



**COMMUNITY YMCA SCHOOL AGE STAFF
IN THE SPRINGFIELD SCHOOL DISTRICT**

Debbie Mignogna

Association Executive Director of Child Care Services
& Springfield School Age Child Care
P: 610.713.5269
E: dmignogna@cyedc.org

Joanna Schwenke

School Age Director, Springfield School Age Child Care
P: 610.690.3162
E: jschwenke@cyedc.org

Trish Shields

First Grade Program Director, Springfield School Age Child Care
E: tshields@cyedc.org P: 610.690.3162

Tim Wilson

Site Director, Sabold Elementary School
E: twilson@cyedc.org P: 610.713.5264

Rachel Gallo

Site Director, Scenic Hills Elementary School

Lansdowne YMCA
2110 Garrett Road
Lansdowne, PA 19050
P: 610.259.8394

Ridley Area YMCA
900 South Avenue
Secane, PA 19018
P: 610.544.2019

YMCA Child Care
at Marple Education Center
85 North Malin Rd.
Broomall, PA 19008
P: 484.423.7007

www.cyedc.org



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**



**School Age Child Care
Parent Handbook**

**COMMUNITY YMCA
OF EASTERN DELAWARE COUNTY**

WELCOME TO YMCA SCHOOL AGE PROGRAM SPRINGFIELD SCHOOL DISTRICT

All kids have great potential. At the Y, a leading nonprofit strengthening community through youth development, we work every day to help them set and achieve their personal and educational goals. We believe the values and skills learned early on are vital building blocks for quality of life and future success. That's why our School Age program is staffed with people who understand the cognitive, physical and social development of kids, the need children have to feel connected and supported in trying new things, and the caring and reinforcement parents and families need to help each other. At the Y, school age children experience literacy and learn about their world, make friends, learn new skills, and do homework. Most importantly, children learn how to be their best selves. This makes for confident kids today and contributing and engaged adults tomorrow.

We adhere to the highest standards of excellence. We will remain committed to providing a quality curriculum at all of our locations. Our program will deliver activities that will allow for the development and growth of the child. The program will facilitate an environment that is safe, secure and creative and offers a variety of exciting opportunities. The safety and well-being of the children will always be our top priority.



Dear Parents/Guardians:

We are delighted to have this opportunity to serve you and your family.

The purpose of this handbook is to acquaint you with the general program and policies of our School Age Child Care sites. Please take the time to review the material presented in this book.

If you have any questions, please feel free to contact a School Age Director at any time.

Sincerely,
The School Age Staff of the Community YMCA of Eastern Delaware County

CYEDC is an equal opportunity provider.

Please tear off this portion of your handbook and return it to your School Age program Director prior to the first day of attendance in the School Age program. Thank you for your prompt attention in this matter.

Child's Name: _____

I/We have read and understand the policies and procedures outlined in this Parent Handbook. Both my child(ren) and I, agree to abide by these regulations and will support the decisions made by the School Age Staff. I realize that violations of these procedures may result in expulsion from the YMCA School Age program.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Special Programs/Events

Intergenerational Kindergarten, Field Trips, Family Events and Guest Speakers

Clothing (Kindergarten)

We request that all children bring a complete set of extra clothing in case of spills. Clearly mark all belongings with your child's name, we cannot be responsible for unmarked clothing.

GENERAL POLICIES

Registration

Each child enrolled in the School Age program at the Y must have a basic youth membership or a youth, full privilege membership. Any child registered for five full days of care will receive a FREE full privilege membership.

Payments/Tuition

Program fees are based on an annual payment. For your convenience, we have broken down this payment into 10 monthly payments (due Sept. 1-June 1). This program includes care during winter/spring break and some scheduled days off (see staff for a full list of dates). This is an all-inclusive program and we do not prorate by school end date.

Monthly tuition is due the first of each month, regardless of days absent from the School Age program. If payment is not received by the 10th of the month, services may be placed on hold until payment is received. A returned check fee, of \$20, will be charged to your account for all returned checks due to insufficient funds. Payments can be made online at www.cyedc.org or at the Ridley or Lansdowne Front Desk. For payment questions, contact Jeannine Hurlock at 610.713.5258 or email jhurlock@cyedc.org.

Late Fees

A \$10 School Age late fee will be charged to any account that is not paid accordingly. Children enrolled in the School Age program are to be picked up by 6pm. A late fee of \$10 per five minutes will be charged if children are not picked up by 6pm. Your child will be dismissed from the program if later pick-ups become consistent.

