



School-Aged Child Care Family Handbook (Before & After School, School's Out Club) Effective August 2023



Waynesboro Area YMCA
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INTRODUCTION

Welcome to the Waynesboro Area YMCA School-Aged Child Care Programs! Thank you for allowing us the opportunity to care for your child. It is our priority to provide a safe and fun space for them. There are several pieces of information you should know before the start of the program. Please read this handbook carefully. If you have any questions, contact the School-Aged Child Care Director at (717) 762-6012. We look forward to providing a year full of fun activities for your child!

PHILOSOPHY

The mission of the Waynesboro Area YMCA's Youth Development programs is to serve children and their families by providing educational, recreational, and socially enriching activities and experiences. We support the YMCA's mission to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. We believe that every child is special and will be treated as such regardless of race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

SCHOOL-AGED CHILD CARE PROGRAM INFORMATION

Hours of Operation

- Before School Care opens at 6:30 am and runs until the start of the school day (or bus pick up at our Greencastle location) Monday through Friday, except for announced days when the program is closed due to the school district not being in session. (If there is a 2-hour delayed start to the school day, before school care will open at 8:30 am.)
- After School Care opens at school dismissal (or bus drop off at our Greencastle location) and closes at 6:00 pm Monday through Friday, except for announced days when the program is closed due to the school district not being in session.
- School's Out Club is held on most days the school district is not in session. School's Out Club opens at 7:00 am and closes at 5:30 pm. See the School's Out Club calendar for days of operation.

No child will be accepted for care prior to the time the program opens. Your child must be enrolled in the before and/or after care program on a specific day to be accepted for care. If a child remains in care after the program closes, all legal guardians and emergency contacts will be called until someone is contacted or the child is picked up from care. As a courtesy to the staff, we ask that you abide by these drop off/pick up times. If you suspect you may be late in picking up your child, please contact the School-Aged Child Care Director or staff through the Remind App. Please arrange an alternate pick up person prior to program closing time. Child pick up after the program closes will result in late fees being charged to your account. Excessive late pick up may result in your child no longer being accepted for care in our programs.

Days of Operation

Waynesboro Area YMCA Before and After School Care programs will be open Monday through Friday August 23, 2023 through May 31, 2024 on days the corresponding school district (Waynesboro Area School District or Greencastle-Antrim School District) is in session for children. School's Out Club will be held on most days the school district is not in session August 21, 2023 through June 7, 2024. (Refer to the School's Out Club calendar.)

Closures & Delays

Waynesboro Area YMCA School-Aged Child Care will be closed: September 4, 2023 (Labor Day), November 23, 2023 (Thanksgiving Day), November 24, 2023 (Black Friday), December 25, 2023 (Christmas Day), January 1, 2024 (New Year's Day), March 29, 2024 (Good Friday), and May 27, 2024 (Memorial Day).

If School-Aged Child Care needs to operate on a delay schedule or there is an emergency closure, it will be communicated through the Remind messaging app. Delays and closures may also be posted on our website (waynesboroymca.org) and Facebook page.

Locations

Your child's enrollment location **must** be the same as their school attendance location.

Waynesboro Area School District

Fairview Elementary School
220 Fairview Avenue
Waynesboro, PA 17268

Mowrey Elementary School
7891 Tomstown Road
Waynesboro, PA 17268

Hooverville Elementary School
10829 Buchanan Trail East
Waynesboro, PA 17268

Summitview Elementary School
820 E 2nd Street
Waynesboro, PA 17268

Greencastle-Antrim School District

Greencastle Church of the Brethren
36 South Carlisle Street
Greencastle, PA 17225

This location is for students of both Greencastle Primary School and Greencastle Elementary School. Children are transported via GCASD school bus between their school building and GRCOB.

