



CREATING **STRONG** KIDS & **STRONG** COMMUNITIES

SOUTH SOUND YMCA CHILDCARE HANDBOOK



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WELCOME, PARENTS & FAMILIES!

WHAT IS Y CARE?

Y CARE* is offered through the South Sound YMCA in collaboration with your local school district. We aim to cultivate an experience and environment rooted in the YMCA core values of Caring, Honesty, Respect & Responsibility, where children develop safely in a welcoming environment. We provide engaging programming that appropriately challenges a young person's physical, emotional, social and mental growth.

**Any reference to Y CARE is also applicable to Seasonal Day Camps.*

COMMITMENT TO SAFETY & ABUSE PREVENTION

At the South Sound YMCA, keeping children safe is our top priority. We are committed to providing a secure and welcoming environment where all youth can learn, grow, and thrive. Our staff and volunteers follow safety policies, undergo background checks, and receive training to prevent and recognize abuse. We encourage open communication and take all concerns seriously to ensure the well-being of every child in our care. Protecting children is at the heart of everything we do.

COMMUNICATION

Email is the primary method of communication for Y CARE. All inquiries should be directed to Childcare Support at childcare@ssymca.net. E-newsletters are also sent throughout the school year with important updates, dates, and program information.

Site staff may communicate with parents/caregivers regarding a child's progress or needs and will call if necessary. Each site also maintains an information board with important program notices and updates. Feedback or concerns may be directed to the Site Director or Program Director. Staff contact information is available at each location.

For a complete list of Y CARE site locations and phone numbers, visit southsoundymca.org/before-after-school-care-locations.

For questions about billing, childcare assistance, or program changes, visit southsoundymca.ymcamso.org/new.

LICENSING STANDARDS & CERTIFICATIONS

As a licensed Before & After School Program and Seasonal Day Camp through the Washington State Department of Children, Youth and Families, all Y CARE employees are required to meet and maintain all trainings and certifications specified by the Washington Administrative Codes (WAC).

All staff are subject to criminal background checks and reference verifications by the State of Washington and the South Sound YMCA.

Y CARE REGISTRATION & ENROLLMENT

REGISTRATION

Please be aware of the following policies regarding the use of Y CARE:

- Registration is primarily completed via our online registration system. If support is needed please contact us.
- At the time of registration there is a \$50 non-refundable registration fee due for Y CARE and a \$20 non-refundable registration fee due for Seasonal Day Camp. Monthly fees are due on the 1st of each month of care and are paid through convenient automatic draft from your bank account or credit/debit card. Upon request, payments due on the 1st may be split between the 1st and 15th of each month. If you prefer this method, please email Childcare Support.
- A completed copy of your child's immunization records on the state mandated immunization form is required for enrollment in the program.
- Immunization, Medication Management forms, and Individual Health Care Plans must be submitted to the Y Care Site Director on the first day of attendance. These forms are hyperlinked in your registration confirmation email.
- A two-week notice is required for any changes in rate plans, including cancellation of care. We reserve the right to charge those two weeks if required notice is not provided. Communication regarding any changes must be received by Childcare Support via email and not at your child's Y CARE location.
- You must read and adhere to the policies stated within the Parent/Guardian Agreement provided during online registration.



PARENT/CAREGIVER EXPECTATIONS & RESPONSIBILITIES

To ensure the safety and protection of all children, parents/caregivers are required to:

- Complete all registration, health, medication, authorization and immunization forms.*
- Ensure all essential registration and enrollment information is kept up to date and accurate throughout the year and communicated through the Contact Us form on our website at southsoundymca.org/contact-us.
- Ensure your child(ren) are signed in and out by an individual listed as an Authorized Pick-up on your registration profile.
- Encourage your child(ren) to participate in Y CARE activities and reinforce program expectations with your child.

