



YMCA OF PIERCE
AND KITSAP
COUNTIES

2026-27

SCHOOL-AGE
CHILDCARE
PARENT GUIDE

OUR COMMITMENT TO FAMILIES

YMCA School-Age Childcare offers before and after school programs and break week camps in partnering school districts. We uphold the heritage, traditions and values of the YMCA throughout all our programs. Our programs reflect non-denominational, universal beliefs that transcend all cultures.

MISSION STATEMENT

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

EVERYONE IS WELCOME

The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism.

NONDISCRIMINATION STATEMENT

All people are welcome at the Y regardless of race, sex, national origin, religion, or abilities. In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. Y programs reflect and respect the diversity in our community. Religious education is not part of our program.

The YMCA of Pierce and Kitsap Counties is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families, cultivate an understanding among children and staff, and incorporate an anti-bias approach to curriculum.

AMERICANS WITH DISABILITIES ACT NOTICE

To the extent it is reasonable to do so, YMCA Childcare will provide services to children with disabilities in the same manner as services provided for children of a comparable age. Parents/guardians are encouraged to disclose medical, physical or behavioral issues at the time of enrollment and on an ongoing basis to help ensure their individual needs are supported in our program. On an as needed basis, parents/guardians will also complete an Individual Plan of Care and Plan of Success. Due to the large group format of the program, YMCA Childcare is unable to provide one on one care.



OUR COMMITMENT TO HEALTHY LIVING



NUTRITIOUS SNACKS & USDA NON-DISCRIMINATION NOTICE

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.

In accordance with Federal civil rights law and US 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, audiotope, 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 right violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: US Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW; or

Washington, D.C. 20250-9410

Fax: 833-256-1665 or 202-690-7442; or

Email: program.intake@usda.gov

FOR YOUTH DEVELOPMENT

Child care at the Y is geared to involve age appropriate activities in both large and small group settings. Planned, task-oriented activities challenge their present abilities and teach new skills.

- Children choose from many activities for fun and learning.
- Older, more mature children accept positions of responsibility and leadership in planning activities and establishing rules.
- Younger children are encouraged to accept responsibility and develop self-reliance.

FOR HEALTHY LIVING

With the right building blocks for healthy development, children gain the skills they need to be active, thriving, and contributing members of society.

- Healthy food and nutrition activities develop good eating habits.
- Physical activities develop good coordination and skill development through physical fitness.
- Opportunities for outdoor and recreational activities are planned every day.



FOR SOCIAL RESPONSIBILITY

Children learn appropriate social behavior through group discussions, projects, positive adult-modeling, and gain a sense of belonging.

YMCA Before and After-school child care provides ways for children to:

- Discover and amplify their voice to advocate for themselves, peers and community.
- Develop an appreciation and stewardship of their school and Y community environment.
- Participate in service projects and volunteering opportunities

BEFORE AND AFTER-SCHOOL ENRICHMENT:

- Builds self-esteem
- Gives kids the opportunity to make new friends and build meaningful relationships with others
- Allows kids to discover who they are

Y PARTICIPANTS ARE YMCA MEMBERS

Kids enrolled in the monthly childcare program receive free YMCA memberships! Families receive a 50% discount on their membership. Discounts are available September thru June.

Families that register participants for the following school year during priority registration in the spring will maintain their child's membership year-round.

Participants already receiving a membership will see a reduction in their monthly YMCA membership fee.

Drop-in only or collaboration participants do not qualify for membership discounts.

STAFF LICENSING AND CERTIFICATIONS

As a program licensed by the Washington State Department of Children, Youth and Families (DCYF), all program staff are required to meet the following:

- ➔ Portable Background Check (PBC)
- ➔ Pediatric CPR and First Aid
- ➔ DCYF School-Age Orientation
- ➔ 30 Hours of Child Care Basics
- ➔ Mandated Reporter
- ➔ 10 Hrs/Yr of Professional Development
- ➔ Food Handler Permit
- ➔ Annual Child Abuse Prevention Training
- ➔ Health & Safety Trainings
- ➔ High School Diploma
- ➔ College Credits/Diploma

HOURS OF OPERATION

General hours of operation range from 6:00AM to 6:30PM depending on the location and school district.

DAILY SCHEDULE

Each program has a daily schedule to meet the needs of the children. Schedules are provided to families on our Brightwheel Communication App and posted at the program site.

