

# BUILDING YOUTH BUILDING YOU BUILDING US



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## 2022-2023 Parent Guide YMCA Before and After School and Pre-K Programs



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YMCA OF PIERCE AND KITSAP COUNTIES  
[YMCAPKC.ORG/CHILDCARE](http://YMCAPKC.ORG/CHILDCARE)





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## OUR COMMITMENT TO OUR FAMILIES

YMCA Child Care is a branch of the YMCA of Pierce and Kitsap Counties. We offer before and after school programs in collaboration with local school districts as well as early learning programs. We uphold the heritage, traditions, and values of the YMCA throughout all of our programs. Our events reflect non-denominational, universal beliefs that transcend all cultures. We consistently demonstrate respect and support for all families, appreciating their right to determine and practice their own beliefs.

At YMCA Child Care, we believe that developing young children in spirit, mind, and body is our most important purpose. It is our objective to guide children toward appropriate and acceptable social behavior. Effective site management ensures that children are constructively involved in activities that are safe, motivating, and enjoyable. We provide daily activities that are thoughtfully planned, theme-based, and inclusive to all children's interest and skill levels.

Families are seen as partners in their child's development. We look forward to building positive relationships in order to best support each child and family unit.

## BEFORE AND AFTER SCHOOL CARE

YMCA Before and After School programs focus on safety, health, social growth, and academic enrichment for children ages 5-12. In our care, your child will receive:

\*Pre-K starts at 3 years old (only offered at select locations)

- Licensed care from qualified staff
- Developmentally appropriate and professionally developed curriculum
- Leadership and youth development
- Healthy snacks
- Minimum of 60 minutes of physical activity per day
- YMCA community center membership

## 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 Before and After School Care programs have access to a free Y membership September to June at our YMCA community centers. Families with children enrolled will receive 50% off of their memberships while the child is enrolled. 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 of YMCA community centers will see a reduction in their monthly YMCA membership fee for the child currently enrolled. To learn more about class offerings at YMCA community centers please visit [ymcapkc.org](http://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

As a licensed program by the Washington State Department of Child, Youth and Families, all Site Directors and Site Leads are required to meet the following:

- 30 hours of STARS (child care basics training for Washington State) training
- 10 hours of annual continuing education
- Department of Child, Youth and Families Orientation (Site 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

All staff are subject to criminal background checks and extensive reference verifications. To view the most recent inspection report and Department of Children, Youth, and Families standards, check the licensing binder at each site.

## ABOUT OUR BEFORE AND AFTER SCHOOL PROGRAMS

Our program provides a balanced combination of academic assistance, enrichment programming, physical activity and leadership development. Media use will be limited in daily programs.

SCALED Learning™ Curriculum, 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 through engaging in STEM, hands-on arts, literacy, career-connected learning, diversity and global education, social development, and fun!

Kids who participate in the Y's before and after-school programs expand the school day through active play with classmates and curriculum that augments what they're learning in school. Discovering the world is fun and safe with the experts on helping kids grow and learn in spirit, mind, and body.

We strive to be responsive to the diversity of program participants, their families and community by incorporating cultural awareness activities.

**Academic Assistance:** Our staff frequently connect with teachers and parents to learn how to best support your child. If a child does not have homework, alternate educational activities will be offered. The expectation is that children are engaged in a quiet academic activity for at least 30 minutes a day.

**Physical activity:** Our program offers at least 60 minutes per day of sports and organized games. These activities help develop participants' sense of fair play, teamwork, sportsmanship, and large motor skills.

**Leadership development:** Our activities are designed to promote leadership skills, volunteerism, organizational skills, problem solving, and a sense of cooperation.

## HOURS OF OPERATION

General hours of operation range from 6am-6:30pm and vary depending on location and school district. To see a complete list of locations and hours of operation, visit our website at [ymcapkc.org/childcare](http://ymcapkc.org/childcare).

