

HERE FOR YOU



INSIDE

Our Commitment to Quality

Everyone is Welcome

Licensing and

Certifications Teaching

Curriculum

About The Program

Parent/Guardian

Engagement Serving

Your Child Ensuring a

Safe Environment

Emergency

Procedures

Accounts and Payments

Parent Guide
YMCA Early Learning Center
Programs YMCA OF PIERCE AND KITSAP COUNTIES
YMCAPKC.ORG/CHILDCARE



TABLE OF CONTENTS

Our Commitment to Our Families

Early Learning Programing

Everyone is Welcome

Child Care Participants are Y
Members American Disability Act
Notice

Licensing and Certifications

Staff Professional Development

Curriculum

About the Program

Daily Schedule
Transitions
Signing Children In and Out
100% ID Checks
Personal Belongings
Nutritious Snacks
Hand Washing
Cleaning and Sanitation

Parent/Guardian Engagement

Parent/Guardian Responsibilities
Communication
Plan of Success

Serving Your Child

Absences
Medications
Supervision and One-on-one Care
Behavior
Misconduct

Ensuring a Safe Environment

Non Smoking Policy
Prohibited Substances and Weapons
Reporting Behavior and Child
Abuse Right to Privacy

Emergency Procedures

Accidents
Emergency Plan
Illness
School Closures and Delays

Accounts and Payment

Monthly Fees
Payment Information
Financial Assistance
Requests for Account and Payment History
Withdrawal from Care or Schedule
Modifications
Tax Expense Reporting
Vacation Credit

OUR COMMITMENT TO OUR FAMILIES

YMCA Early Learning Center fosters each child's cognitive, social-emotional, and physical development through opportunities and experiences, which focus on achievement, relationships, and belonging. Each experience is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own rate by encouraging skill development and frequent leadership opportunities.

We view families as valuable partners in their child's development. You are the expert on your child and we benefit from learning together about the most effective approaches to caring for and educating them. We look forward to building positive relationships in order to best support each child and family unit.

Finally, the YMCA collaborates with other organizations that are committed to serving the needs of all children and families. We are active participants in Washington's statewide Quality Rating and Improvement System (QRIS), Early Achievers. As well as members of a variety of quality-improving organizations such as the National Association for the Education of Young Children (NAEYC), Washington Association for the Education of Young Children (WAEYC). It is through these collaborations and a strong youth development focus and assessment that the Y delivers consistent quality programs.

More about Early Achievers: Early Achievers is a statewide Quality Rating and Improvement System (QRIS) operated through the University of Washington and helps support the quality of care provided to our participants. There is a rating component performed every four years, which holds our program accountable to quality markers established by evidence-based research. It is common for someone from the University of Washington to visit our program and observe the classroom throughout the year.

Program observation should not disrupt the learning process or the environment and those observing will not interact with participants. The purpose is to simply observe the program in action and provide critical feedback to the early learning professionals working in the environment that informs their ability to continue to improve their skills.

OUR PROGRAM

The YMCA Early Learning Center is a state-licensed program, serving children ages 2.5-5 at Puyallup and 6 weeks to 5 at University Place. It is designed to be academic-focused and provides tools to prepare all participants for kindergarten. Our curriculum includes many opportunities for children to build skills in; early literacy, mathematics, art, science, and social-emotional development, and is in alignment with Early Achievers. Each learning experience is offered by trained early learning professionals and created with careful consideration of individual learning needs. The learning environment is intentionally designed as a space that inspires curiosity and exploration.

This is a full time program that runs Monday through Friday from 6:30 am to 5:30 pm. The program operates September – August. Registrations will need to be completed each year for re-enrollment in September.

Program includes:

- Healthy breakfast and AM/PM snack
- Developmentally appropriate curriculum
- Kindergarten preparation
- Care from licensed and certified staff
- Free YMCA membership and 50% family membership discount

EVERYONE IS WELCOME

The YMCA of Pierce and Kitsap Counties is an organization that embraces nondiscrimination, diversity, and inclusion. We welcome all people regardless of ability, age, background, income, ethnicity, race, faith, gender, gender identity, gender expression, or sexual orientation.

CHILD CARE PARTICIPANTS ARE Y MEMBERS

Children enrolled in YMCA **ELC** programs have access to a Y membership September to August at our YMCA facility locations at no extra cost. Participants who register for the following school year during priority registration in the spring will maintain their child's membership year-round. Participants who are already members at the YMCA centers will see a reduction in their monthly membership fee for the child currently enrolled. Family memberships will be discounted 50% for immediate family living in the household. To learn more about class offerings, visit ymcapkc.org.