Morning Program:

- Breakfast Snack
- Youth Choice
- Physical Activity/Outside Time
- Enrichment Activity
- Community Time

Afternoon Program:

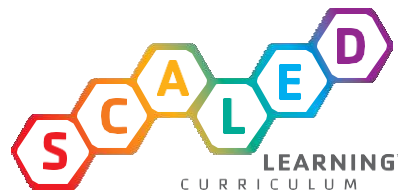
- Community Time
- Afternoon Snack
- Academic Support
- Active Physical Play/Outside Time
- Enrichment Activities

PROGRAM CALENDAR

Our before and after school programs and break camps operate in accordance with the school district calendar.

Please see the Care Calendar for specific dates of care.

OUR CURRICULUM



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 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.

The pillars of SCALED:

- ➔ **S** - Stem
- ➔ **C** - Career-Connected Learning
- ➔ **A** - Arts
- ➔ **L** - Literacy
- ➔ **E** - Education
- ➔ **D** - Diversity & Global Learning

The Y uses [Sanford Harmony](#) for our social emotional learning (SEL) curriculum. This program uses daily activities and a series of books to help youth develop empathy, cooperative skills, and resiliency .



PROGRAM ELEMENTS

All children are offered a daily nutritional morning and afternoon snack. All snacks provided meet the DCYF, USDA and Healthy Eating Physical Activity (HEPA) guidelines. Family supplied supplemental 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.

SCREEN TIME

Screen time in our programs is limited to SCALED curriculum-based learning videos. Children should not bring video games or electronic devices for gaming, cell phones, etc. to the program.

SUPERVISION

We follow the required ratio for the State of Washington which is 1:15. Staff-child ratios are adjusted to assure adequate supervision for the age group, ability, and physical abilities of all the children. Staff regularly count children and conduct name to face safety checks.

IS 1:1 CARE AVAILABLE?

While YMCA strives to provide quality care for every child, in our large group setting we are not able to provide specialized 1:1 attention.

Parents/guardians of children who need substantial 1:1 attention due to developmental, behavioral or other circumstances are encouraged to work with DCYF to find alternative solutions that fit their needs.

WHAT TO BRING



WEATHER APPROPRIATE CLOTHING

At the Y, we go outdoors to play in rainy, cold, and hot weather. Please ensure your child brings clothing appropriate for the day's weather and wears close-toed shoes. Wearing layers is a great way to prepare your kids for Y programs each day.

PERSONAL BELONGINGS

Please ensure that all possessions are labeled. Children are responsible for their own belongings including backpacks, books, clothing, and other personal items. We discourage children from bringing their own electronic devices, phones, other special toys, games, money, or sports equipment. If these items are brought, the Y staff may collect them and will return them when the child is picked up at the end of the day. YMCA is not responsible for any lost, broken or stolen items.

ITEMS NOT ALLOWED AT SCHOOL SITES

This list provides examples of prohibited items but is not meant to be all inclusive.

- **Controlled Substances:** Illegal drugs, controlled substances, and alcohol are not permitted on the property where a Y program is operated .
- **Tobacco:** Tobacco products and vaping materials, are not permitted at Y child care and facilities. Family cooperation is also necessary to protect our "outdoor classroom" for everyone to enjoy. Thank you for keeping Y spaces and buildings tobacco free.
- **Pets:** Animals are not allowed and are not to be brought to Y programs.
- **Weapons and/or explosives:** Children, staff, parents, or visitors are not permitted to bring or possess weapons (including firearms and pocket knives) at Y child care programs. Matches, lighters, and firecrackers are not permitted.

100% ID CHECKS

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

At the Y, we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes surveys, monthly newsletters, and daily informal communication about your child's day.

Each site has a parent information grid where program information and notices can be found. Electronic communication comes in varied forms throughout the year. The most efficient way to communicate with the childcare site staff in real time is through our brightwheel platform but we also use email, phone and text.

We want to hear from you! Your ongoing feedback helps us serve your family better. You're welcome to share feedback anytime. Throughout the year, we'll invite you to participate in surveys that help us understand community needs and improve our programs.

Photo 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.

We are always happy to meet with you. Contact the Program Director to schedule a meeting.

We encourage you to let us know about the changes in your child's life, comments he or she has made about the day, or anything that helps us make your child more comfortable in our programs.

brightwheel is the Y's primary communication tool for sharing emergency alerts, time-sensitive updates, and daily messages between guardians and program sites. Upon completion of the registration process, parents/guardians are invited to join our brightwheel communication app. Download the brightwheel app for direct communication.