REGISTRATION & ENROLLMENT

Children must be registered for the Before and After School Care program and their enrollment confirmed by the School-Aged Child Care Director prior to their attending the program. Returning the Registration Request Form to the Member Services Desk and paying the registration fee does not guarantee your child's space in the program. You will receive an email sent to the address given on the registration request form letting you know if your child's registration has been accepted and the enrollment completed. Once your enrollment has been confirmed, please notify your child's teacher or building office to let them know what days and times your child will be attending YMCA care.

There are forms that must be completed and signed by the enrolling legal guardian prior to your child's first day of attendance in the Before and After School Care program. These forms include: the Registration Form, the Emergency Form, and the Permissions and Liability Waiver Form. You will receive an invitation from Five Star Registration Systems asking you to set up your online account. Some of these forms will be completed online and can be updated as needed by the legal guardian or the YMCA. You will receive notification from Five Star Registration Systems or the School-Aged Child Care Director as additional forms or information are needed to be completed by you. If you require assistance with any part of this process, please contact the School-Aged Child Care Director.

The YMCA Before and After School Care programs are licensed and inspected by the state of Pennsylvania through the Office of Child Development and Early Learning (OCDEL) through the Bureau of Certification Services. OCDEL is jointly overseen by the PA Department of Human Services and the PA Department of Education. As a condition of this licensing and in order to continue providing child care, the YMCA is required to collect specific information for each child enrolled in our programs. Forms that are required by OCDEL in order to retain a child in our care include the completed Registration Form, Emergency Contact Form, and Child Health Report (or a copy of your child's PA state physical that was given to the school when the child was registered) signed by the physician. For the complete PA child care center regulations, visit <https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx> (Chapter 3270 Child Care Centers).

Fees pay for our daily operating costs. Fees for programs are based on enrollment (a reserved space) NOT on attendance. Refunds will not be issued for days a child is absent without a two week written notice.

WITHDRAWAL/ENROLLMENT CHANGES

To withdraw from the program or change enrollment, the School-Aged Child Care Director must receive a two week notice IN WRITING (Remind message, email, or written note). If your child stops attending without a two week WRITTEN notice, you will be billed for the days missed, up to two weeks, after notice of enrollment change is received. Failure to give notice will result in financial responsibility for payment. No refunds will be given. Requests for enrollment changes will be honored based on availability.

PROGRAM FEES

Tuition

Tuition payments are due weekly two Fridays prior to the week of care. Payments are drafted on the due date from the checking, debit, or credit card account using the information submitted at the time of registration. (If you require a different payment arrangement, you must speak directly to the School-Aged Child Care Director to have it approved.)

Weekly tuition is the rate stated on the registration form for the specific days of the week your child is registered to attend regardless of absence or illness. Tuition pays for our daily operating costs. Fees for programs are based on enrollment (a reserved space) NOT on attendance. Refunds will not be issued for days a child is absent without a two week written notice to the School-Aged Child Care Director. Children should be enrolled in every program time that care will be needed during the year at the time of registration. Openings in the roster are filled as registration requests are received and availability changes quickly.

Withdrawal

To withdraw from the program or change enrollment, the School-Aged Child Care Director must receive a two week notice IN WRITING (Remind message, email, or written note). If your child stops attending without a two week WRITTEN notice, you will be billed for the days missed, up to two weeks, after notice of enrollment change is received. Failure to give notice will result in financial responsibility for payment. No refunds will be given. Requests for enrollment changes will be honored based on availability.

Termination of Enrollment

The Waynesboro Area YMCA may immediately terminate your child's enrollment for any of the following reasons, including but not limited to:

- Incorrect emergency contact names and phone numbers or the inability to make family contact while the child is in the care of the Waynesboro Area YMCA.
- Late child pick up (after the program closes) on multiple occasions or a single excessive occasion.
- Failure to pick up an ill child within the allotted amount of time after being contacted by staff.
- Non-payment, late-payment, or NSF payment of program fees.
- Failure to adhere to the program sign-in or sign-out procedures.
- Child or family member behavior that is continually disruptive, dangerous to others, themselves, or staff, or destructive to property.
- Any single incident (child or family member) that is deemed by the School-Aged Child Care Director to be dangerous, harmful, or disruptive to those in the program.