AMERICAN DISABILITY ACT NOTICE

To the extent, it is reasonable to do so; the Y will provide services to children with disabilities in the same manner as services provided for other children of comparable age. Parents or guardians are encouraged to disclose medical, physical, or behavioral issues at the time of the child's enrollment and on an ongoing basis. Parents or guardians will then fill out an individual plan of care and/or plan of success. Due to the large group format of the program, the Y is unable to provide one on one care for any child.

LICENSING AND CERTIFICATIONS

Our program hires quality and experienced staff to work with all children. As a licensed program by the Washington State Department of Children, Youth, and Families (DCYF), all employees are subject to criminal background checks and extensive reference verifications. Employees are required to be CPR and First Aid certified with the expectation that each employee completes a minimum of ten state (STARS) training hours every year. To view the most recent inspection and DCYF standards, check the site licensing binder at the program location, online at www.dcyf.wa.gov, or call 1-866-482-4325.

STAFF PROFESSIONAL DEVELOPMENT

All YMCA Center Directors and Teachers are qualified and verified through a state licenser. Staff professional development can be verified in MERIT (educational database for DCYF) at www.merit.del.wa.gov.

Required trainings of licensed child care staff include, at minimum:

- 30 hours of STARS (child care basics training for Washington State) training
- 10 hours of continuing education yearly
- Department of Early Learning Orientation (Center Directors only)
- CPR/First Aid Certification
- Blood-borne Pathogens/HIV/AIDS Training
- Negative TB Test
- Proof of MMR
- Food Worker's Permit
- Child Abuse Prevention Training

CURRICULUM

We can only begin to imagine the future careers that today's children will take on, which is why it's so important that we provide them with a strong foundation. Research shows that a whole child approach to education – one where children develop not only math and literacy skills but also the social-emotional, physical, and cognitive skills necessary to communicate, think both critically and creatively, and solve complex problems – is developmentally appropriate and better prepares children for life well beyond their time in a classroom.

The creative curriculum for Preschool is a comprehensive, research-based curriculum that promotes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Teaching Strategies, we know a whole-child approach to learning is the most developmentally appropriate way to educate children. Why? Because a whole-child approach fosters all areas of children's development and learning – from social-emotional and cognitive skills to literacy, math, and science understanding – and is a powerful approach as preschool children transition to kindergarten.

With our creative curriculum, children are immersed in learning through purposeful play-based experiences on topics they're familiar with from their everyday lives. Children find opportunities for rigorous skill development like counting, measurement, and language comprehension while also developing positive relationships, gross-motor skills, and problem solving abilities.

TRANSITIONS

Children will be given a ten-minute notice prior to moving to the next activity. Using songs/games/stories, teachers use transitions as learning experiences that promote; self-regulation, social skills, language development, math development, and more.

Pre-Kindergarten Schedule

Time	Length	Schedule A	Schedule B
6:30 a.m. – 8:30 a.m.	2 Hour	Indoor Free Play	Indoor Free Play
7:15 a.m. – 8:15 a.m.	60 Min	Family Style Breakfast/ Open centers	Family Style Breakfast/ Open centers
8:15 a.m.		*Clean up Breakfast/ Last call at 8:00 a.m.	*Clean up Breakfast/ Last call at 8:00 a.m.
8:15 a.m. – 9:00 a.m.	45 Min	Indoor Table play	Indoor Table play
9:10 a.m. – 9:30 a.m.	20 Min	Handwashing AM Snack	Handwashing AM Snack
9:30 a.m. – 10:00 a.m.	30 Min	Curriculum Large Group	Outdoor Curriculum
10:00 a.m. – 10:30 a.m.	30 Min	Curriculum Small Groups	Outdoor Free Play
10:35 a.m. – 11:05 a.m.	30	Outdoor Curriculum	Curriculum Large Group
11:05 a.m. – 11:35 a.m.	30	Outdoor Free Play	Curriculum Small Groups
11:40 a.m. – 12:10 p.m.	30 Min	Lunch/ Brush Teeth	Lunch/ Brush Teeth
12:15 p.m. – 12:30 p.m.	15 Min	Read Aloud/ Stretching	Read Aloud/ Stretching
12:30 p.m. – 1:15 p.m.	45 Min	Rest/ nap	Rest/ nap
1:15 p.m. – 1:00 p.m.	30 Min	Music and Movement	Music and Movement
1:05 p.m. – 1:50 p.m.	30 Min	Outdoor free play	Free Art
1:55 p.m. – 2:30 p.m.	35 min	Free Art	Outdoor Free Play
2:35 p.m. – 3:05 p.m.	20 Min	Family Style P.M. Snack	Family Style P.M. Snack
3:10 p.m. – 3:30 p.m.	20 Min	Closing Circle	Closing Circle
3:30 p.m. – 4:30 p.m.	60 Min	Indoor Table play	Indoor Table play
4:30 p.m. – 5:00 p.m.	30 Min	Outdoor play	Outdoor play