In the event that we need to reach all program families with critical information, we will use this system to send text message alerts. These notifications will inform you of location changes, closures, and other important updates.

PARENT/GUARDIAN RESPONSIBILITIES

In order to ensure the safety and protection of all children, parents/guardians are required to:

- Complete all registration, health, medication, authorization, EIEA and immunization forms
- Provide all relevant behavioral and health information to the best of your ability for the Y team to support their child to the best of their ability.
- A separate registration and registration fees may be required for co-parenting families. Childcare fees can be split between households. However, if one household defaults, the full balance is due to remain in care.
- Ensure all information on record is updated and accurate throughout the year.
- Ensure children are signed in/out with an individualized PIN by the person who is dropping off and picking up each day.
- Encourage child participation and reinforce program expectations with your child.
- Maintain a mutually respectful, professional relationship with all YMCA staff.
- Parents/guardians are responsible for setting up their brightwheel account. A link is sent upon registration. brightwheel is our most efficient communication tool to keep families informed of important updates, such as inclement weather closures.

SAFETY AND PROCEDURES

DROP OFF/PICK UP

Please accompany your child(ren) to and from the designated location. All children must be accompanied by a parent or designated adult. While children are walking to or from their cars, their care and safety is the responsibility of the parent/guardian. If a child is dropped off or left unattended prior to being signed into program, site staff is required to file a report with Child Protective Services (CPS).

Children are released only to persons authorized by the parent/guardian(s). We are a 100% photo ID check program. Please have your photo ID ready to show staff at pick up.

SIGN IN/OUT INFORMATION

Parents/guardians are responsible for checking children into care by electronically signing in and out using an individualized 5-digit PIN. Each authorized pick up person is assigned a 5 digit PIN. These are unique to each person and should not be shared.

DCYF requires children to be signed in and out every day with the time, a full legal name, and legible signature.

- Once children are checked into a YMCA program, they are not permitted to leave the program space without written authorization from a parent/guardian.
- If a child's name is not registered in our electronic system, they will not be permitted into program. Membership must be contacted.
- YMCA is not responsible for a child's safety and supervision once they have been signed out of the program.

Please check for information updates or changes each day posted on the Parent Information Grid (PIG) at each location.

AUTHORIZED PICK UP

For the child's protection, only persons authorized by parent/guardian(s) may pick up a child. A driver's license or other photo I.D. is required at pick up. Must be 16+ years of age. Please note:

- Anyone without proper authorization will not be permitted to take the child.
- To add an authorized pick up to your list and have a PIN assigned, email our child care office. Requests must be in writing.
- In the case of last-minute pick-up changes, the family may message over brightwheel officially notifying site staff and admin of the one-time authorization.
- In an emergency, program staff may take appropriate action as deemed necessary to ensure the child's safety and well-being.

LATE PICK-UP PROCEDURE

All children must be picked up by closing time.

- In case of a late pickup, **\$1 per minute per child past closing time** will be charged to the family's account.

If a child remains in our care and we are unable to reach primary parent/guardians or emergency contacts, staff members have been instructed to:

- **Notify the authorities after 45 minutes** have passed without communication.

Habitual lateness could result in removal from the program.

ABSENCE FROM PROGRAM

Communication regarding attendance is vital. If your child is going to be absent from the PM program, please notify the Y as soon as possible via brightwheel.

REGISTRATION

ENROLLMENT

An enrollment packet is required to be completed annually. All forms, vaccination records and required supplemental documentation must be received to register for care.

Once enrolled, a welcome email is sent confirming important information for each family such as schedule, start date, draft date, draft amount, and site information.

If you're interested in a family YMCA membership, simply reply to our welcome email to receive your 50% discount!

PRIORITY REGISTRATION

Each spring, we offer current participants the opportunity to register early for the upcoming school year. Incoming kindergartners (and their siblings) are eligible to register, too!

DISCOUNTS

Military – Verified active military receive a 10% discount.

Sibling – 10% discount is available for multiple children enrolled. First child is full rate.

School District* – Verified school district personnel receive a 20% discount. Annual verification required. The parent/guardian must be employed in a school district we serve.

YMCA employees – 20% discount

*Varies by district – See addendums for district specific discounts.

**Discounts may not be combined.

*** Discounts do not apply to drop-in fees, late payments or late pick up fees.

SCHOLARSHIP

The Y is committed to ensuring all families have access to quality and enriching youth programs. We provide financial assistance based on household size and income. Anyone can apply.