TSS/One-on-One

If a child has an outside resource that provides services, that person is required to wear a photo ID while in the child care facility. In the event your child's TSS is not able to attend, a substitute must be provided in order for your child to attend the program.

DISCIPLINE

We believe children should experience success and we strive for a school age setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. If behavioral issues occur, our philosophy is to help children learn human values, problem-solving skills and to take responsibility for their choices. Below are the techniques we use for positive guidance:

1. Ignoring

Negative behavior is produced by a child to get attention and the child should stop when no attention is given. This technique will be used unless a safety issue is involved.

2. Redirection/Distraction

Alternatives will be presented to children engaged in undesirable behavior such as: suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.

3. Verbal Intervention

The teacher explains to the child the appropriate way to handle the situation with words.

4. Logical Consequences

The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, we will use the following progressive procedures:

1. Parent will be contacted immediately
2. Parent/Teacher Conference
3. Behavior that continues will result in suspension
4. If behavior still continues, we will request the child be withdrawn from the program.

YMCA School Age Directors reserve the right to withdraw any child whose behavior creates a significant risk or harm to the health and safety of other children or staff without following the aforementioned steps. Violations or inability to follow YMCA policies may also result in withdraw.

We do not permit corporal punishment, withholding food, light, warmth, clothing or medical care. We will not ridicule, embarrass or humiliate a child and we will not physically restrain, unless it is necessary to protect a child or others from harm.

EXPULSION AND SUSPENSION GUIDELINES

To reduce or eliminate expulsion and suspension we aim to maintain: Positive climates and focus on prevention of expulsion or suspension. Clear, appropriate and consistent expectations and consequences to address disruptive child behaviors. Fairness, equality and continuous improvement. Communicate with family members, document strategies and goals for the child, work with direct child care staff and family members. Promote positive peer interactions and peer support whenever possible. Students learn from one another.

ENROLLMENT DISMISSAL PROCEDURE

Failure of parents to abide by Center policies and procedures may result in termination of your child's enrollment. Disregard of Center policies and procedures may include, but is not limited to, the following circumstances:

- Not paying bills on time.
- Refusing to accompany child into the Center.
- Not supervising your child during drop off/pick up times. (This includes all authorized pick up persons).
- Failure to return requested forms by due date.
- Endangering the well-being and safety of children (e.g. leaving medicine in child's locker).
- Continually bringing child in early or picking up late.
- Failure to submit or update medical forms by due date.
- Arriving or departing with a child while under the influence of substances/leaving apparently incapable of safely caring for a child.
- Failure to update Enrollment/ Health History and Emergency Care Plan form.
- Hostile disrespect to a Center employee (which could include sexual harassment).

LOCATIONS

Springfield Literacy Center
Sabold Elementary School
Scenic Hills Elementary School

HOURS OF OPERATION

7am-6pm

DAILY SCHEDULE (Springfield Literacy Center)

7-8:30am	AM Care (Breakfast served)
9-11:30am	AM Enrichment (SLC AM Kindergarten)
11:30am-12:45pm	Lunch
1-3:25pm	PM Enrichment (SLC PM Kindergarten)
3:30-6pm	PM Care

DAILY SCHEDULE (Sabold & Scenic Hills, & Grade 1)

7-8:30am	AM Care
3-6pm	PM Care

SCHOOL AGE PROGRAMS

AM Care

Children will be provided with planned activities until the start of the school day. An area will be provided for children to have breakfast, which is provided by the Y. Activities include: board games, reading, center based activities, and art.

PM Care

Children will be provided the chance to unwind after their school day. Healthy snacks will be provided daily by the Y. Activities Include: homework support, group games, sports and fitness, outdoor play, and arts & crafts.

Kindergarten Enrichment

Provides children with a variety of programmatic and activity options to explore and develop their interests and talents. Focus will be on safety, health, social growth, and academic enrichment. All instruction will compliment the academics taught in the Kindergarten classrooms. Activities include: math, science, literacy, health and nutrition, reading, social studies, writing, music and art, and games. Please send a snack daily.

Our School Age program meets all guidelines set by the Pennsylvania State Department of Human Services.

Emergency Contact Information

Emergency Contact and Agreement Forms are due the first day of the program. Emergency information is kept on file in each center. In case of illness or injury, those who are authorized will be notified of the child's status. It is extremely important that the information be kept current with correct phone numbers. If your child has an IEP or IFSP anytime during their enrollment at the center, a copy is requested for your child's file. In the best interest in the child's growth and development, it is recommended that teachers at the center be involved in IEP meetings whenever possible.