Preschool Schedule

+

Time	Length	Schedule
6:30 a.m. – 8:30 a.m.	2 Hour	Indoor Free Play
7:15 a.m. – 8:15 a.m.	60 Min	Family Style Breakfast/ Open centers
8:15 a.m.		*Clean up Breakfast/ Last call at 8:00 a.m.
8:30 a.m. – 9:25 a.m.	55 Min	Outdoor Free play
9:30 a.m. – 9:50 a.m.	20 Min	Handwashing AM Snack
9:55 a.m. – 10:25 a.m.	30 Min	Music and Movement
10:30 a.m. – 11:00 a.m.	30 Min	Outdoor Curriculum
11:05 a.m. – 11:45 a.m.	40 Min	Circle Time/ Curriculum 1
11:45 a.m. – 12:15 p.m.	30 Min	Lunch/ Brush Teeth
12:15 p.m. – 12:30 p.m.	15 Min	Read Aloud/ Stretching
12:30 p.m. – 2:20 p.m.	130 Min	Rest/ nap
2:30 p.m. – 3:15 p.m.	45 Min	Outside Free Play
3:15 p.m. – 3:35 p.m.	20 Min	Family Style P.M. Snack
3:40 p.m. – 4:30 p.m.	50 Min	Curriculum 2/ Closing Circle
4:30 p.m. – 5:00 p.m.	30 Min	Free Art

*These schedules are intended as a guide.

PICK UP AND DROP OFF

In order for each child to get the most out of their daily learning experiences, we require that they are able to participate in Morning Assembly. For this reason, children must be dropped off no later than 9:30am daily in order to attend the program that day.

We will not accept late drop-offs unless communication was provided 24 hours prior for approval from the Center Director of the planned late arrival.

Late Pickups: Guardians will be charged for late pickups at a rate of one dollar for every minute per child past the site closure time. Late fees will be added to your monthly fees. If late fees are not paid, child care will be suspended. Accounts set up for automatic draft will have the late fee added to the next draft date. Repeated late pick-ups may result in a review of program participation. If a child is left at program after hours of operation, we will utilize emergency contacts to have the child picked up. If we are unable to reach any emergency contact, and the child remains at program 45 minutes prior to closing, we are required to call law enforcement for support.

SIGNING CHILDREN IN AND OUT

Parents are responsible for checking children into care by signing in and out on the laptop during drop off and pick up. The Department of Children, Youth and Families requires children to be signed in and out every day with the time and a full legal, legible signature.

- Once children are checked into a YMCA program, they are not permitted to leave the site without written authorization.
- If a child's name is not listed on the active roster on the laptop they will not be permitted to stay at the program and guardians contact the YMCA Child Care business office.
- Children are not permitted to remain at the program site once they are signed out.
- Photo ID with birth date is required at every pick up: Anyone picking up a child from the program is required to show a photo ID, must be authorized for pick up in the child's file at site and be at least 16 years of age. Please carry photo identification at all times. Parent may add or remove contacts from authorized pick up list by communicating with both the site staff AND the business office.
- The YMCA is not responsible for the child's safety and supervision once they have been signed out of the program.
- Employees are not allowed to transport participants in their personal vehicles or be an emergency contact unless there is a prior relationship.
- Rosters are legal documents. Requests for attendance history are only granted by a court order. (more information regarding requests for account and payment history)

100% ID CHECKS

The YMCA has a strict 100% ID check policy. All authorized persons entering the program to pick up a child must show picture ID prior to release from care. ID's are checked at every pick up

PERSONAL BELONGINGS

Please allow children to bring only what is necessary. Toys, electronic games, personal sports equipment, or other personal articles are not permitted. Children are not allowed to use personal electronic devices during program hours.