**These documents are required by the Department of Children, Youth, and Families (DCYF) and must be kept on file at each Y CARE site as part of our licensed childcare requirements. If your child's records are not submitted, they may be unable to attend Y CARE until the required documentation has been received.*

Y CARE ENROLLMENT ELIGIBILITY

To enroll in Y CARE, children must:

- Be at least 5 years old prior to the start of the school year.
- Be under 13 years old during the time of enrollment.
- Be enrolled in Kindergarten through 5th grade.*
- Be fully potty trained and able to use the restroom without adult supervision and/or assistance.

**Children in Transitional Kindergarten must wait until the following school year before they can be enrolled. Transitional Kindergarten is considered early childcare and Y CARE is not a licensed early childcare provider.*

ENROLLMENT PLANS & SCHEDULE OPTIONS*

Y CARE provides a variety of schedule options at different rate plans to support families. The following rate schedule options are available:

- Full Time – Four to five days a week, before and after school
- Part Time – Up to three days per week, before and after school
- Mornings Only – Any attendance before school
- Afternoons Only – Any attendance after school
- Extended Care is available at Horizons Elementary and Seven Oaks Elementary.
- Drop-In Care - May also be available for those that only need the program occasionally or in addition to registered Part Time, Mornings Only, or Afternoon Only schedules. Hourly care is not available.

DROP-IN POLICY*

Y CARE provides a Drop-In care option to support families that only need care occasionally.

- Participants in Drop-In care follow the same registration procedures as participants with a regular schedule.
- Drop-In care is not guaranteed and is only available depending on space availability. Families must email their Y CARE site at least 24 hours in advance of the date they desire to use care and must receive confirmation from the site to utilize care.
- The daily rate will be automatically drafted from the stored payment method used for registration on the 15th of the following month.
- Drop-In care for conference weeks will be billed as a full day rate.

**Before and after school care only, not Seasonal Day Camp.*



RESTROOM POLICY

As a licensed childcare provider and in accordance with Washington Administrative Code, childcare staff are not allowed to change children with soiled clothing due to accidents.

If your child has an accident and needs assistance changing/cleaning up or requires extended time in the restroom, they must do so independently. Parents/caregivers will be notified and asked to pick up their child if necessary.

Y CARE does not have extra clothes on site. If you feel your child may need extra clothes, please pack some in their backpack daily along with a means to store any soiled clothing.

If your child continues to have repeated accidents that require help/guidance, childcare staff will communicate about how to proceed with participation, and childcare may be paused. If your child is found unable to regulate themselves and their restroom habits, enrollment will be suspended.

FINANCIAL RESPONSIBILITIES

PAYMENT INFORMATION

All participants are required to make their payment by monthly draft. We can draft via bank account or debit/credit card. Monthly fees are due on the 1st of each month of care. Fees can be split equally between the 1st and 15th of the month by contacting Childcare Support.

There is a \$20 late fee should your monthly payment be made after the due date. In families where more than one party will be paying the monthly fee, a Split Payment Authorization Form must be completed and submitted to the Childcare Support Staff for processing.

FINANCIAL ASSISTANCE

In the Y, we are committed to ensuring all families have access to high quality childcare. This is why we work with state agencies and community partners to offer families a range of financial assistance options. About 25% of families enrolled each year access at least one form of financial assistance. The most commonly accessed programs are the State of Washington's Working Connections program and subsidy through Childcare Aware.

Financial Assistance is also available directly through our local YMCA. Anyone is eligible to apply, and awards are based on a sliding scale that considers household size, income, and resources available. YMCA Financial Assistance is valid for an agreed amount of time, is subject to review after that time has expired, and families will be asked to reapply.

If you are unsure of what programs your family may be eligible for, see our website for more information. We look forward to helping find the best solutions for your family.



CANCELLATION POLICY

All cancellations must be made via email to Childcare Support. Fees are incurred regardless of frequency or usage of care until proper notice of cancellation is received.