Registration Fees

There is a non-refundable \$50.00 per child registration fee due at the time Before and After School Care registration request forms are received. This fee is charged annually.

Late Pick-Up Fees

There will be a charge of \$2.00 for every 1 (one) minute after program close that your child remains in our care. For those who are consistently late for pickup, it will be necessary to withdraw your child from our program. Late fees will be automatically charged to your account and must be paid within one week of the date when the late pick up occurred.

If a child is in care after the program closes, all legal guardians and emergency contacts will be called until someone is contacted or the child is picked up from care. As a courtesy to the staff, we ask that you abide by the pick up time. If you suspect you may be late in picking up your child, please contact the School-Aged Child Care Director or staff through Remind. Please arrange an alternate pick up person prior to program closing time. Child pick up after program closing will result in late fees being charged to your account. Excessive late pick up may result in your child no longer being accepted for care in our programs.

Late Payment and Missed Payment

Payments are due two Fridays prior to the week of care your child is attending. If a payment is not made or is unable to be processed, your child may not attend an enrolled week of care until the payment for the week is made. It is the responsibility of the family to make sure tuition payments are made by the due date. This includes those families who choose to use the autopayment option for tuition payments.

Refunds

Tuition pays for our daily operating costs. Fees for programs are based on enrollment (a reserved space) NOT on attendance. Refunds will not be issued for days a child is absent without a two week written notice to the School-Aged Child Care Director. Refunds will not be given if your child is suspended from the program.

Tax Information

For your Federal Tax Child Care Credit, our Tax Identification number is 23-1352601. A year-end tax statement will be emailed in January to the account holder/payer email address we have on file. If you need monthly statements or a statement before the end of the tax year, please notify the School-Aged Child Care Director in writing a minimum of two weeks in advance.

Flexible Spending Accounts

If you participate in flexible child care spending and need proof of payment, please submit your request to the School-Aged Child Care Director. They will provide you with an invoice from your account. Please provide the care dates and any other information needed to be included on the invoice. If your Flexible Spending Account company requires a specific form to be completed, please provide it to the School-Aged Child Care Director. Allow up to 5 days for processing invoices and forms.

YMCA Scholarship

The YMCA strives to provide quality programs for all people, regardless of their ability to pay a required fee. Within its available resources, the Waynesboro Area YMCA will award financial assistance to those who qualify after completion of our confidential application process. A limited amount of assistance, available through the YMCA's "Open Doors" program, is funded by the Annual Campaign and donations. Scholarships are awarded based on need and our ability to fund the scholarship. It is our intent that all individuals contribute toward the membership and program fee. Visit the Member Services desk for an Open Doors Financial Assistance application.

DAILY SCHEDULE

Location specific daily schedules for Before and After School Care are available to be reviewed at each care location. A typical week includes gym time, homework time, games, crafts, outdoor play, and table activities. We provide a variety of activities to keep the children active and motivated. A copy of your child's location schedule can be provided upon request.

Drop Off and Pick Up Procedures

Drop off begins at 6:30 am and ends at 8:15 am (Drop off ends at 8:00 am at the Greencastle location due to bus pick up time at 8:05 am.) If there is an unplanned 2-hour delay, care will open at 8:30 am.

Pick up begins after attendance has been taken (typically by 3:45 pm) and ends at 6:00 pm. If there is an unplanned early dismissal, care will start at the time of school dismissal (bus drop off in Greencastle).

Only those authorized on your child's registration and emergency forms may pick up your child from the program. No child will be released to anyone who is not known as an approved release person by the staff or who is unable to show government issued ID. Please refer to the following procedures for pick up:

- Photo I.D. is required. Your child will not be released to anyone without proper identification or without confirming them with the child's emergency form.
- To help our staff always ensure your child's safety, you or an approved adult must be with your child at the program entrance to sign them in or out each time you drop off and pick up your child.
- The School-Aged Child Care Director must be notified in writing of any changes in persons authorized to pick up your child. This includes removing pick up persons from the approved list. This can be done using your Five Star Registration Systems login.