Children will be engaged in a wide range of learning experiences throughout the day, many will require children to participate in messy activities. Our staff will do their best to promote cleanliness and careful attention to avoid staining or tearing clothing. However, it is expected that your child will at some point acquire stains or other worn markings to their clothing due to the high level of engagement in their learning process. Please do not send your child to school wearing clothing items that you would prefer not be soiled or worn in this way.

Closed-toe shoes are a requirement due to the outdoor play that children will engage in daily – please do not send your child to school wearing flip-flops or open shoes that could cause unintended injury. Children must wear appropriate shoes at all time to allow full participation in program activities. If a child's shoes have wheels, the wheels cannot be used at any time during YMCA program. Pets are not allowed at any time. The YMCA is not responsible for any lost, broken or stolen items.

Additionally, children will be exposed to the outdoor conditions year round; staff will be aware of severe weather changes/conditions and will not allow children to go outdoors during those times. However, we expect families to provide weather-appropriate clothing so that children can engage in outdoor activity during less severe weather such as; light rain, snow, and cold temperatures. Please ensure your child has the correct clothing items to do this comfortably. Please also label all of your children's clothing and personal belongings to ensure loose items get returned to the correct families

Required Items to Bring:

- Packed Lunch – well-rounded healthy lunch that does not include nut, soda or candy products. In addition, egg products are not permitted at Puyallup ELC.
- Full set (or two) of clothing – please include additional socks and shoes labeled with their name.
- Jacket/Coat labeled with their name
- Blanket/Crib Sheet for Nap – please only small blankets. We have limited storage space for these items, labeled with their name.
- One soft item – to help your child rest calmly, you may provide one small soft item from home. This item will only be allowed to be used during rest time.
- Prescribed Medications – if applicable, please also fill out a medications form signed by a medical professional to be kept in the classroom. Medication must be in original package with the prescription label on it. (see more details in Medication section below)

NUTRITIOUS SNACKS

All children are offered a daily, nutritional, morning and afternoon snack. All snacks provided meet the Department of Children, Youth, and Families, USDA, and Healthy Eating Physical Activity (HEPA) guidelines. Should a family choose to provide supplementary snacks, healthy options are encouraged. Candy or soda products are not permitted. Extra food items are kept on site in the event that snack options from outside are not in alignment with these guidelines.

To help the YMCA create a safe environment for children with life-threatening nut allergies, you may be asked to refrain from sending your child with food containing eggs, peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts. If you have any questions, please speak with your YMCA staff.

Child and Adult Care Food Program (CACFP): In order to meet the requirements of our food program, families will be asked to fill out an annual income verification form.

Family Style: Family style is when food and beverages are placed in serving bowls, dishes or pitchers on the table at the start of the meal. The foods are passed around the table and youth are encouraged to serve themselves if they are able, or with limited help from an adult. Staff sit at the table with youth, practicing good manners and social conversation in a pleasant mealtime setting.

Family-style standard is important for early learning and afterschool programs because it's another opportunity to support positive youth development.

- Family-style dining creates a healthy eating environment because it allows children to respond to their individual hunger and fullness cues. (Institute of Medicine)
- Family-style dining teaches children about appropriate serving sizes and gives them a chance to explore new foods. (Nemours Health and Prevention Services)
- Active participation in family-style dining helps children learn and practice important skills like passing and serving food and drinks, table manners, preparing for meals and cleaning up. (Nemours Health and Prevention Services)

HAND WASHING

Staff will wash hands and children will be directed or assisted in washing hands: upon entering the program, after toileting, after contact with bodily fluids, before and after food preparation or cooking activities, before eating, and after playing outside.

CLEANING AND SANITATION

We follow cleaning and sanitation procedures as outlined in the Washington Administrative Code (WAC) as outlined in WAC 110-305-3875 through 110-305-3925. You can find the WAC at <https://apps.leg.wa.gov/wac>

PARENT/GUARDIAN ENGAGEMENT

Parents/Guardians are encouraged to visit the program, observe and participate in activities, and communicate with your YMCA staff.