## ACTIVITIES SCHEDULE

Program schedules are flexible and can vary throughout our programs. Components for a typical daily schedule include:



### » MORNING SCHEDULE

Morning Snack  
Youth Choice  
Physical Activity  
Enrichment Activity  
Community Time

### » AFTERNOON SCHEDULE

Afternoon Snack  
Community Time  
Physical Activity  
Academic Support  
Enrichment Activity  
Youth Choice

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Enrichment activities include:

STEM, diversity and global learning, literacy learning, social emotional learning, arts education and exploration

## PICK UP AND DROP OFF

Parent/guardian must sign child in and out of program daily. If a child is dropped off or left unattended prior to the start of program, the staff is required to file a report with Child Protective Services. If staff cannot reach parent/guardian and the child is not picked up 45 minutes after the close of program, authorities will be called for assistance.

Late pickups: Parent/guardian will be charged for late pickups at a rate of one dollar per child for every minute past the site closure time. Late fees will be added to your weekly/monthly fees. If late fees are not paid, childcare will be suspended. Accounts set up for automatic draft will have the late fee added to the next draft date. Repeated late pickups may result in a review of program participation. Please proactively contact the program if you are running late for pick up. Fees may still apply.

## SIGNING CHILDREN IN AND OUT

Parents are responsible for checking children into care by electronically signing in and out 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 from parent/guardian.
- If a child's name is not listed on the attendance/registration sign in they will not be permitted to check into program and guardians must contact the YMCA Child Care business office.
- 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.

Parental Custody: If both parents are listed on the registration form, both parents are able to pick up. The YMCA is not in the position to regulate parenting plans or custody agreements. We do honor restraining, anti-harassment, or other court orders related to the protection of the child. Please provide a copy of any legal documentation related to custody to the YMCA business office. Any disagreements must be addressed by the parents away from the site.

## **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 bring only what is necessary to YMCA programs. Toys, electronic games, personal sports equipment, or other personal articles are not permitted unless specifically addressed in a plan of care. Children are not allowed to use personal electronic devices for entertainment during program hours. The YMCA is not responsible for any lost, broken, or stolen items.

## **HEALTH AND SAFETY**

The YMCA follows current DOH guidelines for Child Care.

Children must wear appropriate closed-toed shoes at all times to allow full participation in program activities. Staff may limit participation in certain activities if footwear is deemed unsafe. 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.

## **TRANSPORTATION**

YMCA does not offer transportation. In certain school districts, transportation is offered to and from service schools. Parent/guardian are responsible for transportation arrangements.

If a child refuses to board their designated bus, stay seated, or behaves inappropriately, parent/guardian will be responsible for transportation and behavioral guidelines will be followed.

## **FIELD TRIPS**

YMCA does not offer off-site field trips during before and after school care. You must register separately for Winter, Mid-winter, Spring and/or Summer break camps which may include off-site field trips. Additional fees may apply. All behavioral guidelines apply during field trips.

## **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. Family supplied supplementary snacks must be healthy options. 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.

Lunch is not provided on half days or non-student days, so please be sure to include a healthy lunch that does not require heated preparation on these days. If your child has a condition or disability that requires special dietary accommodation, please contact your Program Director or membership for a Request for Special Dietary Accommodation form.

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 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. This ensures the sustainability of our food program.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race,

color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

## 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, between all classroom activities, and after playing outside or in the gym.

## 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
- Encourage child participation and reinforce program expectations with your child
- Make an effort to get to know the faces and the names of the staff that care for children daily
- Maintain a mutually respectful, professional relationship with all YMCA staff

## 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 parent information grid where program dates and notices can be found. E-newsletters are sent throughout the school year to communicate important dates and reminders.

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 Program 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.

## 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 child has 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.

### 8 Points of Leadership

- Always Say "Please and Thank You"
- Speak So You Can Be Heard
- Be Flexible
- Have Conversations
- Create a Plan and Make a Decision
- Know What's Going on Around You
- Be Creative
- Be a Leader to Yourself First

### Core Values

- Honesty
- Caring
- Respect
- Responsibility

## 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. The school is not required to notify the YMCA if a child is absent. If an absence is not communicated, staff will contact a parent/guardian in order to verify an absence for afternoon care only. In the event that a parent/guardian cannot be reached, staff will call the designated emergency contacts and will continue trying to contact parent/guardian until the location of the child is verified. Program fees are not adjusted for absences due to illness (including COVID), vacation, or for personal reasons.

