

**South Sound YMCA  
School-Age Child Care**



**Parent Handbook**



## South Sound YMCA Child Care

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Welcome to Y-Care!

We are glad that you have decided to have your children in our program. Many chose our program because it is safe and convenient, right in your child's own elementary school. And, safety is our greatest priority. But, we provide caring, well-trained staff, homework assistance, and curriculum focused on experiential learning as well. For more than 20 years we have partnered with local school districts to provide quality care to families. In all of these ways, Y-Care helps build strong kids, strong families, and strong communities.

If you have praise, questions or concerns, please contact me. I can be reached by phone at 918-0402 or by email, [whiter@ssymca.net](mailto:whiter@ssymca.net).

Thank you,

Ron White, Director



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### **The YMCA Core Values**

*Caring-Responsibility-Honesty-Respect*

### **The YMCA Mission**

To provide youth and community an affordable and accessible resource for the positive growth and development of spirit, mind, and body through recreational, health and leadership programs.

### **Our Website**

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

### **YMCA Children & Family Services:**

108 State Ave W

Olympia, 98501

(360) 705-2642

Hours: Mon-Fri 9 AM - 5 PM

### **To Contact Us**

[cchelpdesk@ssymca.net](mailto:cchelpdesk@ssymca.net)



South Sound YMCA Child Care

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**Hours of Operation**

Before school care runs from 7:00 am until school starts; after school care runs from dismissal time until 6:00 pm. (Yelm sites open at 6:30). Our program accommodates the regular school schedule and provides extended care on teacher in-service days, late starts, and early dismissal days.\*

*\*We are unable to provide extended care on early dismissal days for St. Michael's students attending Madison Y Care unless those days coincide with the Olympia School District schedule.*

**Program Description**

Our program provides a rich, developmentally appropriate place for elementary school children before and after school at most sites in the North Thurston, Olympia, and Tumwater School Districts. We also offer care in Yelm, Chehalis, Tenino and Shelton.

**Chehalis**

Cascade  
Bennett *(at Cascade)*

**North Thurston**

Evergreen Forest  
Horizons  
Lacey  
Lakes  
Mountain View  
Olympic View  
Pleasant Glade  
Seven Oaks  
South Bay  
Woodland

**Olympia**

Boston Harbor  
Centennial  
Garfield  
Griffin  
Hansen  
Lincoln  
L.P. Brown  
Madison  
Mckenney  
McLane  
Pioneer

**Shelton**

Pioneer

**Tenino**

Parkside  
Tenino *(at Parkside)*

**Tumwater**

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

**Yelm**

Fort Stevens  
Mill Pond  
Southworth



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### Licensing

Our childcare sites are individually licensed, regulated and inspected by the Washington Department of Early Learning. We meet or exceed state standards in all areas including staff-child ratios and facilities.

### Registration

To register for YMCA Before and After School care, you must sign a Parent Agreement Form indicating that you agree to:

1. Pay a \$25 annual registration fee (due at time of registration each year).
2. Keep your child's membership current through the duration of the program.
3. Pay a \$20 late fee should your monthly payment be late (after the 10th).
4. Provide the YMCA with 2 weeks' notice for any change of schedule.\*
5. Read the Parent Handbook and adhere to YMCA policies stated within.

*\* We reserve the right to charge for those two weeks if no notice is given.*

South Sound YMCA Child Care



**Membership Options**

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

- 1. Full membership - Entitles holder to facility usage, priority registration and program discounts. Family, single adult with child or child-only options are available.
- 2. Basic membership - Entitles holder to participate in YMCA programs. Small annual fee required.

For more information on membership, contact your YMCA branch.

**Schedule Options**

Full Time Care

4 or 5 Days per week  
 Morning only  
 Afternoon only  
 Both

Part Time Care

2 or 3 Days per week  
 Morning only  
 Afternoon only  
 Both

Drop In care is available at most sites with 24-hour notice but is not guaranteed. Drop In coupons must be purchased prior to use.

Hourly care is not available.



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## Staffing

Each school site will have a Site Director who will have 30 or more credits in early childhood education/child development/elementary education or will possess an equivalent educational background as well as skills necessary to direct a child care site.

The YMCA employs Group Leaders to assist the Site Director and to maintain our 1:15 ratio. Group Leaders are 16 years or older. They must be attending school and/or have a high school education or GED, and have experience and skill with children.

Staff will be required to attend training to further their skills in many relevant areas. In addition, staff will maintain current training in First Aid, CPR, HIV/AIDS Prevention, and (for Directors and Assistant Directors) food-handling. Staff must be fingerprinted, submit a DSHS clearance and have a current Tuberculosis (TB) skin test.