PARENT/GUARDIAN RESPONSIBILITIES

In order to ensure the safety and protection of all children, parent/guardian(s) are required to:
Complete all registration, health, medication, authorization, and immunization forms
Ensure all information on record is updated and accurate throughout the year
Ensure children are signed in/out by the person who is dropping off and picking up each day

COMMUNICATION

Weekly and on-going communication: YMCA staff will communicate with parents about their child's progress or make a phone call to the parent if necessary. Each site has a display board where program dates and notices can be found. E-newsletters are sent throughout the school year to communicate important dates and reminders. Brightwheel app is used to communicate directly with parent and ELC staff.

We want to hear from you! Your on-going feedback helps us serve your family better. At any time, we welcome families to provide feedback about your experience to your Center Director or site staff. In the fall and spring, families will be invited to share feedback through a survey regarding your experience and program quality. We strive to partner with our families and community. We would be honored if you would share with us what holidays your family observes or celebrates so that we may acknowledge them with our participants and encourage inclusion within our programs.

Photo and Release: Use of pictures, video or other media with children will be subject to a written release form included in the registration packet. No media will be used for any purpose without written consent from a parent/guardian. In some cases, media may be used for marketing and promotion purposes.

Communication regarding changes to your child's enrollment, such as withdrawing from care must be in writing to the child care office. See Withdrawal from care for more details.

SERVING YOUR CHILD

ABSENCES

It is the parent/guardian's responsibility to notify the staff if a child will be absent from child care due to illness, vacation, or for personal reasons. If an absence is not communicated, staff will contact a parent/guardian in order to verify an absence. Send a message with Brightwheel or call the center if your child will be absent.

MEDICATIONS

- If a child requires any self-administered prescription medication, parents are required to bring the medication directly to the YMCA staff in the original prescription container labeled with the child's name, date, directions, and physician's name

- A Medical Authorization form must be completed to identify specific instructions for medication use (talk to YMCA staff about filling out this form)
- Emergency medication such as Epi-Pens or inhalers must be accompanied by an individual health care plan form, which can be found at the YMCA program site
- If a child needs to take medication home at the end of the day or the week, it is the parent's responsibility to pick it up from YMCA staff

SUPERVISION AND ONE-ON-ONE CARE

The YMCA of Pierce and Kitsap Counties welcomes all individuals to participate in its programs. While the YMCA strives to provide adequate care for every child, we are not able to provide specialized one-on-one attention for any participant.

Parents/guardians of children who need substantial one-on-one attention due to behavioral or other circumstances are encouraged to work with the Dept. of Children, Youth and Families to find alternative solutions that fit their specific needs.

BEHAVIOR

The philosophy of the program is based largely on the concept of positive behavior guidance. Children are taught to consider the effect their actions may have on others, which promotes cooperation and responsibility. Staff reinforce values of caring, honesty, respect, and responsibility, engage youth in the eight points of leadership, and are intentional about using specific action compliments and proximity praise.

EIGHT POINTS OF LEADERSHIP:

1. Be a leader to yourself first
2. Speak so you can be heard
3. Know what's going on around you
4. Have conversations
5. Create a plan and make a decision
6. Be flexible
7. Always say "please" and "thankyou"
8. Be creative

YMCA CORE VALUES:

- Caring
- Honesty
- Respect
- Responsibility

PLAN OF SUCCESS

A "plan of success" is a communication tool establishing mutual understanding between the child, parent/guardian, and staff to identify the best way support your child. The goal is to clarify how we may best specifically meet the child's needs to ensure your child's success in our program. If your behavioral, emotional, psychological, or physical needs or considerations (as noted in your child's registration paperwork), staff will follow up with parents to create a plan of success. Staff may request that a plan of success be created if determined necessary and parent/guardian involvement is required. The Plan of Success is also utilized in misconduct situations to ensure that child, parent/guardian, and staff understand appropriate next steps to address the misconduct and best support the child to be successful in our program.

If misconduct occurs, we will use the following sequential procedures:

- The child will be encouraged to use his/her word to try to create resolution.
- The child will be redirected to a new activity.
- The child will be removed from the situation until he/she is able to rejoin the group.

- Parent/Guardian is alerted and encouraged to share ideas.
- Parent/Guardian is alerted and encouraged to share ideas.
- Parent/Guardian will be called for immediate pick up and the child will remain in supervised suspension until the parent arrives. A conference between parent/guardian and YMCA staff is required to create a plan for the child's success.
- One to three days suspension from child care. No refund granted for days suspended from care.
- All documentation will be reviewed to determine if child will be removed from all Y programs for two years. In some cases and situation, child expulsion may be immediate without prior offenses depending on the nature of the incident. Program fees will not be refunded.