[Complete the application here](#) and submit two months of paystubs, two months of bank statements and any other household income. View full list of acceptable documentation on application. Licensed childcare programs and community centers have separate application processes.

SUBSIDIES

The Y accepts subsidies! The Y must receive an authorization notice from DCYF, Child Care Aware or any third-party organization

DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES (DCYF)

Families using DCYF can contact our office to begin the registration process. DCYF will cover the registration fee.

- A completed enrollment packet is required prior to enrollment.
- Any late payment or pick up fees are the responsibility of the parent/guardian.

To enroll in camp weeks or non-student days, email our office with specific dates of care and our team will register your child.

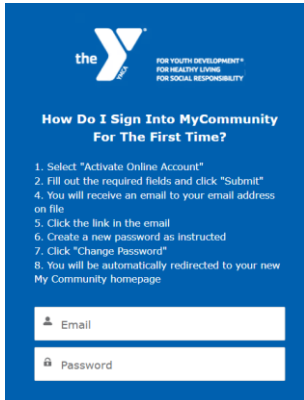
The parent/guardian is responsible for updating the care location for camps with the Department of Children, Youth and Families.

MILITARY AND TRIBAL SUBSIDIES

Military and Tribal Subsidies are accepted. Please contact our office for next steps regarding your specific subsidy.

ACCOUNTS AND POLICIES

All participants must have a YMCA account to register. In [MyCommunity](#), parents or guardians can register for swim lessons, complete enrollment forms, upload vaccinations and access Tax Statements.



The Account Primary will receive email communication from our child care office. All parents/guardians will receive brightwheel communication.

REGISTRATION FEE

Registration fees are required to begin the registration process. The annual fee is \$50 per child with \$100 max per household. The registration fees are non-refundable and non-transferrable.

ENROLLMENT PACKET

The enrollment packet is required to be completed annually, including vaccination records and supplemental forms. The enrollment packet is valid for the program year, from September through August. Once eligible, families can enroll in camps (winter, spring, summer) and drop-in care.

Any draft scheduled for the 20th must successfully process to avoid immediate suspension of care. Families are responsible for ensuring sufficient funds are available in the account. If a draft is returned or unable to process, the family will be notified and the account may be subject to suspension until payment is resolved (any families currently on the 20th draft date will be switched to a new date if cancellation of care is made due to missed draft date.)

WEEKLY FEES AND PROGRAMS

Day camps for break weeks and summer are charged as weekly rates. Payments are due two Wednesdays prior to each week of camp (12 days prior). If fees are not received by the end of day on the next Wednesday, a \$25 late payment fee will apply. On Friday, camp for the unpaid week will be cancelled.

If care is cancelled, you may re-enroll if there is space available. Camp fees plus late payment is due in full. If there is a waitlist, participants will be added to the waitlist.

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 (Sept-June). This 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 illness or suspensions.

ACCOUNTS AND POLICIES

AUTOMATIC DRAFTS

Payments must be set up on automatic draft through a debit or credit card. Drafts process in the early morning hours. Families may select a single draft date of the 5th, 10th, or 15th of each month.

The 20th is not available as a standalone draft date and may only be selected as a second draft date when fees are split between two payments.

Any draft scheduled for the 20th must successfully process to avoid immediate suspension of care. Families are responsible for ensuring sufficient funds are available in the account.

If a draft is returned or unable to process, the family will be notified and the account may be subject to suspension until payment is resolved (any families currently on the 20th draft date will be switched to a new date if cancellation of care is made due to missed draft date.)

HOW ARE FEES CALCULATED?

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 (Sept-June). This 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 illness or suspensions.

WEEKLY FEES AND PROGRAMS

Day camps for break weeks and summer are charged as weekly rates. Payments are due two Wednesdays prior to each week of camp (12 days prior). If fees are not received by the end of day on the next Wednesday, a \$25 late payment fee will apply. On Friday, camp for the unpaid week will be cancelled.

If care is cancelled, you may re-enroll if there is space available. Camp fees plus late payment is due in full. If there is a waitlist, participants will be added to the waitlist.

DROP-IN CARE

Drop-in care is available based on space at each childcare location. Fees are due at time of registration and are non-refundable.

For Current Participants

Children already enrolled in our monthly program may add AM or PM drop-in care as needed, depending on availability.

For Drop-In Only Participants

Families using drop-in care only must:

- Pay the \$50 annual registration fee
- Complete the full registration packet

Drop-in only participants do not qualify for free memberships or discounts.