- If drop off and pick up are subject to any court orders, you must notify and provide proper documentation to the School-Aged Child Care Director for your child's file. A child will be released to a legal guardian on the Emergency Contact Form unless directed by a court to do otherwise.
- Please use the Remind app to contact staff at your child's care location or the School-Aged Child Care Director if you know you may be late dropping off or picking up your child.

If a child is in care after the program closes, all legal guardians and emergency contacts will be called until someone is contacted or the child is picked up from care. As a courtesy to the staff, we ask that you abide by these drop off/pick up times. If you suspect you may be late in picking up your child, please contact the School-Aged Child Care Director or staff through the Remind App. Please arrange an alternate pick up person prior to program close. Child pick up after program closing will result in late fees being charged to your account. Excessive late pick up may result in your child no longer being accepted for care in our programs.

Homework

There is time provided during after school care for homework completion. More information regarding your child's homework completion at YMCA care can be provided by the location staff. We are able to assist children with questions regarding homework but cannot provide extensive tutoring.

Snack

One individually packaged snack is offered to each child during after school care each day. If your child is not able to consume the snack provided by the YMCA, send a snack with them for after school care. Children may consume snacks brought from home during snack time. For a list of snack items provided by the YMCA, contact the School-Aged Child Care Director.

Snacks may be consumed in designated areas during scheduled times. No food, candy, gum, or drinks (with the exception of water) may be consumed in an area other than the cafeteria while in the school buildings.

Send a water bottle with your child daily. Most buildings do not have drinking fountains and we are not able to provide water for your child to drink if they do not have a bottle that can be filled at the water bottle filling stations.

Outdoor Activity Policy

Children are expected to go outdoors daily when the temperature/wind chill is above 25°F, the temperature/heat index is less than 90°F, there is no precipitation falling, and there is no current air quality alert. Please make sure your child is wearing/has the appropriate clothing according to the weather forecast to go outdoors each day.

First Aid and Emergency Care

Child care activities carry a risk of injury. The staff is trained in basic first aid response. By registering and bringing your child to care, you are giving permission to certified staff to provide routine first aid and CPR, to acquire emergency medical treatment, and/or to arrange related transportation for your child, as necessary. You (the legal guardian) are responsible for any costs (ambulance, emergency room treatment) that are incurred in the case emergency medical treatment is obtained. You are also agreeing to hold the Waynesboro Area YMCA and its agents harmless for any loss, damage or injury to person or property that may arise from your child's participation in this program. In the event of serious injury, you will be contacted immediately. If the injury is minor in nature, you will be informed at pick up time.

Waynesboro Area School District Building Use

The Waynesboro Area YMCA is allowed to use and occupy the elementary school buildings for Before and After School Care per a signed agreement with the Waynesboro Area School District. Per this agreement, the YMCA care programs, staff, and children are allowed to access specific areas of the building for the purposes of the care program. While children are in the YMCA care program, they must remain with YMCA staff and in these specified areas. YMCA staff, children, and families may not enter classrooms during Before and After School Care to retrieve forgotten items.

COMMUNICATION

Remind App

The primary means of communication used by the Y staff and the School-Aged Child Care Director is the Remind app. It is free and available on the App Store (Android and Apple). Go to the App Store to download the application or visit <https://www.remind.com/apps>. Each location has its own class code to connect. Contact the School-Aged Child Care Director if you are unable to connect with us through the Remind App.

Five Star Registration System

After your child's enrollment has been received and confirmed, you will receive an email from no-reply@app.gofivestar.org asking you to create an account for your child. You will need to set up the online account in order to complete the needed forms for your child to attend YMCA care. You will also receive periodic emails as new and updated information is needed or distributed. Check your email's junk or spam folder if you do not receive this email within one week of registration confirmation. If you do not receive the email or have issues setting up the account and accessing or completing the forms, contact the School-Aged Child Care Director.