If the following information should change, please notify us so that we can better serve you and your child:

1. Phone numbers where you can be reached during the day
2. Addresses at home/work
3. Names of authorized persons to be contacted in case of illness or injury
4. Names of all persons authorized to pick-up your child
5. Email addresses (home/work)

SAFETY

Arrival and Departure

For the safety of your child, we ask that you bring your child into the School Age program site.

Parents or guardians are required to sign their children in and out daily. Prior authorization must be given if someone other than the child's parent or guardian will be picking up the child from the program. The parent or guardian should provide the names of at least two other adults who have permission to pick up the child in case of emergency.

If either parent wishes to place restrictions on the other parent's rights to pick-up a child, the YMCA requires the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights.

CCIS

The Department of Human Services provides child care assistance to qualifying families. To find out if your family is eligible, please call CCIS at 1.800.831.3117. The Y requires families seek CCIS funding prior to applying for YMCA Financial Assistance.

Financial Assistance

Financial Assistance is available for qualified individuals and families. Interested individuals can visit our website at www.cyedc.org or pick up an application at the front desk. Financial assistance is made possible by the generous support of individuals and businesses who contribute to the YMCA's Annual Support Campaign and United Way designations.

Snow Days

When the district is closed the YMCA program will be closed. If the district opens two hours late, all YMCA locations will open at 9am. In the event of an early dismissal, due to snow, the Y will only remain open for two hours after dismissal. Please prepare in advance to ensure the safety of your family and our staff.

Holidays & Closures

A full list of holiday closures and open care days will be sent home the first day of school. Our calendar is based on the Springfield School District calendar. We will post sign-up sheets for days when child care is available on scheduled days off.

State Licensing Requirements

We believe that licensing and rigid enforcement of standards are in the best interest of all children. All of our centers go above and beyond what is required by the Department of Human Services' regulations and standards. These standards relate to our facility, staff and safety procedures. Our centers are subject to inspection by the Department of Public Welfare.

Withdrawing Your Child

To withdraw your child, we ask that you provide us advance notice. The Y reserves the right to withdraw any child who presents a risk to the safety of other children, staff or any child whose needs cannot be met in our program. Violations or inability to follow YMCA policies may also result in withdraw.

HEALTH

Medical Requirements

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Validated proof of immunizations should be submitted to the center as your child receives new immunizations or booster shots. Immunization records must be kept current, as well as a record of a signed medical form must be on file and up to date at all times. Failure could result in withdrawal.

Medication

Our primary concern when administering medication is the safety and optimal health of every child. All medications (both prescription and over-the-counter) must be signed in daily in our medication log. All medications are stored and locked in an area inaccessible to the children and we will refrigerate those medications that require it. Your child will be administered the proper dosage of medication by one or more designated staff members in the center. The administration of medications will always be recorded in the medication log. We cannot administer any medication that has expired.

Prescription Medication

Prescription medication will be administered as directed by a licensed physician or dentist. A medication form must be filled out for each prescription medication and signed by the parent/legal guardian. Written permission from the parent/legal guardian of a child is required in order for the prescription medication to be administered. Medication must be presented in its original container with a label attached bearing the child's name, current date, dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused or expired portion will be returned to the parent.

If your child requires medication for life-threatening conditions such as allergies, the prescription can be kept at the center and administered when necessary, for as long as the child is enrolled in our program. An authorization form is required, as referred to above.

Medication in Emergency Situations

In each classroom, staff members are trained and certified in CPR and pediatric first aid and are present at all times in the event of an emergency. In all situations, we will follow our emergency plan and 911 will be called if necessary.

Illness

Children who are ill, with a contagious disease or fever, may not attend the program. If your child becomes ill while attending the program, we will contact you. Your child must be fever free for 24 hours before returning to the program.

The School Age Director will determine if a child is too ill to remain at the program site. Any child experiencing the following symptoms will be sent home:

- A fever and unable to participate in classroom activities
- Contagious skin or eye infection
- Diarrhea
- Vomiting

If your child should become infected with a contagious disease, please notify the center immediately so the director can notify families of other children who may have been exposed to the contagious disease, as required by state law regulations.

Reporting of Child Abuse

We are required, by law, to report any suspect incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

CLOSURES

Snow Days

When the district is closed, the YMCA program will be closed. If the district opens two hours late, all YMCA locations will open at 9am. In the event of an early dismissal, due to snow, the Y will only remain open for two hours after dismissal. Please prepare in advance to ensure the safety of your family and our staff.

Holidays & Closures

A full list of holiday closures and open care days will be sent home the first day of school. Our calendar is based on the School District calendar. We will post sign-up sheets for days when child care is available on scheduled days off.