### 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
- Sharing of medications between the YMCA and schools is not permitted

### 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 quality 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 positive reinforcement.

## 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, the school 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/child 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.

If misconduct occurs, we will use the following interventions:

1. The child will be encouraged to use his/her words to try to create resolution.
2. The child will be redirected to a new activity.
3. The child will be removed from the situation until he/she is able to rejoin the group. Parents are also notified of behavior and encouraged to share ideas with staff.

If misconduct continues to occur, we will use the following procedures:

1. Verbal notification that "if behavior continues, it will result in a Participation Notification Report & a Plan of Success will be required."
2. Parent/Guardian will be called for immediate pick up and the child will remain in supervised suspension until the parent arrives.
3. Upon first Parent Notification Report a conference between parent/guardian, child and YMCA staff is required to create a Plan of Success.
4. Second Parent Notification Report will result in a 1-day suspension. No refund granted for days suspended from care.
5. Third Parent Notification Report will result in a 3-day suspension.
6. Fourth Parent Notification Report will result in a week suspension.
7. Fifth Parent Notification will result in a review of all behavioral documentation to determine if the child will be removed from all Y programs for two years.

\*In some cases and situations, child expulsion may be immediate without prior offenses depending on the nature of the incident.

\*Program fees will not be refunded for behavior suspensions

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
- Attempts to leave the program space without an authorized escort

## **ENSURING A SAFE ENVIRONMENT**

### **NON SMOKING POLICY**

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

### **PROHIBITED SUBSTANCES AND WEAPONS**

YMCA programs on school property adhere to school policies - 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 Services or the Department of Children, Youth, and Families are contacted if warranted.

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.

Records for all children will be stored in a confidential manner at the program site and at the YMCA Child Care Business Office. Parents/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. 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.

### 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 and conducts monthly drills with the participants. 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. Immediate pick-up is required 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 vomiting, has diarrhea, a consistent cough, watery or inflamed eyes, acute skin rash or sore throat

Please see the site health care plan in the licensing binder for more detailed information. Any conditions of public health safety will be reported to the Department of Children, Youth, and Families and the Washington State Department of Health. Program fees are not adjusted for absences due to illness.

Depending on the illness, parent/guardian may be given a return to care date from the Program Director.

### SCHOOL CLOSURES AND DELAYS

YMCA programs run in conjunction with the school district calendar year. If a school is closed or delayed for inclement weather, YMCA programs will also be closed/delayed. For the most up-to-date information on school closures or delays, check local news, district websites, or notices directly from YMCA Child Care.

## ACCOUNTS AND PAYMENT

### REGISTRATION FEES

Registration fees are required to begin the registration process. The annual registration fee is \$50 per child and \$100 max per family. The registration fees are non-refundable and non-transferrable. Register for the registration fee for your school district as Step 1 of the registration process and you will receive an email with a registration packet.

### WEEKLY FEES

Day camps for break weeks and summer are charged as weekly rates. Payments are due each Wednesday for the following week. If fees are not received by the end of day on Wednesday, the process is as follows:

On Thursday, a \$25 late payment fee will apply.

On Friday, care for the following week will be cancelled.

The late payment fee plus weekly fees will be due in order to return to care.

Automatic Draft: Parents/guardians may set up automatic draft for payments due on Wednesday by using a credit/debit card. If payments are returned, a \$30 NSF fee will apply.

## MONTHLY FEES

Monthly rates for the before and after school programs are based on the number of days school is in session and averaged over the 10 months of the school year. This practice ensures a consistent monthly fee. Because of this, monthly program fees are not adjusted for break weeks such as, winter break, spring break and summer break, shorter months, inclement weather, non-student days, or for sick days (including COVID), emergency closures and suspensions. Additional fees may apply for half days/early release. YMCA programs are closed on national holidays.

