

Summer Day Camp (School-Aged)  
Family Handbook  
Summer 2024



Waynesboro Area YMCA

810 E Main Street

Waynesboro, PA 17268

717-762-6012

[waynesboroymca.org](http://waynesboroymca.org)



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## **INTRODUCTION**

Welcome to the Waynesboro Area YMCA Summer Day Camp 2024! 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 this summer. 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 summer 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.

## **SUMMER DAY CAMP PROGRAM INFORMATION**

### **Hours of Operation**

- Summer Day Camp opens at 8:30 am and runs until 5:30 pm Monday through Friday, except for announced days when the program is not in session.
- Extended Care for Summer Day Camp opens at 7:00 am and runs until the start of the Day Camp day.

No child will be accepted for care prior to 7:00 am. Your child must be enrolled in Extended Care on a specific day to be accepted for care prior to 8:30 am. If a child is in care after 5:30 pm, 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 5:30 pm. Child pick up after 5:30 pm 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 Summer Day Camp will operate Monday through Friday for 11 weeks of camp between June 3 – August 16, 2024.

### **Closures & Delays**

The Waynesboro Area YMCA Summer Day Camp will be closed for the July 4 holiday and July 5.

If Summer Day Camp 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](http://waynesboroymca.org)) and Facebook page.

## **Locations**

The location of the camp where your child is enrolled does not affect the type of activities that are offered or that your child may participate in. Both camp locations will use the pedestrian crosswalk to cross 2<sup>nd</sup> Street in order to participate in activities throughout the day that are not housed at your child's assigned camp location (lunch at Summitview, swimming at the YMCA, etc.). The assigned camp location is where your child will be dropped off and picked up each day when being signed into and out of the summer camp program.

### **Waynesboro Area YMCA**

810 E Main Street  
Waynesboro, PA 17268  
717-762-6012

### **Summitview Elementary School**

820 E 2<sup>nd</sup> Street  
Waynesboro, PA 17268  
717-762-6012

## **REGISTRATION & ENROLLMENT**

Children must be registered for the Summer Day Camp program and their enrollment confirmed by the School-Aged Child Care Director prior to their attending the program. Returning the Registration 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 form letting you know if your child's registration has been accepted and the enrollment completed.

There are forms that must be completed by the enrolling legal guardian prior to your child's first day of attendance in the Summer Day Camp. These forms include: 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. 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 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.

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-Age Child Care Director must receive a two week notice IN WRITING (Remind message, email, or written note). If your child stops attending without a 2-week WRITTEN notice, you will be billed for the days missed, up to 2-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 2 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 School-Age Child Care Director to have it approved.)

Weekly tuition is the rate stated on the registration form for the specific 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 summer at the time of registration. Openings in the roster are filled as registration forms are received and availability changes quickly.

### **Withdrawal**

To withdraw from the program or change enrollment, the School-Age Child Care Director must receive a two week notice IN WRITING (Remind message, email, or written note). If your child stops attending without a 2-week WRITTEN notice, you will be billed for the days missed, up to 2-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 Program Director to be dangerous, harmful, or disruptive to those in the program.

### **Registration Fees**

There is a non-refundable \$30.00 per child registration fee due at the time registration forms are received. This fee is charged annually.

## **Late Pick-Up Fees**

There will be a charge of \$2.00 for every 1 minute after program close (5:30 pm) that your child remains in our care. (For example: late pick up at 5:39 pm, you will be charged \$18.00.) 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 must be paid within 7 days of the date when the late pick up occurred.

If a child is in care after 5:30 pm, 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 5:30 pm. Child pick up after 5:30 pm 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 2 Fridays prior to the week of camp 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 camp 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 Y 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 YMCAs "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**

A typical week of camp includes field trips, swimming, outdoor games, gym time, crafts, and other fun activities. A weekly schedule will be emailed to families the week prior to the week of camp. By registering and bringing your child to camp, you are giving permission for them to participate in the Waynesboro Area YMCA Summer Camp Program and agree that they will abide by all rules and regulations adopted and published by the Waynesboro Area YMCA relating to the operation and conduct of the program and the use of the facilities provided for the program. Any failure of your child to observe these rules and regulations may result in their expulsion from the program and forfeiture of all registration and program fees paid.