How to Request Drop-In Care

Email the Child Care Office to request drop-in care.

For last-minute requests, call the office or send a message to the site through brightwheel.

Important – Tacoma Programs

Tacoma locations do not allow drop-in only participants. Children must be enrolled in the monthly program to add drop-in care.

ACCOUNTS AND POLICIES

SPLIT HOUSEHOLDS

For families with split payments between households, please contact our office to set up your separate payment details. Each household will receive a separate tax statement, available on their YMCA account.

Both payments must be received in full. If full payment has not been received, care will be suspended until the full payment has been received.

SPLIT HOUSEHOLD COMMUNICATION REGARDING BALANCES DUE

A \$25 late fee is applied if payment isn't received. After a short period, the other party is notified of the outstanding balance. If the balance remains unpaid for an extended time, full payment responsibility shifts to the other party.

COMMUNICATION REGARDING PAYMENTS

We encourage open communication with our office. If your family is experiencing financial hardship, please reach out for support. If you cannot make payment by the chosen draft date, please contact our office as soon as possible.

FLEXIBLE SPENDING ACCOUNT (FSA)

Flexible Spending Account (FSA) cards cannot be processed in our system because the YMCA is categorized as a fitness facility rather than a child care. You can submit a reimbursement form to be completed by our office.

PAYMENTS ARE NOT ACCEPTED AT CHILD CARE SITES

TAX RECEIPTS

Program fees are eligible for child care tax credit. Our federal child care tax ID # is 91-0565562 .

Tax Statements are available on your account at www.ymcapkc.org under the My Finances tab by January 31.

REQUEST FOR ACCOUNT AND PAYMENT HISTORY

Due to right of privacy, regardless of who makes the request personal information and methods of payment will not appear on account history.

A written request must be received by the Child Care Business Office. Requests will be processed within two weeks, depending on document availability

A \$25 administrative fee is due at time of request. The person requesting the information must be listed on the account, the registration paperwork or have a letter of release from primary account holder.

Requests for attendance history are only granted by a court order, as these are considered legal documents

CANCELLATIONS AND REFUNDS

Two weeks written notice is required to cancel program enrollment.

FOR PARTICIPANT-INITIATED CANCELLATION

Participants must submit cancellation as follows:

BEFORE AND AFTER SCHOOL MONTHLY CARE PROGRAMS:

- If a participant wishes to cancel enrollment, they must submit a request in writing to our childcare office at least two weeks prior to the cancellation date.
- If the two weeks cross over into a new month, the fees will be prorated based on days of care provided that month.
- Email us: childcare@ymcapkc.org or kitsapchildcare@ymcapkc.org

DAY CAMP WEEKLY PROGRAMS:

- Written notice is required two Mondays prior to the week of camp.

VACATION CREDITS FOR MONTHLY PROGRAMS

Two weeks of vacation credit are available each program year with a required two weeks advance written notice. Requests for vacation credit must be for full weeks (Monday-Friday) either two one-week credits or one two-week credit approved by the Childcare Business Office.

CHANGES IN SCHEDULE

Require two weeks notice. The Y reserves the right to charge \$25 fee for multiple changes in schedule.

FOR YMCA-INITIATED CANCELLATION

(e.g., weather, pandemic, environmental hazard, civil emergency, staffing closures, etc.)

FOR MONTHLY CHID CARE PROGRAMS

- You will receive a prorated credit on your account for closures lasting longer than three consecutive days. Example: A childcare site is closed for four days due to a school district snow closure. The participant household would receive a one-day credit after the first three days elapses.
- Credits are valid towards any YMCA of Pierce & Kitsap Counties program or service. Credits will be applied to any past due or future scheduled payments.
- If you would like to donate your credits to the Y, we will provide a donation receipt as record of your gift.

Refunds are not available for cases of involuntary disenrollment.