Each day the Site Director and Group Leaders will provide activities which meet the developmental, cultural and individual needs of the children served. Over the course of the school year, staff will plan and implement a curriculum designed to build self-esteem and self-control, promote physical development, stimulate intellectual development, build social skills and enhance creativity.





### **Schedule Changes, Credits and Refunds**

Should your child care needs change during the school year, the YMCA will endeavor to accommodate your new schedule. However, this may not be possible if you are adding care to your schedule.

All changes of schedule must be submitted to the Child Care office accounting staff. Please also notify your YMCA staff at your school.

Credits and refunds will only be given with the approval of the Child Care office accounting staff.

### **Financial Assistance**

The YMCA provides financial assistance to those families that demonstrate need. We ask that you exhaust all other outlets before the YMCA such as DSHS, etc. It is typically a 6-8 week process so it is important to allow for that amount of time. You are responsible for the cost of your care until financial assistance is granted.

A financial assistance form may be requested by calling the YMCA Child Care office, 705-2642 or printed at our website, [southsoundymca.org](http://southsoundymca.org).

### **Monthly Fees Explained**

Our fees are calculated to be the same monthly amount all school year. Not all short months are discounted. December and June are a half fee. These are the only discounted months.

*\*Fees are subject to change at the beginning of each calendar year. A letter is given to the parent at site in December that will reflect the rate increase.*



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## Curriculum

Each site will provide a balanced program of activities based on a monthly theme. Activities will include:

- Self-directed, adult-led experiences and free play
- Active experiences and quiet play
- Small as well as large groups
- Space and a time for homework
- Large and small muscle activities
- Outdoor and indoor play

Staff will display a schedule of the week's activities. Schedules are subject to change. Every YMCA site provides breakfast in the morning and a snack in the afternoon according to state guidelines. Please contact your specific site for the daily schedule. In addition, staff work with parent/guardians to encourage children to complete homework.

Each site will have a variety of easily accessible developmentally appropriate, culturally relevant equipment and materials available in sufficient quantity to implement a quality program. Children will be supervised during all transitions and will always remain in visual or auditory range. Parents may stop by at any time to observe the program or visit their children.

For off-site field trips the YMCA uses either Intercity Transit or leased buses with certified bus drivers.





### **Sign-In and Sign-Out**

State law requires that whenever you bring or pick up your child you MUST enter the YMCA site to sign the attendance sheet. Staff use these sheets to determine which children are at the site at any given time. We cannot be responsible for children unless they are signed in and out.

### **Authorization to Pick Up**

Only persons authorized in writing by the parents may pick up a child. This is for the child's protection. Anyone without proper authorization and photo identification will not be permitted to take a child. Please notify the Site Director in writing if someone else is picking up your child.

### **Court Orders**

You must supply us with a copy of any court orders if we are required to honor stipulations within them.

### **Absences**

If your child will be attending any after school activities on days he or she is usually scheduled to attend our program, please give the Site Director written notice. Please notify us if you keep your child home or pick your child up early on a day when he or she is usually scheduled to attend our program.



### **Health and Safety**

We are required to maintain health records on children including medical release forms, immunization forms, and lists of allergies and special needs. Medication authorization forms are available on-site and must be used if medicine, over-the-counter or prescription, is to be administered to children.

Please inform us if your child has a communicable disease and when symptoms first appeared so that we may notify other parents of possible exposure.

### **On-Site 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:

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

If your child becomes ill during site time staff could:

1. Make efforts to comfort your child away from the rest of the group.
2. Contact parents/guardian to inform them of the situation.
3. Make a judgment regarding whether the child needs to be picked up.

### **Child Abuse, Neglect, or Exploitation**

We are mandated by law to report to Child Protective Services any suspected child abuse, neglect, or exploitation.





## Medication

A child may not receive medication of any type from the program staff unless such medication is absolutely necessary and required by the doctor on a scheduled basis (e.g., every two hours or as needed in case of asthma).

Please notify your site when a child is kept home due to illness. We need to know where the child is, if they are scheduled for Y Care, for the child's own safety and accountability.

The following procedures are necessary for on-site medication:

1. Bring all medication directly to the Site Director to be stored in a locked box.
2. Fill out medication form, advising the Site Director of the amount and frequency of the dosage. Our program is separate from the school. We cannot accept instructions from the school, only from the parent, physician or other legally authorized person.
3. The medication must be in the original container with the pharmacist's label, marked with the prescription number, date, child's name, and the physician's name.
4. At the end of the medication period, parents should take home any unused medication or give us permission to dispose of it.
5. If you would like your child to take over-the-counter medication, you will need to complete the medical authorization form and give your signed consent.