The removal of children from the program is enforced only to ensure overall safety for all involved. We are committed to working with you in the best interest of your child and the rest of the children in our care.

The following behaviors are considered serious in nature:

- 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
- Leaving the child care site without an authorized escort

ENSURING A SAFE ENVIRONMENT

MISCONDUCT

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. The primary goal of staff is to provide supervision and positive support for every child.

Our goal is to see staff, children and parents work together to create a safe and nurturing environment. The Y DOES NOT engage in any practices that are physically or psychologically damaging, such as:

- Corporal punishment
- Withholding nutrition or hydration
- Inflicting physical or psychological pain
- Demeaning, shaming, or degrading language or activities
- Forced physical exercise to correct behaviors
- Punitive work assignments
- Punishment by peers
- Group punishment or discipline for individual behavior

When misconduct occurs, each situation is approached with the goal of setting the child up for success. When warranted, a Plan of Success (a parent/staff meeting to create written goals for the child) meeting will be established to reduce or redirect misconduct. Each behavior incident will be documented and if the behavior continues, it may result in suspension.

NON SMOKING POLICY

The YMCA is committed to modeling healthy living. Smoking, and vaping is prohibited at YMCA programs including personal vehicles on YMCA property. If you choose to smoke or vape, you must be

a minimum of 100 yards from the property.

PROHIBITED SUBSTANCES AND WEAPONS

No substances or weapons are allowed on the YMCA site premise. Any person with prohibited substances, weapons, or found to be trespassing will be asked to leave the premises immediately. If a child has possession of any prohibited substances or weapons, a parent will be called for immediate pick up and the child may be suspended or expelled from care.

REPORTING BEHAVIOR AND CHILD ABUSE

Parent/guardian(s) should not hesitate to report actions of YMCA staff that may be perceived as inappropriate. All concerns are thoroughly investigated. Child Protective Service or the Department of Children, Youth, and Families are contacted if warranted. The YMCA has a special concern about incidents of reported child abuse. YMCA staff are mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities.

Child Protective Services must be notified within 48 hours. Please do not implement any verbal and/or physical punishment towards a child that could be misinterpreted in front of YMCA staff and participants. It is important for parents to discuss with children how important it is to communicate situations that make them feel uncomfortable or unsafe. To make sure your child remains safe outside of the YMCA's supervision and to protect our staff members, we request that you do not ask a YMCA staff member to baby-sit, host sleep-overs, or spend one-on-one time with your child outside of YMCA programs.

RIGHT TO PRIVACY

To provide a safe environment for all families, the YMCA will not share parent or child personal information without written consent, including information regarding enrollment, behavior, medical issues or payment arrangements for every child. Records for all children will be stored in a confidential manner at the program site and at the YMCA Child Care Office. Parents and guardians are allowed to view their YMCA registration forms at any time.

EMERGENCY PROCEDURES

ACCIDENTS

If an accident occurs in our care, staff will communicate to parent/guardians at the time of pick up. Staff caring for the child will complete a written report of any accident considered serious, detailing the first aid provided. If the accident involves a head injury, parent/guardians will be notified as soon as possible. If emergency treatment is warranted, the staff will immediately notify parents and the child will be transported by ambulance along with a staff member to the nearest medical facility specified by the parent in the child file.

EMERGENCY PLAN

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 program location has a disaster emergency plan, please ask your YMCA staff if you would like to obtain a copy.

ILLNESSES

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, staff will promptly send an email to communicate to all participant families. Staff will also communicate to parents of participants who have been exposed, for immediate pick-up for the following scenarios:

- Child is feeling ill during program hours for 20 minutes or longer
- Child has a fever of 100.4° or higher
- Child is displaying the following symptoms: vomiting, diarrhea, consistent cough, watery or inflamed eyes, acute skin rash or sore throat

Child cannot return until they have been symptom free for 24 hours, without the use of fever-reducing medication.

Please see the site health care plan for more information in the licensing binder. Any conditions of public health safety will be reported to the Department of Children, Youth, and Families and the Washington State Department of Health.

SCHOOL CLOSURES AND DELAYS

YMCA programs will reference neighboring districts for inclement weather delays and closures. We will communicate through Brightwheel and email. We value the safety of our families and staff. For the most up-to-date information on closures or delays, check the YMCA website at ymcapkc.org/childcare. Refunds are not available for closures.