DRESS CODE

Before and After School Care abides by the same dress code as the child's school district. Please have your child dress for the weather and activities of care. Sneakers and closed toe shoes are highly recommended for children participating in active play.

ELECTRONIC DEVICE POLICY

All personal electronic devices, including, but not limited to, cell phones, laptops, tablets, gaming devices, and digital cameras, that are brought to care by the child may be used only when permission is granted by staff. Devices with the ability to capture, transmit, or store images or recordings may never be accessed, turned on, or operated in restrooms, changing rooms, or other areas where there is a reasonable expectation of privacy. The Waynesboro Area YMCA is not responsible for any loss, theft, damage, or destruction of a personal electronic device or its contents. Misuse of electronic devices by a single child or multiple children may result in a ban on electronic devices during care for a specified period of time.

PARTICIPANT POSSESSIONS

The Waynesboro Area YMCA is not responsible for damaged, lost, or stolen items. Use discretion when allowing your child to bring items from home. If an item is not allowed at school, the item should not be brought to care. If you have any questions as to what is permissible in our program, please feel free to ask any staff member. Any item considered inappropriate by Y staff will be confiscated and returned to the adult picking up the child that day.

HEALTH AND SAFETY

The Waynesboro Area YMCA Youth Development Programs use *Caring for our Children* to establish policies and practices regarding care plans for all children, including those with special needs, asthma, medical needs, food allergies, and medication administration.

Sick Child Policy

Children who are not well enough to fully participate in program activities should not be brought to the program. Children who experience vomiting, diarrhea, or a fever of 101.3°F or higher may not attend until 24 hours without medication following the last incidence of illness. As stated in the *Caring for our Children: National Health and Safety Standards*, "children can be readmitted when they are able to fully participate in program activities without the caregivers/teachers having to compromise their ability to care for the health and safety of other children in the group."

If a child becomes sick or is feeling ill while in our program, the Y staff will first try to contact the legal guardians of the child. Your child will be made comfortable while being separated from the other children while waiting to be picked up. If the legal guardian cannot be reached, the emergency contact persons will be contacted to make the necessary arrangements to pick up the child.

Parents are required to inform the School-Aged Child Care Director or a staff member if their child is suffering from a communicable disease (pink eye, lice, chicken pox, etc.). Per Department of Health regulations, we are required to report any contagious or infectious disease in our program.

Head Lice

As stated in the *Caring for our Children: National Health and Safety Standards*, "Children should not be excluded immediately or sent home early from early care and education due to the presence of head lice. If head lice are present, children should avoid any head-to-head contact with other children and should avoid the sharing of any headgear while finishing out the day." The legal guardian will be notified if their child is affected and will not be permitted to return to the program until they have been properly treated. Please see 7.5.8 of the *Caring for our Children: National Health and Safety Standards* for more information. <http://nrckids.org/CFOC/Database/7>.

Medication Administration Policy

While in our care, children may require life-saving medication including, but not limited to, inhaler, nebulizer, epi-pen, Benadryl (when prescribed in conjunction with epi-pen). The following forms must be provided prior to medication being administered to your child by Y staff:

- Written Medication Consent Form
- Written instructions from your health care provider authorizing Y staff to administer such medication and specifying the circumstances, if any, under which the medication or prescription may not be administered.
- Medications must be in their original container with the child's complete name, the medication name, recommended dosage, time intervals, method of administration, and expiration. If your child requires any medications not listed above, please contact the School-Aged Child Care Director. The YMCA will make every effort to accommodate your child's needs.

First Aid and Emergency Care

Child care activities carry a risk of injury. The staff is trained in basic first aid response. By registering and bringing your child to care, you are giving permission to certified staff to provide routine first aid and CPR, to acquire emergency medical treatment, and/or to arrange related transportation for your child, as necessary. You (the legal guardian) are responsible for any costs (ambulance, emergency room treatment) that are incurred in the case emergency medical treatment is obtained. You are also agreeing to hold the Waynesboro Area YMCA and its agents harmless for any loss, damage or injury to person or property that may arise from your child's participation in this program. In the event of serious injury, you will be contacted immediately. If the injury is minor in nature, you will be informed at pick up time.