### **Late Pick-Up of Children**

Children must be picked up by 6:00 pm. If you find you are going to be late, please call the site to inform the director and if possible contact a person on your authorized list to pick up your child on time

If you pick up your child(ren) after 6 PM:

The first time: You will receive a written warning from the Site Director which will be filed with the child care office. If the Site Director has not heard from you by 6:30 PM, the local police department will be called to help locate you.

The second and any successive times: You will be billed for a late pick-up fee of \$15 beginning at 6:05 PM. By 6:30 PM, if the Site Director has not heard from you, you will be billed an additional \$45 and local law enforcement officials will be called to help locate you.

Repeated lateness will result in dismissal from the program.

### **Release of the Children**

If a parent appears under the influence of alcohol or drugs we may call law enforcement, security and/or CPS. If someone authorized by the parent appears to be under the influence we will refuse to release the child(ren).





### **Behavior Management and Discipline**

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

We provide opportunities for staff development in this area. 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 may include:

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





### **Violence Policy Statement**

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.





### **Day Camps During School Breaks**

During Winter, Spring, and Summer breaks the YMCA offers day camps at selected schools in the area.

During the summer break the YMCA will provide a variety of specialty themed summer camps. Most weeks will contain a major fieldtrip (zoo, baseball game, etc), plus the opportunity to go swimming at one of our YMCA locations. Registration begins in late March. Hours of operation are between 7:00 am and 6:00 pm. Please review our brochure for specifics on camps, fieldtrips, and campout information.

*\*When viewing camp options please be aware that not all of the YMCA camps are provided through the YMCA Child Care Office. Registration for "Sports Camp", for example, is through the Downtown YMCA and is not handled through our office.*

### **Non-Discrimination Statement**

Membership in the YMCA is open to all without regard to race, color, sex, national origin, or religion. The South Sound YMCA does not promote any religious doctrine. We encourage children to develop their own spirituality and learn to appreciate diversity.



**Snow and Bad Weather**

1. If your school is closed, your site will be closed.
2. If your school has delayed opening, your site will be delayed an equivalent amount of time. For example, if your school announces a two-hour delay then Y Care will open at 9am instead of 7am.
3. If the school closes during the day due to bad weather, your site will not be open for the after school session.

We will put the children's safety first regardless of the weather and will stay at the site with children should emergency situations occur.

Please listen to KGY 1240 AM and/or MIXX 96 FM for school closures and changes in schedule due to snow, ice, and other emergencies.

**Holidays**

YMCA child care facilities are closed on these holidays:

New Year's Day.....	January 1
Martin Luther King Day...	3rd Monday in January
Presidents' Day.....	3rd Monday in February
Memorial Day.....	Last Monday in May
Independence Day.....	4th of July
Labor Day.....	1st Monday in September
Veteran's Day.....	November 11
Thanksgiving Day.....	4th Thursday & Friday in November
Christmas Day.....	December 25

*Holidays falling on a Saturday will be observed on the preceding Friday and holidays falling on Sunday will be observed the following Monday. If your school is closed, Y-Care is also closed.*



South Sound YMCA Child Care



**Child Care Tax Information**

Below you will find a form for tracking your child care payments. Our computer system does not provide this information automatically and each request for information involves detailed research. We would encourage you to record your payments each month on the form below. If it is necessary for you to request a record of your payments from us it will take two weeks and a \$15 fee before the information can be processed or sent out.

Our Tax ID # 91-0586473

	Payment	Payment	Payment	Payment	<b>Total</b>
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
				<b>Total</b>	



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## Directory

**South Sound YMCA Website:**

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

**Briggs Community Branch:**

1530 Yelm Highway SE

Olympia, 98501

(360) 753-6576

Hours: Mon-Fri 5:30 AM-9 PM;

Sat 8 AM-6 PM; Sun 1-5 PM

**Olympia Downtown Branch:**

510 Franklin St SE

Olympia, 98501

(360) 357-6609

Hours: Mon-Fri 5:30 AM-9 PM;

Sat 8 AM-5 PM; Sun (Seasonal) 1-5 PM

**YMCA Children & Family Services:**

108 State Ave W

Olympia, 98501

(360) 705-2642

Hours: Mon-Fri 9 AM - 5 PM

E-mail: [cchelpdesk@ssymca.net](mailto:cchelpdesk@ssymca.net)





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We build strong kids, strong families, strong communities