ACCOUNTS AND PAYMENT

MONTHLY FEES

Monthly rates for the Early Learning Centers are based on the number of days program is in session and averaged over the 12 months of the program to ensure consistent monthly fees. Monthly fees are not adjusted for closures, inclement weather, delays, illness, unused days or holidays. Program session runs from September through August. Re-enrollment is required annually. If you withdraw from care at any time, your spot will not be held. This can also affect your priority registration status.

WITHDRAWAL FROM CARE OR SCHEDULE MODIFICATIONS

In the event a parent/guardian needs to withdraw or change child care, a two weeks advanced written notice from the last day of care is required to the YMCA Child Care Office. Email: Childcare@ymcapkc.org.

Refunds are not granted for requests made without a two weeks advanced written notice. Involuntary Disenrollment: YMCA reserves the right to remove any child from care if they do not follow policies, procedures, and guidelines. Refunds are not available for cases of involuntary disenrollment.

PAYMENT INFORMATION

Various forms of payments are accepted. Payees should inform the YMCA Child Care Office if any updates or changes to payment arise. Payments and late fees are accepted at any YMCA of Pierce and Kitsap County facility location, YMCA Child Care Office, or by using our online feature at ymcapkc.org. Payments are due by the 5th.

Late Payments: A late payment fee of \$25 will be added to your account if payment is not received by the 5th. Suspension from care will occur if payment is not received by the 15th.

Automatic Transfer: Set up automatic transfer using a bank account or credit/debit card on the 5th

Cash or Check: If the account holder chooses not to auto draft, payment must be received by the 5th of every month.

Non-Sufficient Funds Fee: A \$30 return fee applies to any bounced check or return draft.

If account holders participate in a flexible benefit plan, provided by an employer and a receipt is not accepted for reimbursement, please provide the required form for signature to the Child Care Business Office.

Discounts available:

Sibling

Military*

School District Staff*

YMCA Staff*

Scholarships*

McKinney Vento*

*Verification required to apply discount

SCHOLARSHIPS

Scholarships are made possible by the YMCA Annual Campaign. Scholarships are provided to individuals, children, and families on a need basis and allows access to all programs, activities, and facilities at the YMCA. Anyone is eligible to apply for a scholarship and awards are based on a sliding scale that considers household size and income. If we can serve you or your family in this way, please fill out the [Scholarship Application](#). Two months' proof of income for all adults in the household and the prior two months' bank statements are required with application.

THIRD PARTY ASSISTANCE

Assistance from DCYF, Child Care Aware® or other third party provider must provide an authorized notice to the Child Care Business Office before registering a child for care. If authorization confirmation is not provided to the YMCA Child Care Office before care begins, parent/guardian will be responsible for the full fee.

REQUESTS FOR ACCOUNT AND PAYMENT HISTORY

Due to right of privacy, regardless of who makes the request, personal information and method of payment will not appear on the account history. If a parent would like access to account history:

- A written request must be received by the YMCA Child Care Office
- Requests will be processed within two weeks, depending on document availability
- A \$25 administrative fee is due at the time of the request. Document will be mailed to address provided or be picked up at the YMCA Child Care Office with photo identification
- The person requesting the information must be listed on the account, the registration paperwork, or have a letter of release from the primary account holder
- Requests for attendance history are only granted by a court order

TAX EXPENSEREPORTING

YMCA Child Care is a licensed provider, and expenses for the year can be claimed as a valid tax expense. The tax ID number for YMCA of Pierce and Kitsap Counties is 91-0565562. Year-end statements of expenses will be available on your [YMCA account](#) by January 31.

VACATION CREDIT FOR MONTHLY PROGRAMS

Two weeks of vacation credit are available each program year (September – August) with a required two weeks advanced written notice. Requests must be for consecutive days in the same week, M-F.

YMCA OF PIERCE AND KITSAP COUNTIES YMCA CHILD CARE

Ymcapkc.org/childcare

PIERCE COUNTY OFFICE

1614 S Mildred St Suite 1
Tacoma, WA 98465
P 253-534-7840
F 253-983-0459
E childcare@ymcapkc.org

KITSAP COUNTY OFFICE

3330 Kitsap Way Ste A
Bremerton, WA 98312
P 360-813-1813
F 360-627-9047
E kitsapchildcare@ymcapkc.org