EMERGENCY SITUATIONS

Our Emergency Plan provides for response to all types of emergencies. A copy of the Emergency Plan is available to view upon request at your child's care site. Please refer to the following in an emergency situation:

- Do not call the Y during an emergency in order to keep the main telephone line free to make emergency calls and relay information. Information will be relayed to families using the Remind app and phone calls.
- The Emergency Contact Form designating persons to pick up your child will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.
- Do not attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact the School-Aged Child Care Director.

Fire and Emergency Drills

Fire drills are conducted every 60 days at a minimum. Fire drills are conducted at various times during the care schedule and while the program is located in varying locations in order to be best prepared in a situation that requires evacuating the building.

Emergency drills are conducted annually. For more information on types of emergency drills, refer to the location Emergency Plan.

BEHAVIOR MANAGEMENT POLICY

Behavior Expectations

The Waynesboro Area YMCA School-Aged Care program strives to create a safe, fun, and supportive environment. Children are introduced to the basic rules of behavior on the first day they attend. These rules stress the importance of treating all children and staff with respect. If a situation should arise in which your child is unable to follow the rules, acts in a manner that prevents the group from functioning normally, or displays behavior that jeopardizes the health and safety of an individual or the program as a whole, it may result in their expulsion from the program and forfeiture of all registration and program fees paid. The following behaviors may result in the immediate expulsion of your child from care: leaving or running away from the program or staff without permission; behavior that disrupts the program; incidences or behaviors that threaten the immediate health and safety of your child, other children

and/or adults; stealing or damaging program or personal property; using profanity, vulgarity, obscenity, or acting in a lewd manner, not following the behavior guidelines or program rules.

Behavior Supports/Behavior Plan

Just as children take time and make many mistakes when learning how to walk, talk, and say their ABCs, we understand that children will make “mistakes” in learning how to behave. Regarding behavior management and social and emotional development, our goal is to provide the supports needed for children to participate in play and learning activities that will prepare them for school and life success. We will meet this goal through the following objectives:

1. Create positive climates and focus on prevention.
2. Develop clear, appropriate, and consistent expectations and consequences to address disruptive behaviors.
3. Ensure fairness, equity, and continuous improvement as well as age-appropriate activities.

The YMCA Youth Development Department and School-Aged Child Care does reserve the right to dismiss a child from care if the child and/or family are unable to adapt to our child care program and its policies. Before considering suspension and/or expulsion, the following steps will be followed:

1. We will document behavioral issues including date, time and specific circumstances surrounding incidents.
2. We will document interventions provided when behavioral issues arise.
3. We will meet with families to discuss documented issues. A behavior plan will be created which will include specific responsibilities for us and the family to complete within a specified time frame.

After the specified time frame, the School-Aged Child Care Director, child care staff, and family will meet to discuss progress. If at that time, sufficient improvement has not occurred with recommended responsibilities, then suspension/expulsion will be considered.

Discipline Policy

It is the belief of the Waynesboro Area YMCA that good discipline is positive and non-threatening and works to increase children’s respect for self and others. Children are encouraged to take responsibility for their own actions, as well as to respect the rights and feelings of others. When conflicts do arise, the following steps are taken:

1. The children will be encouraged to resolve the conflict through positive techniques.
2. If conflict continues, staff may remove or redirect the children involved from the situation.
3. If there is a repeated, unresolved conflict, the family will be asked for input on how best to resolve the situation.

It is our policy to never resolve conflicts by means of physical or psychological abuse. We will not allow others, including the children, to do so either. When a child does inflict physical harm upon another, they will receive a written warning. A repeated offense will necessitate a conference with the family and possible suspension/expulsion from the program.