MONTHLY PRORATIONS

When a child begins or ends care mid-month due to new enrollment or change in schedule, the following proration schedule will be used:

Start Date	Amount Due
1st-6th	100% of monthly fees
7th-15th	75% of monthly fees
16th-22nd	50% of monthly fees
23rd-31st	25% of monthly fees

The following scale will be used for withdrawals:

Withdrawal Date	Amount Due
1st-6th	25% of monthly fees
7th-15th	50% of monthly fees
16th-22nd	75% of monthly fees
23rd-31st	100% of monthly fees



SICK CHILD PROCEDURES

The Y cannot accept children for child care when they are ill. Staff observes each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other care arrangements be made. If your child develops these symptoms after drop-off, family or parent/ guardian(s) are contacted and expected to pick-up their child. We separate your child from other children until you can pick them up if they are experiencing the following:

- ➔ Diarrhea (two or more instances)
- ➔ Severe coughing
- ➔ Eye discharge or conjunctivitis (pink eye)
- ➔ Fever of 100 degrees Fahrenheit or higher
- ➔ Unusual spots or rashes on skin
- ➔ Sore throat or difficulty swallowing
- ➔ Vomiting (two or more times in 24 hours)
- ➔ Too tired/sick to participate
- ➔ Evidence of live lice, scabies, or other parasitic infection

We will report communicable diseases to the local health department. We will also notify other parent/guardian(s) in the program so they can take appropriate action.

COMMUNITY HEALTH PROVISIONS

The Y will follow the mandates of local health districts in the event of a community health incident. More specific details and procedures will be shared with families if a pandemic or health crisis were to occur.

MEDICATION MANAGEMENT

If your child is taking either prescription or non-prescription medication that must be administered during program hours, please complete the Request for Administration of Medication form with the name, dosage, and time your child will need the medication.

Non-Prescription Medicine:

Parent/guardian consent authorizes these medicines but they must be in the original container and follow the dosage, duration, and method per the manufacturers label.

Prescription Medicine:

We cannot administer any prescription medication without written physician consent. Medications must be in the original bottle with the appropriate dosage. All medication will be collected by staff at the beginning of each day. Unused medications will be returned to the parent/guardian at the end of the program or on a child's last day of the program. It is requested that only one month's worth of medication be given to the staff.

Children who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen® for bee stings) will have their medicine carried by Y staff but must administer it themselves under staff supervision .

ILLNESS & INJURY

YMCA of Pierce and Kitsap Counties child care programs are based and operate in both indoor and outdoor settings. Some specific hazards that may occur during the course of a normal day may include: sunburns, minor scrapes or cuts, slipping, falling, splinters, bumps, bruises, or insect bites.

In the event any of the above conditions occur, staff will treat these ailments in accordance with first aid health guidelines (soap, water, ice, bandages). For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded in our accident/incident log.

ILLNESS & INJURY CONT'D

If illness or injury results in a more serious condition than listed above, staff will contact the child's parent/guardian immediately to make arrangements for care and/or contact 911. For the child's safety, it is essential to provide the Y with two additional emergency numbers in the event of such a situation. **Please ensure contact information is up to date in YMCA ACCOUNT.**

Staff cannot administer any medication without the original bottle/ packaging and instructions from a physician when necessary.

Please do a daily health check with your child.

SAFETY & HYGIENE

Hand Washing Practices:

- ➔ Staff members and children are taught hand washing procedures.
- ➔ Hands must be washed when arriving into program, after using the toilet, handling body fluids, coming indoors from outdoor activities, between activities and before meals and snacks.



INCLEMENT WEATHER & RAINY DAYS

The YMCA of Pierce and Kitsap Counties makes every effort to provide care on days of inclement weather. Please be familiar with these policies and the line of communication between yourself and the Y staff to ensure all information is exchanged properly. Remember, these situations only pertain to days of inclement weather. Children must be prepared for rainy or cold/drizzling days as well as high Temperature days by wearing appropriate clothing and providing layers.

BIRTHDAYS

Birthdays are a special time for children and we are happy to help you celebrate them. You are welcome to send a special treat (no homemade items please) on your child's birthday. Please check with the Program Supervisor to make arrangements and learn about special food allergies. We ask that party invitations not be passed out at the site to avoid any hurt feelings unless all children are invited.

HOLIDAY & SITE CLOSURES

Y Child Care programs are closed on the following days:

- ➔ Labor Day
- ➔ Veterans Day (Staff Training Day)
- ➔ Thanksgiving Day and the day after Thanksgiving
- ➔ Christmas Day
- ➔ New Year's Day
- ➔ Martin Luther King Jr. Day
- ➔ Presidents Day (Staff Training Day)
- ➔ Memorial Day
- ➔ Independence Day

*Building availability is based on school district contracts

**some holiday hours may be modified

BEHAVIOR EXPECTATIONS

YMCA Childcare staff make every effort to ensure each child has a positive experience. The Y strongly believes that child care is an exciting, safe community for youth to explore, build confidence, develop skills, and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve. We strive to help each child develop positive self-esteem while fostering self-direction.