THIRD-PARTY BILLING & SUBSIDIES

If part or all of childcare fees are to be paid by a third-party, such as the DCYF Working Connections program, an authorization for payment must be received by Y CARE directly from that third-party in advance of payment due dates. If an authorization has not been received, families must pay childcare fees directly to the Y to maintain their registration. Fees paid by the family will only be refunded when and if Y CARE receives any payments from the third-party for the incurred service. If you are unsure whether we have received a copy of your authorization directly from the third-party payor, please contact Childcare Support.

Note: Obtaining an authorization from a third-party payer, does not register your child(ren) for Y CARE. You must independently complete the Y's online registration and pay any upfront registration fee. If you have not registered with Y CARE, you may not attend the Y CARE program.

- A \$50 registration fee and a valid payment method on your online account are required to complete registration. Once a valid authorization has been received, the \$50 registration fee will be refunded to you. If you have a current child care authorization and the registration fee presents a financial hardship, please contact Childcare Support for assistance.
- Families receiving child care subsidies through a third-party payor are responsible for all fees not covered by the subsidy, including costs resulting from denied or expired coverage, care provided beyond authorized hours, or any other unauthorized charges.
- You will be notified by your third-party organization regarding any changes or lapses in care prior to the changes taking effect. It is your responsibility to communicate with the YMCA regarding these changes.

DCYF Families must attend a minimum of 16 days within a month to maintain their spot in Y CARE. If a family cannot commit to the minimum of 16 days of attendance over any 2-month period, they may lose their placement.

MONTHLY RATES

Monthly rates for Y CARE are based on a 180-day school year and are averaged to ensure a consistent monthly fee. December and June are charged at half the amount of all other months to account for breaks and non-student days.

YMCA programs are closed on national holidays.

Additional fees may apply for half days/early release days.

To find our most current Y CARE rates, visit southsoundymca.org/y-care.

REFUND POLICY

Fees are collected regardless of attendance until enrollment is cancelled. At least two weeks (14 days) advance notice is required for any changes.

The YMCA does not offer refunds for missed program days due to illness, injury, family vacations, personal reasons, or suspension due to misconduct/misbehavior.

The deposit is non-refundable but may be transferred to another sessions' registration for the same program within the same calendar year.

ILLNESS, INJURY & MISSED DAYS POLICY

The YMCA does not provide refunds for program days missed due to injury, illness, direct exposure, required medical quarantine, family vacations, school closures or any other absences unrelated to the YMCA.



INCLEMENT WEATHER & FACILITY DISRUPTION POLICY

The YMCA does not provide refunds for days when the school district has canceled and/or delayed care due to inclement weather. Additionally, if a site has lost power and/or access to running water, due to events like weather and/or construction, and Y CARE cannot operate under licensing standards, a refund for that/those day(s) will not be provided.

PICK-UP POLICY

In respect of YMCA staff, all children must be picked up from the site by 6pm. If an emergency prevents you from picking up your child by this time, please contact the site immediately and make arrangements with a person on your authorized pick-up list to pick up your child.

If your child is not picked up from the program site by 6:30pm and the parent/caregiver or any authorized pick-up person cannot be reached, local law enforcement will be contacted to assist in locating a parent/caregiver or authorized pick-up person.

LATE PICK-UP CHARGES

- First time: Warning
- Second time: A late fee of \$15 will be charged to your account.
- Any consecutive late pick-ups: A late fee of \$45 will be charged to your account for each occurrence.

SIGN IN/OUT & AUTHORIZED PICK-UP

Parents/caregivers are responsible for checking children into care by signing in and out at their child's Y CARE site.

- Anyone picking up a child from Y CARE must be listed as an Authorized Pick-Up.
- Be prepared to provide photo identification upon request.
- Be at least 16 years of age.
- Adding a new authorized person for pick-up must be done online by the primary account holder.
- Emergency or Immediate additions for an Authorized pick-up must be done before the start of Y CARE and communicated to Childcare Support.
- Employees are not allowed to transport a child in their personal vehicles or be an emergency contact for a child unless there is a prior relationship and permission is obtained from the Senior Director and/or Executive Director of Youth Development in advance.