Payments are due by the 5<sup>th</sup> of each month for September through June. If fees are not received by the end of the day on the 5<sup>th</sup> of the month, a late payment fee of \$25 will be added to the account. Suspension from care will occur if payment is not received by the 15<sup>th</sup> of the month. Full payment is required to resume care. We encourage proactive communication with our business office. If families are experiencing financial hardships please reach out for support.

Automatic Draft: Parents/guardians may set up automatic draft for payments by using a credit/debit card. Automatic draft may be set up the 5<sup>th</sup> of the month of care. If payments are returned, a \$30 NSF fee will apply.

<b>DISCOUNTS</b> (may not be combined)	
<b>Military</b>	Active Military and DOD personnel can receive child care subsidies by applying online at: <a href="http://www.childcareaware.org">www.childcareaware.org</a> If you apply and do not qualify for subsidy, contact the child care office for a 10% discount.
<b>Sibling</b>	10% sibling discount is available for multiple children. First child is full rate.
<b>School District Staff</b>	Teachers and/or school district personnel can receive a 50% discount with ID verification. The parent must be employed in a school district that we currently serve.
<b>YMCA Employees</b>	50% discount for child care programs
<b>YMCA Child Care Employees</b>	100% discount for child care programs *some restrictions may apply
Discounts only apply to program fees. Discounts do not apply to drop in fees, registration fees, late payment or late pick-up fees.	

## PAYMENT INFORMATION

Various forms of payments are accepted. Payees should inform the YMCA Child Care Business Office if any updates or changes to payment arise.

We cannot accept flexible spending credit cards. 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.

To make a payment:

Call your local YMCA Child Care business office with a credit/debit card.

Login to your account online at [ymcapkc.org](http://ymcapkc.org)

Stop by your local YMCA Child Care business office to pay with cash, check or money order.

**Payments are not accepted at child care sites.**

## FINANCIAL SCHOLARSHIPS

Financial Scholarships are made possible by the YMCA Annual Campaign. Financial Scholarships are provided to individuals, children, and families on a need basis and allows access to licensed child care programs within the YMCA. Anyone is eligible to apply for a Financial 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 Financial Scholarship Application. Two months proof of income for all adults in the household and the prior two months' bank statements are required with application. Licensed child care programs and community centers have separate scholarships available.

### THIRD PARTY ASSISTANCE

The child care business office must receive authorized notice from DCYF, Child Care Aware® or any other third party organization 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. Completed registration packet and official start date from the CCBO is required. Any late payment or pick up fees are the responsibility of the parent/guardian.

### 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/guardian would like access to account history:

- A written request must be received by the YMCA Child Care Business 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 sent in preferred delivery method or can be picked up at the YMCA Child Care Business 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

### WITHDRAWAL FROM CARE OR SCHEDULE MODIFICATIONS

In the event a parent/guardian needs to withdraw or change child care, a two week advanced written notice to the YMCA Child Care Business Office. Refunds are not granted for requests made without a two weeks advanced written notice. 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.

### TAX EXPENSE REPORTING

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 e-mailed to the primary parent on the account by January 31st.

### PROGRAM CLOSURES OR MODIFIED PROGRAM HOURS

Program fees are not adjusted for inclement weather, emergency closures, modified hours, unused days, sick days (including COVID), emergency closures or suspensions.

### VACATION CREDIT FOR MONTHLY PROGRAMS

Two weeks of vacation credit is available with a required two weeks advanced written notice. Requests for vacation credit must be for full weeks (Monday-Friday) either two one-week credits or one two-week credit and approved by CCBO.

### YMCA OF PIERCE AND KITSAP COUNTIES CHILD CARE

[Ymcapkc.org/childcare](http://Ymcapkc.org/childcare)

#### KITSAP COUNTY BUSINESS OFFICE

3330 Kitsap Way, Suite A

Bremerton, WA 98312

P 360-813-1813

F 360-627-9047

E [kitsapchildcare@ymcapkc.org](mailto:kitsapchildcare@ymcapkc.org)

#### PIERCE COUNTY BUSINESS OFFICE

1614 S Mildred St Suite 1

Tacoma, WA 98465

P 253-534-7840

F 253-983-0459

E [childcare@ymcapkc.org](mailto:childcare@ymcapkc.org)