Our Y staff work with each child to support their development in self-management and self-direction. Some examples are:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and based on development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
- Children become acquainted with themselves and their feelings to help them learn to cope with their feelings and control them responsibly.

GENERAL BEHAVIOR EXPECTATIONS

- No put-downs, no one needs them
- Be honest with yourself and others
- Speak for yourself, not for anyone else
- Listen to respect, every person is important
- Take responsibility for your actions, you are responsible for you

UNACCEPTABLE BEHAVIOR

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity, or obscenity

- Public or inappropriate displays of affection
- Stealing or damaging property (personal, YMCA, rental, and public property) Note: damage done by children to these properties could result in financial responsibility and invoice assessed to the children's family
- Refusing to participate in activities or cooperate with staff resulting in disruption of the program for other children
- Leaving your group, program, or designated area without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing, sexual misconduct, or abuse toward another child or staff will not be tolerated

WHEN BEHAVIOR RULES ARE BROKEN

The Y staff facilitates the development of self-control by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to a more acceptable activity, or setting clear limits. Staff respect each child's developing capabilities.

PROGRESSIVE DISCIPLINE GUIDELINES

When a child does not follow behavior guidelines, Y staff may take the following action steps.

Step 1: The Y uses positive guidance methods including reminders, distraction, logical consequences, and redirection.

Step 2: If inappropriate behavior continues, the child is reminded of behavior guidelines and program rules. The site staff and the child decide on action steps to correct their behavior. Staff document the situation, the inappropriate behavior and action taken. Parent/guardian(s) are notified.

Step 3: If the situation is not resolved and inappropriate behavior continues, the Program Supervisor and/or Program Director will schedule time with the child and their family to develop an action plan for success.

Step 4: If after working through steps 1–3 and the child is still struggling to meet expectations, the Program Director will utilize the Plan of Success to support the child, and their family. If needed, the Y reserves the right to expel the child from the program as a last resort.

The Y believes in the unique potential of every child. We strive to provide support to ensure all children are successful in our child care programs.

We are committed to supporting all students, including those with identified learning needs. Students who have an Individualized Education Program (IEP) or a Section 504 Plan will receive reasonable accommodations and support outlined in their plan while participating in our program. We work collaboratively with families and school-day staff (when applicable) to ensure continuity of support. All students are still expected to follow site rules, safety guidelines, and behavior expectations.

Please note that our program operates within limited staffing, training and available resources. In rare circumstances, if we determine that we are unable to provide the level of support or accommodation necessary for a child to participate safely and successfully, we reserve the right to reassess placement in the program.

PARTICIPATION NOTIFICATION PROCESS

Parents will receive an email and a phone call for each Participation Notification Report (PNR) with details situation, the inappropriate behavior and action taken. Parents will review and sign the PNR electronically.

First PNR: Families may be asked to pick up their child from the program. A Plan of Success meeting must be scheduled within two weeks.

Second PNR: The child may receive a 1-day suspension. If a Plan of Success meeting has not been scheduled, the child may be suspended until the meeting is scheduled.

Third PNR: The child may receive a suspension of up to 3 days.

Fourth PNR: The child may receive a 1-week suspension. At this stage, staff will review the support steps that have been taken and communicate that continued concerns may result in removal from the program.

Fifth PNR: Expulsion from the program may occur if the behavior continues despite the supports provided.

SUSPENSION/EXPULSION

An automatic consequence for behavior such as physical fighting, physical/verbal coercion, sexual misconduct, leaving the licensed space or destruction of property is grounds for suspension or expulsion based on the severity of the action(s) or incident(s) and within the discretion of Y staff. Families are notified that day about the incident. No refunds or credits will be given for time missed due to disciplinary action.

FAMILY PARTICIPATION & COMMUNICATION

A key element of our program is family involvement. Families are encouraged to participate in all facets of the program to make our program the best possible place for their children. Through combined efforts, the family, the child, and the program all benefit.

Families should discuss any complaints or suggestions about the child care program with the Program Director. When a parent feels the Program Director has not addressed their concerns, the parent may discuss their concerns with the Senior Program Director.

Staff is available to discuss your child at any time. However, due to staff responsibilities and schedules, families are asked to make appointments for lengthy conversations. Any challenges your child may be having at home may affect his/her behavior at the Y. Please keep the site staff or Program Director informed so that we can be sensitive to your child's needs. Any information of a confidential nature will be shared with only those who need to know.

