th. An Alternate Payment Schedule Request (APSR) is available and subject to application.

In families where more than one party will be paying the monthly tuition, registration needs to be completed and payment arrangements made with Accounts Receivable Specialist. The registering party is ultimately responsible for payment of child care fees.

## Third Party Billing

All 3rd party subsidies must be confirmed before registration. A current child care authorization must be on file at the time of registration. If you are unsure about whether or not we have a copy of your current authorization, please contact the Briggs or Downtown branches.

Families, whose tuition is subsidized by a third party are responsible for the full cost of care if coverage is denied, expires, or if the child is in care for more hours than authorized.

You will be notified by your 3rd party organization regarding any changes or lapses in care prior to the changes taking effect. It is your responsibility to communicate with the YMCA regarding these changes.



## Request for Information

Due to right of privacy, any person requesting account history, payment history, or attendance information must be listed on the account, the registration paperwork, or have a letter of release from the primary account holder. All requests must be made in writing. Any costs incurred by the Y in processing a request will be charged to the requesting party and will need to be paid prior to the release of the information. The YMCA reserves the right to refuse requests not accompanied by a court order.

All records for children in the program will be kept in a confidential manner either at the child care site or the Youth and Community Development Office. Any parent or guardian is allowed to access these records at any time except as stated above.

## Drop-In Care Policies

Y-Care provides a drop-in care option as a way to support families that only need care occasionally. Drop-in care is more expensive than regularly scheduled care because of the intermittent nature of its use.

- Participants in drop-in care follow the same registration procedures as participants with a regular schedule except they are not required to comply with procedures for drafting payment.
- Drop-in care is not guaranteed and is on a space available basis. Families must call the Y-Care site at least 24 hours in advance of the date they desire to use care.
- The daily rate (as provided on the parents reference page) will be automatically drafted from the designated payment method on the 15th of the following month.

## Schedule Changes

Should your child care needs change during the school year, the YMCA will endeavor to accommodate your new schedule. Credits and refunds will only be given with the approval of the accounting staff.

- All changes must be submitted at least two weeks in advance.
- Information about accounts, payments, and schedules communicated to on-site staff at your school will not be honored.
- The minimum duration a schedule change can be applied is one calendar month and up to three changes are permitted each school-year.



## Refund Policy

All cancellations must be made in writing by completing the Schedule Change Form available at the Briggs YMCA or Olympia Downtown YMCA. Refunds will be reviewed and processed within 7-10 days. Cancellations and changes require two-weeks notice.

Refunds will be available in the form of credit vouchers in the computer, by check (\$5 fee), or by credit card (depending on the original form of payment).

## Monthly Fees

Y-Care fees are calculated to be the same amount each month of the school year based on the average number of days in a month. Y-Care is designed to wrap around the school day to accommodate your family's needs. There is no additional charge for in-service or early dismissal days if they are part of your regular schedule.

December and June are half month fees. These are the only discounted months. Fees are subject to change at the beginning of each calendar year. A letter is distributed to families to reflect the change in fees for the upcoming year.



## Financial Assistance

### THE Y IS HERE FOR YOU!

The South Sound YMCA is committed to helping people become the best they can be. We strive to keep the Y accessible to everyone regardless of their ability to pay. With the support and generosity of our donors through our Annual Campaign, we assist everyone who qualifies.

Assistance from DSHS, CCAoA, or another third party provider is accepted by the YMCA if accompanied by authorization prior to registration.

## Licensing and Certifications

YMCA before and after school care hires quality and experienced staff that are subject to thorough background checks and verifications. Our employees are CPR/First Aid and Blood Borne Pathogen certified, have the education and experience required for their position, and complete numerous trainings every year.

## Site Environment

Our programs are designed based on the latest research in child development with numerous stations, or interest areas, allowing children to choose what they want to do each day. These stations might include: Creative Arts, Construction, Music, Science, Performing Arts, Sports & Recreation, Homework/Education, and Reading. When these interest areas are inviting spaces that support specific activities that children like and want to do, children feel valued, acknowledged, and respected. Children who play an active role in the room design, selection of materials, and planning of activities develop leadership skills, a sense of belonging, and personal responsibility.

## Curriculum

The South Sound YMCA before and after school program curriculum:

- Is theme-based and designed to support children's interests and learning.
  - Promotes children's growth and development through exploration of themes that are both flexible and interesting in an age-appropriate manner.
  - Is culturally sensitive.
  - Encourages children's choices and develops their sense of belonging in the program.



## Holidays and Religious Activities

The South Sound YMCA prohibits any form of discrimination based on cultural/religious/holiday preferences. Multicultural activities occur throughout the year, rather than only during holidays. Personnel regularly choose curriculum that reflects the language, music, stories, games, and crafts from various cultural traditions.

## Daily Schedule

Each site has a posted daily schedule to guide the flow of activities at the site. This schedule is a guideline and should not be too rigid to allow flexibility based on children's interests. A typical day's activity schedule would include numerous self-directed choices and open centers, a snack, a large group game, community time, and clean up.