Termination of Enrollment

The Waynesboro Area YMCA may immediately terminate your child's enrollment for any of the following reasons, including but not limited to:

- Incorrect emergency contact names and phone numbers or the inability to make family contact while the child is in the care of the Waynesboro Area YMCA.
- Late child pick up (after the program closes) on multiple occasions or a single excessive occasion.
- Failure to pick up an ill child within the allotted amount of time after being contacted by staff.
- Non-payment, late-payment, or NSF payment of program fees.
- Failure to adhere to the program sign-in or sign-out procedures.
- Child or family member behavior that is continually disruptive, dangerous to others, themselves, or staff, or destructive to property.
- Any single incident (child or family member) that is deemed by the Program Director to be dangerous, harmful, or disruptive to those in the program.

IEP/IFSP PLAN POLICY

We share a common interest in your child's well-being, growth and development. 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 create the best experience for your child. To the extent that we are able to accommodate it, we will work with you to develop an individualized plan for your child. While we strongly recommend this effort to collaborate, you do not have to provide this information if you do not wish to do so.

INCLUSION

According to the National Association for the Education of Young Children, "early childhood 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 defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation and supports."

The YMCA Youth Development Department supports actively including all children in all program activities. Inclusion is promoted by providing modifications and accommodations through tiered levels of instruction and interventions. In addition to providing environmental accommodations, we also access supports such as specialized professional development, community resources, and therapies for children, families, and staff. The emphasis on inclusion is to create high expectations for every child to reach their full potential and to provide multiple opportunities for children to develop, learn, and form positive relationships.

FAMILY-STAFF INTERACTIONS

- YMCA staff and volunteers are not allowed to baby-sit, transport, or otherwise be present with participants outside of YMCA child care programs.
- YMCA staff and volunteers are mandated by 55 PA Code 3270 and the Child Protective Services Law to report any suspected child abuse or neglect to the appropriate authorities for investigation.
- The YMCA, our staff, and volunteers will not become involved in any custodial disputes between legal guardians and family members. Requests for documents in relation to your child's participation in the program must be made in writing from the court.

REPORTING OF SUSPECTED CHILD ABUSE

Pennsylvania law "Child Protective Services law" (23PA C.S.A. Section 6301 ET. Seq.) requires all child care center workers to report suspected child abuse to the Pennsylvania State Child Welfare Information System. Persons who report, in good faith, suspected child abuse are immune from civil or criminal liability that might otherwise result by reason of those actions. The YMCA child care staff MUST report any suspected child abuse or neglect of any participant in its programs to the appropriate State Agency and authorities.

SCHOOL'S OUT CLUB INFORMATION

School's Out Club (SOC) is a program separate from Before and After School Care and requires separate registration and payment. SOC fees must be paid at the time the child is registered for the program. (No program registration fees are collected for SOC). SOC registration can be completed by calling Member Services at 717-762-6012 or visiting waynesboroymca.org. SOC is for children in grades kindergarten through 5th grade of **any** district that is not in-session on the day SOC is held.

SOC is held at the Waynesboro Area YMCA from 7:00 am – 5:30 pm. (On the occasion of an unplanned school closure, care may be held at the Waynesboro Area YMCA in place of Before and After School Care. Registration for these days opens at 7:00 am on the day of care and the program will open at 8:00 am.) There will be time for active play, table games and activities, and crafts. Children must bring a packed lunch, swimsuit, and towel. An afternoon snack will be provided by the YMCA. If we are able to facilitate it, there will be a swim time. All swimming activities will be conducted under the supervision of a certified life guard. If you have questions regarding your child's participation in swimming activities, please contact the School-Aged Child Care Director.

NONDISCRIMINATION POLICY STATEMENT LETTER

SUBJECT: Nondiscrimination in Services

TO: Parents/Families

FROM: Haley Allshouse, School-Aged Child Care Director

Admissions, the provisions 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 individual/parent/family member/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Waynesboro Area YMCA
810 E Main St
Waynesboro, PA 17268

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street, 8th Floor
Harrisburg, PA 17101-2210