Under no circumstances will a child be allowed to leave the program with an unauthorized person.

100% ID CHECK

The YMCA has a strict 100% ID check policy. Authorized adults entering Y CARE to pick up a child must show picture ID prior to release from care. Once staff become familiar with authorized adults, they may not ask for ID as often. Please continue to bring ID in the instance that a substitute staff member is present.

Y CARE ENVIRONMENT & EXPERIENCE

DAILY SCHEDULE

Each site has a posted daily schedule to guide the flow of activities. Components for a typical daily schedule may include, but are not limited to:

Morning Schedule:

- Morning Snack (not applicable at all sites)
- Physical Activity
- Enrichment Activity
- Community Circle

Afternoon Schedule:

- Afternoon Snack
- Community Circle
- Academic Support
- Group Games
- Physical Activity
- Clean Up
- Outdoor Activity (weather permitting)

ENRICHMENT

Kids who participate in Y CARE, expand the school day through active play with classmates and curriculum that augments what they are learning in school.

SCALED Learning™, the Y's holistic before and after-school curriculum, presents kids with new challenges as they reach each stage of their development. SCALED Learning™ helps kids grow in the classroom and out in the world by engaging in activities in STEM, hands-on arts, literacy, career-connected learning, diversity and global education, and social development,

SCALED Learning™...

- Supports children's interests and learning.
- Promotes children's growth and development through exploration that is both flexible and interesting in an age-appropriate manner.
- Is culturally appropriate and inclusive.
- Encourages children's choices and develops their sense of belonging in the program.

PERSONAL BELONGINGS & ELECTRONICS

Children should only bring what is necessary to Y CARE:

- Toys, electronic games, personal sports equipment, or other personal articles are not permitted at Y CARE.
- Children are not allowed to use a personal cell phone or tablet device during program hours, unless it is part of the child's Individual Care Plan.
- Pets are not allowed at any time.
- The YMCA is not financially responsible for any lost, stolen, or broken items that a child brings from home or school into Y CARE.

EMERGENCY PROCEDURES

EMERGENCY PLANS

All YMCA staff are prepared and trained to activate emergency procedures in the event of severe weather, fire, or other conditions that require building evacuation or other immediate safety measures. Each Y CARE location has a disaster emergency plan, please ask your YMCA staff if you would like to obtain a copy.



DISASTER PLAN & OUT OF AREA CONTACT

The South Sound YMCA disaster plan is dedicated to keeping children safe in case of emergencies. A copy of this plan is available for your review at your child(ren)'s Y CARE site. In some cases, local communication is more difficult than out-of-area communication during an emergency. For this reason, the Spokane Valley YMCA will serve as a contact for parent/caregiver to get information regarding our Y CARE programs.

You can reach the Spokane Valley YMCA at (509) 777-9622.

HEALTH & WELLNESS

FOOD, SNACKS & ALLERGY INFORMATION

All children are provided with a daily, nutritional, afternoon snack. Most of our programs have food prepared and provided for Y CARE participants by the food service professionals at the schools in which the program resides. Should a family choose to provide supplementary snacks, healthy options are encouraged. All our sites are nut-free facilities. Please ensure that snacks and lunches are nut free.

If a child has a severe food allergy, staff reserve the right to prohibit other children at the site from bringing food-related to the allergy. If your child has a condition or disability that requires special dietary accommodation, inform your Y CARE Site Director and Program Director. You may be asked to complete the required forms.

Lunch is not provided during seasonal day camps or during extended Y CARE hours like Conference Weeks. Please ensure that your child(ren) have the food that they need for the day.

HEALTHY EATING & PHYSICAL ACTIVITY STANDARDS

Y CARE is committed to promoting healthy eating habits and active lifestyles. Our nutrition and wellness practices include:

- Water is readily available and accessible to children throughout the program.
- Beverages served are low-fat and unsweetened.
- Fried foods are not served as part of the program.
- Whole grain options are included whenever possible.
- Foods offered do not list sugar among the first three ingredients.
- Every half-day of programming includes at least 30 minutes of physical activity.