## Sign In/Out and Authorized Pick Up

Parents are responsible for checking children into care by signing in and out at site. The Department of Early Learning requires that each child be signed in and out every day with a full legal and legible signature.

- Once children are checked into YMCA Child Care they are not permitted to leave the site without authorization. Children are also not permitted to remain at the program site once they are signed out.
- Staff will conduct identification checks as needed.
- Anyone picking up a child must be on the authorized list, provide photo identification upon request, and be at least 16 years old. Under no circumstances will a child be allowed to leave the program with an unauthorized person.
- If anyone authorized to pick up a child appears to be under the influence of drugs or alcohol staff may call law enforcement or CPS and may refuse to release the child(ren).
- Employees are not allowed to sign out a child, transport them in their personal vehicles, or be an emergency contact for a child unless there is a prior relationship and permission is obtained from the Child Development Director in advance.

## Court Orders

Parents/Guardians must supply the YMCA with a copy of any court orders if we are expected or required to honor stipulations within them.

### Absences

Please notify staff in advance of any absence from any regularly scheduled afternoon session at Y-Care. YMCA policy requires staff to locate all expected children each afternoon. In the event that we cannot locate a child we were expecting, staff will notify law enforcement.

## **Injury/Illness**

If your child is injured, staff will take whatever steps are necessary to obtain emergency medical care, including, but not limited to, the following:

- Attempt to contact parent(s), guardian, or emergency contact.
- Call 911 for emergency aid by paramedics or ambulance.
- Have the child transported to a hospital emergency room in the company of a staff member.

If your child becomes ill during site time staff will:

- Make efforts to comfort your child away from the rest of the group.
- Contact parents/guardians to inform them of the situation.
- Make a judgment regarding whether the child needs to immediately be picked up.

## **Behavior and Discipline**

The South Sound YMCA after school program's goal is to foster an environment of safety and nurturing. We endeavor to have staff, children, and parents/guardians work together to promote cooperation and individual responsibility. Our behavior management and discipline:

- Respects developmental differences.
- Supports children's growth in social behavior, self-control, and respect for others.
- Is fair, reasonable, and consistent.

YMCA staff shall not administer cruel, unusual, hazardous, frightening, or humiliating discipline. Parents may not request that staff administer any sort of corporal punishment as a discipline method.

Discipline steps taken by staff may include:

- Verbal warning, redirection, loss of privileges.
- Communication with parents.
- Temporary suspension, written individual behavior contract.
- Permanent suspension.

## **Nutritious Snacks**

All children are provided a daily, nutritional, morning and afternoon snack. Most of our programs have food prepared and provided for our children by the food service professionals at the schools in which the program resides. Should a family choose to provide supplementary snacks, healthy options are encouraged as candy, soda, and fried foods are not permitted. Lunch is not provided by the program on half days or no-school days, so please be sure to provide your child with a healthy and adequate lunch that does not require refrigeration or microwave preparation. If a child has a severe food allergy, staff reserve the right to prohibit other children at the site from bringing food related to the allergy.

## Healthy Eating and Physical Activity Standards

The South Sound YMCA has joined national partners in focusing on developing healthy habits in kids, families, and communities. We are committed to adopting the Y-USA standards for healthy eating and physical activity in our early learning and after school programs. These standards include things such as:

- Making sure water is accessible and available to children at all times.
- Drinks provided will always be low-fat and unsweetened.
- The program never serves or provides fried foods.
- Offer only whole grains.
- Provide foods that don't list sugar as one of the first three ingredients.
- Provide at least 30 minutes of physical activity for every half day of programming.
- Limit screen time to 30 minutes or less per day.

## Disaster Plan/Out of Area Contact

The South Sound YMCA disaster plan is dedicated to keeping children safe in case of emergencies. A copy of this plan is available for your review at your child's site and is also on our website - [southsoundymca.org](http://southsoundymca.org)

In some cases local communication is more difficult than out-of-area communication during an emergency. For this reason, the Spokane Valley YMCA will serve as a contact for parents to get information regarding our before and after school programs. Should it be necessary, South Sound YMCA management will update the Spokane Valley YMCA member services staff with information regarding our programming. You can reach the Spokane Valley YMCA at 509.777.9622

## Medication

- If a child requires any self-administered medication while at Y-Care, parents must complete a medical authorization form prior to when the medication must be given. This form must identify specific instructions for staff regarding the use of the medication.
- Parents/guardians are required to bring the medication directly to the Site Director in the original container labeled with the child's name, date, physician's name, and directions for administering of the medicine.
- Emergency medication such as Epi-Pens or inhalers must be accompanied by an individual health plan and must be brought directly to the Site Director.