### **Drop Off and Pick Up Procedures**

Drop off begins at 8:30 a.m. and ends at 9:00 a.m.

Pick up begins at 3:30 p.m. and ends at 5:30 p.m. If you will be picking up your child prior to this time, please let a counselor know when signing your child into the program in the morning.

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 YMCA's 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.
- The person picking up your child must be at least 18 years of age or older.
- 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 5:30 pm, 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 5:30 pm. Child pick up after 5:30 pm 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.



## **Swimming**

Your child should bring a swimsuit and towel with them each day they attend camp. The weekly schedule will indicate what type of swimming activities will be provided during the week. 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.

## **Transportation**

By registering and bringing your child to camp, you are giving permission for them to participate in any off-site activity offered during the summer camp program. Transportation to and from these activities will be provided by Waynesboro Area YMCA bus. Camp staff will supervise the campers while on the bus and at off-site activities. The bus driver is a Waynesboro Area YMCA employee and has all the proper certifications.

## **First Aid and Emergency Care**

Camp activities carry a risk of injury. The camp staff is trained in basic first aid response. By registering and bringing your child to camp, 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 my 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.

## **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>. The class code for summer camp is @Ycamp24. 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.gofivestars.org](mailto:no-reply@app.gofivestars.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 summer camp. 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 1 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.

## **MEALS & SNACKS**

On days the camp is not on a field trip, children may participate in the free summer lunch program at Summitview Elementary School. The free summer lunch program is available to all children under the age of 18 regardless of family income. All children attending the camp program on a non-field trip day will go to Summitview Elementary School so that those who choose to eat the provided lunch may. If a child will not be participating in the free summer lunch program, they must bring a packed lunch for that day. The camp does not have the ability to heat or refrigerate meals or snacks brought from home so packed lunches should have an ice pack to keep items cold or warm items should be placed in a thermos or insulated container.

On days the camp is on a field trip, children must bring a packed lunch for the day. The camp does not have the ability to heat or refrigerate meals or snacks brought from home so packed lunches should have an ice pack to keep items cold or warm items should be placed in a thermos or insulated container. We cannot guarantee that children will be able to purchase lunch or food items while on the field trip.

On certain days, lunch may be provided by the summer camp. This will be indicated on the weekly schedule. If your child is not able to eat the provided lunch, they must pack a lunch for that day. Please contact the School-Aged Child Care Director with questions or concerns regarding this.

Snacks may be brought from home to be eaten at specific times during the day as directed by the camp staff. Snacks are not provided as part of the summer camp program.

## **DRESS CODE**

Please have your child dress for the weather and activities of camp. Sneakers and closed toe shoes are highly recommended. It is advised that your child be sent with a change of clothing in case it is needed. Check the weekly schedule for any specific clothing recommendations for planned field trips and activities.

## **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 camp by the camper may be used only when permission is granted by camp 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 or multiple campers may result in a ban on electronic devices during camp for a specified period of time.

## **PARTICIPANT POSSESSIONS**

The 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 camp. 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 Are YMCA Youth Development Programs uses *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. Child who experiences 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."

When 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-Age Child Care Director or a Y 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-Age Child Care Director. The YMCA will make every effort to try to accommodate your child's needs.

## **First Aid and Emergency Care**

Camp activities carry a risk of injury. The camp staff is trained in basic first aid response. By registering and bringing your child to camp, 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 my 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.

## **BEHAVIOR MANAGEMENT POLICY**

### **Behavior Expectations**

The Waynesboro Area YMCA Summer Camp strives to create a safe, fun, and supportive environment. Campers are introduced to the basic rules of behavior at camp on the first day they attend. These rules stress the importance of treating all campers 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 camp 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 camp: 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 my child, other children and/or adults; stealing or damaging camp or personal property; using profanity, vulgarity, obscenity, or acting in a lewd manner, not following the behavior guidelines or camp 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 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 summer 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, however, 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 and day 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's staff MUST report any suspected child abuse or neglect of any participant in the YMCA's Youth Development programs to the appropriate State Agency and authorities.

## **NONDISCRIMINATION POLICY STATEMENT LETTER**

SUBJECT: Nondiscrimination in Services

TO: Parents/Families

FROM: Amy Donalds, 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, 8<sup>th</sup> Floor  
Harrisburg, PA 17101-2210