MEDICATION

- If a child requires any self-administered medication while at Y CARE, the parents/caregivers must complete a medical and/or individual care plan prior to when the medication must be given. This form must identify specific instructions for staff regarding the use of the medication.
- Parents/caregivers are required to bring medication directly to the Site Director in the original container labeled with the child's name, date, physician's name, and directions for administering medication.
- Medication must have a current "use by" date.
- Expired medication will not be accepted at sites for use.
- If medication becomes expired while in possession of Y CARE, staff will return the expired medication to the parent/caregiver and it will be the responsibility of the parent/caregiver to replace it. Failure to replace expired medication may result in pause of care.



ACCIDENT & INJURY NOTIFICATION

If an accident or injury occurs while your child is in our care, Y CARE staff will notify the parent/caregiver at the time of pick-up. An Ouch Report will be provided, documenting the incident, any care that was given, and the actions taken to support your child.

If the accident/injury involves a head injury, parent/caregiver will be notified as soon as possible.

If emergency treatment is warranted, the staff will immediately notify parent/caregiver, call 911, and the child will be transported by ambulance. All costs associated with providing treatment will be at the expense of the parent/caregiver.

ILLNESS

For the health and safety of all participants, please keep children at home when ill. In the event that children are exposed to a communicable disease while they are in Y CARE, staff will:

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

A child must be free of diarrhea, vomiting, and fever for a full 24 hours before returning to Y CARE. The YMCA may require a doctor's note indicating that your child is healthy enough and able to return to Y CARE. Refunds are not given for sick days.

SUPERVISION STANDARDS

As a state licensed program, Y CARE operates under strict guidelines related to supervision including, but not limited to:

- Maintaining a 1:15 adult to child ratio
- Keeping all children within a line of site
- Ensuring restroom protocols are followed
- Eliminating opportunities for 1:1 interaction
- Limiting program access to individuals not registered for Y CARE

While we strive to provide quality care for every child, we cannot provide specialized one-on-one support that is beyond the scope of work and qualifications of Y CARE employees. Please note, any one-on-one support that a child receives during their academic day, like a paraprofessional, does not carry over into Y CARE hours.

BEHAVIOR NOTIFICATIONS & PLANS OF SUCCESS

A **Behavior Notification** is shared with the parent/caregiver when there has been an incident of misconduct or misbehavior, documenting what the incident was and what action was taken to support mitigation and redirection.

A **Plan of Success** is a goal setting and deescalation tool establishing mutual understanding between the child, parent/caregiver, and staff to identify the best way to support a child's Y CARE experience. A Behavior Notification may be combined and/or bypassed with a Plan of Success.

- If key goal(s) within a Plan of Success are not being met and/or not showing progress, a conference between the child, parent/caregiver, and Y CARE staff will be facilitated to discuss next steps.
- If a serious misconduct or misbehavior incident occurs during a Plan of Success, regardless if that behavior has not been outlined and/or indicated as part of the goals set within a Plan of Success, immediate suspension from the program may occur and may result in permanent suspension from Y CARE.





MISCONDUCT & MISBEHAVIORS

At Y CARE, we believe children are most successful when families and staff work together. We encourage parents/caregivers to share any information that may affect their child's participation so we can provide the best possible support.

A **Behavior Incident** is any action that disrupts the safety, learning, or well-being of the child, other participants, or staff. The YMCA defines behavior incidents as:

- **Misconduct** as intended actions that violate formal rules, policies, or standards of behavior and/or community norms established at the beginning of the year.
- **Misbehavior** as general physical or verbal actions that are considered improper or unacceptable conduct, i.e. acting out inappropriately, disruption, disobedience, disrespectful, rude or inconsiderate behaviors.