## Late Pick-Up

In respect of YMCA staff, children must be picked up from site by 6:00 pm. If an emergency keeps you from picking your child up by 6:00 pm, please contact the site immediately and, if possible, contact a person on your authorized pick up list. If you have not picked up your child by 6:00 pm, site staff will attempt to contact you or make arrangements with someone on your authorized pick-up list to pick your child up from the program. In the case of late pick-ups:

- The first time: A late fee of \$15 will be charged to your account. If your child is not picked up from site by 6:30 pm local law enforcement will be called to help locate you.
- Any successive late pick-ups: A late fee of \$45 will be charged to your account for each occurrence. If your child is not picked up from site by 6:30 pm local law enforcement will be called to help locate you.

## Mandated Reporter

The South Sound YMCA takes very seriously the safety and protection of children. Our staff are all legally mandated reporters. It is their responsibility to report any evidence of abuse or neglect of a child that they observe, or are made aware of, to Child Protective Services within 48 hours.

## Violence Policy

The South Sound YMCA strives to provide a safe place for all. In the interest of the safety and well-being of all, the YMCA prohibits violence in areas under the YMCA's control. The YMCA will, as necessary, take disciplinary or legal action, up to and including termination of services, for violations of this policy.

The YMCA cooperates in every way with the school districts and law enforcement agencies and consequences support districts' policies.

Immediate suspension from the program may occur and could be permanent.



Violence includes, but is not limited to:

- Acts of physical assault
- Acts which threaten physical assault
- Acts of intimidation
- Acts indicating potential for violence, including throwing objects, using violent language, and brandishing weapons
- Acts which endanger the safety of others
- Acts of destruction of property
- Any substantial threat to destroy property
- Acts include but are not limited to physical or verbal behavior
- Acts of threatening to bring weapons, such as a knife or gun

Any person harmed or in fear of imminent harm should contact a YMCA staff person immediately.

Violations of this policy must be reported to South Sound YMCA management staff. Everyone is encouraged to report any violations of this policy in confidentiality, without fear of any reprisals.

## **Drugs and Alcohol Policy**

The Y is committed to maintaining an alcohol and drug free environment. This is particularly important since employees are responsible for the safety and welfare of children. Therefore, the Y prohibits the use, manufacture, or possession of alcohol or drugs (except those properly prescribed by a physician and used in accordance with the physician's instructions) by any employee while on the job or in any Y program facility.

## **Non-Smoking Policy**

The Y is committed to modeling healthy living. In conjunction with state laws on school campuses, smoking is prohibited at Y before and after school programs and on school campuses.

## **Nondiscrimination Statement**

The South Sound YMCA is an inclusive organization. We welcome employees and members of all races, religions, colors, genders, ages, national origins, sexual orientations, physical or mental abilities, and economic backgrounds without discriminating and without judgment.

## Snow/Bad Weather Flash Alert

We are committed to keeping you and our staff safe in inclement weather. For this reason, the following policies will govern weather situations:

- If your school is closed, your Y-Care site will be closed.
- If your school has delayed start, your Y-Care site will be delayed an equivalent amount of time.
- If your school closes during the day due to bad weather, your Y-Care site will not be open for the after school session
- The children's safety will be paramount, regardless of weather, and staff will remain at the site with children should emergency situations occur.

Y-Care will communicate information regarding weather emergency closures to MIXX96 radio but the fastest way to receive information is through Flash Alert. Flash Alert is a free service that can be used as an App or via text messaging.

As an App: download the app FLASHALERT MESSENGER

To sign up for text messages:

Register for FlashAlert at <http://flashalert.net/>.

How to Set Up Flash Alert:

1. Go to <http://flashalert.net/>
2. Click on Seattle on the map.
3. Click on Organizations in the box on the left.
4. Click on South Sound YMCA Child Care Services
5. Follow the prompts to set up your account.

After you have registered and set up this service you will get an automatic text message and/or an email as information is posted.

## Use of Media

Use of pictures, video or other media with children will be subject to a written release form included in the registration packet. No media will be used for any purpose without written consent from a parent/guardian. In some cases, media will be used for marketing and promotion purposes. Families will be notified before use occurs. Media will only be allowed if it is instrumental to a learning opportunity or specific child development activity

## Transportation

The Y does not provide transportation for before and after school care. Staff cannot transport a child in the program.



## **Personal Belongings/Electronics**

Please allow children to bring only what is necessary to Y-Care. Toys, electronic games, personal sports equipment, or other personal articles are not permitted at YMCA Child Care. Children are not allowed to use personal cell phones during program hours. Phones should remain put away unless authorized by site staff. Pets are not allowed at any time. The YMCA is not responsible for any lost, broken, or stolen items.

## **South Sound YMCA Locations and Hours of Operation**

Briggs Community Branch:

1530 Yelm Highway SE

Olympia, WA 98501

360.753.6576

Hours:

Mon-Fri 5:00 am to 9:00 pm

Sat 8:00 am to 6:00 pm

Sun 12:00 pm to 5:00 pm

Olympia Downtown Branch:

510 Franklin St SE

Olympia, WA 98501

360.357.6609

Hours:

Mon-Fri 5:30 am to 7:30 pm

Sat 7:00 am to 12:00 pm

South Sound YMCA website: [southsoundymca.org](http://southsoundymca.org)