Parents are significant role models for their children in all aspects of life. Parents/Guardians who exhibit poor self-control including yelling, use of vulgar language, threatening, abusive comments, physical aggression, will not be tolerated. YMCA staff deserve respect, support and to be treated with dignity .

A schedule of activities or newsletter will be provided to you at the beginning of each month to keep you informed of program plans.

CO-PARENTING

We realize that custody decisions and parenting plans are very important to both guardians. However, we are not a party to any custody orders and not in a position to enforce parenting plans. If both parents are listed on Y paperwork (or if one parent is listed on the form but that parent has confirmed the identity of the other parent) both parents may pick up regardless of the custody agreement. The Y must have a physical copy of the restraining order to enforce it.

Any disagreement regarding authority for authorized pickups must be addressed by the guardians and not engage Y staff.

If parents split fees between households, the non-registering parent can contact our business office to set up payment. Parents will receive separate tax statements.

STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA of Pierce and Kitsap Counties is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Y. Child abuse is mistreatment or neglect of a child by parents, another child, or others resulting in injury or harm.

Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the Y has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse.

In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse.

Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- You may not relate to children who participate in Y programs outside of approved Y activities. For example, baby-sitting weekend trips, foster care, etc. , are not permitted
- Giving personal gifts to program participants or their parents is not allowed
- Program rules and boundaries must be followed, including appropriate touch guidelines
- Children or youth should not be singled out for favored attention
- Dating a program participant under age 18 is not allowed. Some Y programs may have additional restrictions
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety
- Any information regarding abuse or potential abuse should be documented in writing
- At the first reasonable cause to believe that any abuse of a child by a Y employee or volunteer, even if it was not during working hours, should be reported to the YMCA
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, Branch Executive, and designated members of the Y Association Office.

CHILD SAFETY

As a partner in your child's success, the YMCA of Pierce and Kitsap Counties is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time, you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Program Director.

PERSONAL SAFETY TALKS

Our childcare team work closely with the Y Safety and Risk Department to maintain and update our childcare policies, including but not limited to one staff never being alone with one child.

CHILD ABUSE REPORTING

Y staff are required to report immediately to Child Protective Services (CPS Intake), licensor, or police any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect, or exploitation. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the police.

EMERGENCY PROCEDURES/ EVACUATION

Washington State Department of Children, Youth, and Families require that child care programs create and implement emergency plans to assure the safety and welfare of the children attending all day child care programs. Specific information concerning this policy in your Y program is available on-site .

Our emergency plan provides for responses to many types of emergencies.

Fire and emergency drills are conducted monthly during the program. Your child is prepared and reassured during these drills.

In an emergency, the Program Director or site staff may take appropriate action as deemed necessary to ensure your child's safety, health, and well-being.

Depending on the circumstance of the emergency, protective actions are as follows and applies to all child care programs:

RESTRAINING OF A PROGRAM PARTICIPANT

Staff may need to physically restrain a child only if needed for the safety of the child or others in the program. Some examples of the need for this emergency response include: leaving the program space unsupervised, physical altercations with another child or staff, self-harm, etc. We have a YMCA restraint policy that staff are trained on annually that includes: holding a child as gently as possible, limiting the amount of time to only what is needed to control the situation, and only performed by trained staff .

EVACUATION: Children are evacuated outdoors to a safe area on the grounds of the facility (ex. fire, electrical threat).

LOCKDOWN: If indoors, children are secured in spaces with doors locked and monitored away from windows. If outdoors, children are prepared to run and scatter to predetermined locations based on drills.(ex. internal threat)
➤ DO NOT CALL THE PROGRAM SITE IN THE EVENT OF AN EMERGENCY. Parents may reach out to the Program Director. However, the director's priority is to keep children safe and may not be immediately available.

- The persons designated to pick up your child are on the emergency contact form.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.



ADDENDUMS

Click on the district below to view district specific information. Where information varies by district, the details apply based on the child's school rather than the parent's district of employment or residence.

- [Tacoma Schools](#)
- [Bremerton Central Kitsap School Districts](#)
- [Peninsula and Clover Park School Districts](#)

These can be found on our website at

<https://www.ymcapkc.org/child-care/before-and-after-school>



Thank you for reading through our Parent Guide. If you have any questions that were not answered in this guide, please feel free to reach out to childcare@ymcapkc.org.

We look forward to a great year together!