Our goal is for YMCA staff, children, schools, and parents/caregivers to work together to create a safe, welcoming, and nurturing environment where every child can thrive.

The YMCA is committed to using positive guidance and behavior support and will not use physical restraint (physical force to restrict a child's freedom of movement) or administer cruel, unusual, hazardous, frightening, or humiliating discipline.

The YMCA does not engage in practices that are physically or psychologically harmful, including:

- Demeaning, shaming, or degrading language or activities
- Forced physical exercise as a form of discipline
- Punitive work assignments
- Punishment administered by peers
- Group punishment for an individual child's behavior

When a behavior incident occurs, each situation is approached with the goal of setting the child up for success. When warranted, a Plan of Success meeting will be established to reduce or redirect misconduct and/or misbehaviors. Unfavorable behavioral incidents will be documented, and if the behavior continues, it may result in suspension and/or expulsion.

Depending on the seriousness of misconduct or misbehaviors, we will use the following interventions:

1. The child will be reminded of the community norms and standards agreed upon at the beginning of their Y CARE experience.
2. The child will be encouraged to use their words to try and create a resolution with a positive outcome.
3. The child will be removed from the situation until they are able to rejoin the group.

If misconduct or misbehavior occurs, we will use one or a combination of the following procedures to inform parents/caregivers along with a verbal and/or written Behavior Notification(s). These notifications are an opportunity to understand and provide awareness of the behaviors exhibited, what actions were taken to mitigate the behavior and how we can support positive behaviors moving forward.

1. A written Behavior Notification and/or Plan of Success will be presented to the parent/caregiver and may be called for immediate pick up while their child(ren) remains in supervised suspension until pick up.
2. A Behavior Notification may result in a suspension and will require a conference for a Plan of Success to support potential re-entry.
3. During a Plan of Success, an outline of next steps and goals will be made to include progress notifications to prevent suspension and/or expulsion.

Parents/caregivers are notified of behavior(s) and encouraged to share ideas with staff with redirection techniques and/or tools to support positive behaviors. The removal of a child from the program is enforced to ensure overall safety for all involved.

The following misconduct and/or misbehavior incidents are considered serious in nature and may result in removal from care:

- Theft, attempts to steal, or property damage.
- Verbal abuse or bullying of any kind.
- Physical aggression, verbal threats of severe harm, or death threats.
- Disruptive, defiant or blatant disrespect of staff or participants
- Inappropriate touching
- Attempts to leave the program space without an authorized escort.

Immediate suspension from the program may occur and could be permanent. Extreme misconduct and misbehavior actions include, but are not limited to:

- Acts of physical assault
- Acts that threaten physical assault
- Acts of intimidation
- Acts indicating the potential for violence, including throwing objects, using violent language, and brandishing weapons
- Acts that 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 who is harmed or in fear of imminent harm should contact a Y CARE staff person immediately. Violations of this policy must be reported to YMCA management staff. Everyone is encouraged to report any violations of this policy in confidentiality, without fear of any reprisals.



SUSPENSIONS

While suspension from Y CARE is not ideal and typically a result due to unresolved misconduct and/or misbehavior, YMCA reserves the right to suspend Y CARE under the following conditions:

1. Serious behavior incidents as outlined under the section regarding Misconduct & Misbehavior.
2. Failure to meet goals and outcomes after a Plan of Success.
3. Failure to support the implementation of a Plan of Success.
4. Failure to support a predetermined reset and reflection time after a behavior incident.

Suspensions may be anywhere between two business/school days up to and including the full school year, depending on the severity of the misconduct and/or misbehavior incident. Re-entry in Y CARE will be considered on a case-by-case basis. You may be asked to provide third party documentation that supports growth and/or identifiable tools for successful social interaction and participation, i.e. a counselor's, physician's, or child psychologist's note.

Y CARE suspensions carry over into Seasonal Day Camps; i.e. Winter Camp, Spring Camp, and/or Summer Camp.

RE-ENTRY PLANS

Re-entry plans will be considered when a child has been away from Y CARE for a prolonged period due to suspension. The parent/caregiver may be asked to provide documentation to support progressive improvement measures to support re-entry into Y CARE.

MANDATED REPORTING

YMCA staff are considered mandated reporters by state law and are obligated to report any suspected cases of child abuse and/or neglect to the appropriate authorities. Child Protective Services or the Department of Children, Youth and Families are notified within 48 hours if there is suspicion of child abuse and/or neglect.

It is important for parents/caregivers to discuss with children how important it is to communicate situations that make them feel uncomfortable or unsafe.

YMCA staff may not interact with program participants outside of official program activities. This includes, but is not limited to: babysitting, hosting events at their home, online communications, and transporting children in personal vehicles.

RESOURCES FOR FAMILIES

Washington Department of Children, Youth, and Families
Region 6 Hotline (Thurston and Mason Counties):
1-866-764-2233

Prevent Child Abuse America

<https://preventchildabuse.org/chapters/washington/>

Family Education & Support Services (FESS)

<https://familyess.org/find-help-now/>

OPERATIONAL POLICIES

REQUEST FOR INFORMATION

Y CARE is a state-licensed childcare provider, therefore any and all documentation regarding a child's behavior is considered private records. Due to the right of privacy, the person identified as the primary account holder can request account history, payment history, or attendance information. Other individuals must have a letter of release from the primary account holder, verified and authorized by a valid third-party council for information to be released.

All requests must be made in writing. Any costs incurred by the YMCA in processing a request will be charged to the requesting party and will need to be paid prior to the release of the information. The YMCA reserves the right to refuse requests not accompanied by a court order. All records for children in the program will be kept in a confidential manner.

COURT ORDERS

Parents/caregivers must supply the YMCA with a copy of any court orders if YMCA staff are expected or required to honor stipulations within them. This is inclusive of authorized or unauthorized pick-ups, payment and billing for childcare services, and emergency contacts. It is the responsibility of the parent/caregiver to notify Y CARE of any updates to court orders and to communicate those changes directly to Childcare Support Staff via email. Copies of court orders will be kept on site.

DRUG & ALCOHOL POLICY

The Y is committed to maintaining an alcohol and drug-free environment. The Y prohibits the use, manufacture, or possession of alcohol or drugs (except those properly prescribed by a physician and used in accordance with the physician's instructions) by any child in Y CARE or an employee while on the job or in any Y program facility.



SMOKING/VAPING POLICY

The YMCA is committed to modeling healthy living. In conjunction with state laws on school campuses, smoking and/or vaping is prohibited at Y CARE and on school campuses.

NON-DISCRIMINATION STATEMENT

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

USE OF MEDIA

Use of pictures, videos, or other media taken during Y CARE hours with children will be subject to release forms. No media will be used for any purpose without written consent from a parent/caregiver. In some cases, media will be used for marketing and promotion purposes. Media release forms are included in registration forms.

TRANSPORTATION

The Y does not provide transportation to any of our before and after-school Y CARE site locations. Your school district may provide transportation to a Y CARE location from an elementary school that does not have Y CARE to one that does. (Refer to the website for current information). YMCA staff cannot transport a child in the program.

AMERICANS WITH DISABILITIES ACT

YMCA childcare operates in a large group setting with youth from age 5-12. All participants must be able to work within a group of 30 children. Reasonable accommodations to participate in this large group setting will be made on a case-by-case basis after an individual assessment. Enrollment is contingent upon a child's ability to participate without undue risk to staff and other children. Our staff will make every effort to encourage and guide each child in developing self-management and self-direction skills. When behavior expectations are not met, YMCA staff will follow the policies and procedures outlined in this handbook.

A FINAL NOTE

Thank you for taking the time to review the South Sound YMCA Childcare Handbook. We hope this guide has provided you with the information you need to help your family have a positive and successful experience in our programs.

If you have any questions or need additional assistance, please contact us. We are here to support you every step of the way.