



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

COMMUNITY YMCA OF EASTERN DELAWARE COUNTY

RIDLEY BRANCH SCHOOL AGE CHILD CARE HANDBOOK

V8-2019



COMMUNITY YMCA of EASTERN DELAWARE COUNTY
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WELCOME TO THE RIDLEY YMCA SCHOOL AGE PROGRAM

Our Mission

The Community YMCA of Eastern Delaware County is a charitable association founded on Christian principles, dedicated to building a healthy spirit, mind and body. We are committed to being a positive part of family life by promoting the values of caring, honesty, respect and responsibility.

Our Vision

We will be the community leader, the center of activities, a catalyst for change, and an organization that positively affects and improves our community.

Child Care Philosophy

All kids have great potential. At the Y, a leading nonprofit strengthening community through youth development, we work every day to help students 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 is 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 receive homework assistance. 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 allow for the development and growth of each individual child. The program will facilitate an environment that is safe, secure and creative and offer a variety of exciting opportunities. The safety and well-being of the children will always be our top priority.

KEYSTONE STARS

We participate in the Keystone Stars program at all of our Child Care sites. Keystone STARS promotes quality improvement among Child Care and Head Start programs through quality standards and targeted supports. Programs earn a STAR 1 through STAR 4 rating by meeting research-based standards for staff education and professional development, the early learning environment, family engagement practices and business management. Keystone STARS serves children from birth through school-age in every county.

Continuous Quality Improvement

Early Learning programs in Pennsylvania are supported and encouraged to engage in a continuous cycle of quality improvement focused on improved outcomes for children and families. Utilizing program and classroom assessments, staff professional development plans, parent surveys, staff meetings, and other sources of evidence, our centers annually identify areas for improvement. Plans are developed, changes are implemented, and an annual review of the plan is evaluated.

YMCA STAFF

Professional, qualified staff, trained in mandated Child Abuse Reporting, Pediatric First Aid and CPR/AED will care for your child each day. • All staff is required to continue their education in the field or acquire training hours in various areas of child development annually. • All staff have updated clearances, health physicals and required trainings.

SCHOOL AGE CURRICULUM

Children's Goals: Since our program services children ranging in ages 5 years old to 12 years old, we make sure we have the tools and resources for each developmental level. Our programs accommodate each individual need through centers, organized activities, physical education and free play. Our teachers learn the strengths and weaknesses of each child through these centers and activities. Utilizing documentations, the teachers are able to address the needs of each individual.

Enrollment: All children are grouped in one main room for most of the time they spend in the program. The daily lesson plans are designed for three levels of development. Level one (Kindergarten & 1st), level two (2nd & 3rd), and level three (4th through 5th). Detailed information regarding the daily activities are displayed in the room for the staff, children and parents to view. The Community YMCA is an equal opportunity child care provider, and will make every effort to accommodate the developmental needs of all participants.

Content: Children are guided through the learning process through hands-on activities that include; creative play, swimming, music activities, science, indoor & outdoor play, homework assistance and community service projects. The subjects include but are not limited to literacy, math, science, social studies, art, technology and process skills. Learning centers in each classroom are utilized daily to provide exploration and creativity and group time enhances the learning process.

Teaching Strategies: Staff use the YMCA of the USA School-Age Curriculum as a guideline for learning; which include but are not limited to: Arts & Humanities, Character Development, Health and Wellness, Homework Support, Literacy, Science & Technology, Service learning, Social Skills Enhancement and Conflict Resolution. The School-Age children are encouraged to express themselves, use their imagination, and be creative: to practice reading, writing, speaking, thinking critically, and understanding others. Our goal is to help them begin to see the values of caring, respect, honesty and responsibility in all aspects of life.

Environment: Our rooms are set up with interest areas and include as many of the following: Art, fine motor, dramatic play, literacy, science, blocks, music, writing, cozy area or listening centers. A separate area is set up for personal belongings. Handwashing upon entering the area helps ensure the health and well-being of our participants. Outside play areas are well maintained and promote a variety of gross motor development. The classroom will also include pictures/materials that show diversity of race, age and ability when available.

Learning Standards: A copy of the age appropriate learning standards is stored in each school age space. When writing lesson plans, staff indicate which learning standard is being used by writing the standard number on the appropriate area of the lesson planning form. Planning is based on the needs of the group and individuals enrolled in the program.

Resources: Staff have access to curriculum planning resource books and online resources. Ipads are linked to the internet and are also available for program planning.

Professional Development: All child care staff is encouraged to engage in professional development whenever possible. The CYEDC will host trainings for staff and pay training hours as well. If staff attend trainings outside the facility, the center will pay for the cost and hours of the training once the proper paperwork has been submitted to the child care office.

Parent Involvement: Parents are encouraged to attend workshops, special family events and meetings as outlined in the monthly newsletter. Staff will keep parents informed about routines and events through memos posted in each program area. Conferences are ongoing and parents are able to meet with program staff at any time throughout the school year.

Assessments: Classroom staff utilize age appropriate assessments and conduct formal and informal observations throughout the school year, documenting each individual child's progress within the school age program.

When teachers and parents meet to discuss a child's development or concerns, the following information will be documented: child's name, parent's name, date, topics discussed, goals for the child, parent strategies, and teacher strategies. A copy of the information will also be provided to the parent and the original placed in the child's file.

Inclusivity: Each child is considered an individual. Through all methods described in this curriculum statement, children should be able to progress in knowledge and skills throughout the year. Children who may need additional supports are referred to the local DCIU for evaluation through a formal conference with parents and staff.

GENERAL INFORMATION

Registration

Each child enrolled in the School Age program at the Y must have a community membership or a youth, 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 Springfield, Ridley or Lansdowne Y Front Desks. For payment questions, contact Jeannine Hurlock at 610.713.5258 or email jhurlock@cyedc.org.

Late Fees

A \$15 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.

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.

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.

Early Learning Resource Center (ELRC)...formerly 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 ELRC 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 Campaign and United Way designations.

Snow Days/Emergency Closures

The YMCA offers care for all scheduled half days and closed days as outlined in the School District Calendar.

If the school district your child attends:

1. Closes the school early for weather related emergencies such as heat or snow or,
2. Closes the school for the entire day due to weather related or other emergency situations ,

The YMCA school age program will be closed for the day and no transportation will be provided.

If the school your child attends opens 1 to 2 hours late, the morning school age program will remain open and transport your child to school for the late opening. If the school decides to close after they have already issued a late opening you will be required to pick your child up.

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 individual School Districts served. In respectful, observance of our families' diverse cultural, ethnic and religious backgrounds, we will celebrate any holiday observed by families in our care.

Whenever possible, parents are asked to share their cultures and traditions with your child's teacher, helping us develop meaningful activities that are both celebratory and educational.

Confidentiality

Requests for release of information to other agencies will be honored only if made in writing and with the permission of the parent. Students who conduct studies at the Center are not provided with personal information about the children's families. Our policy is to share information about the child with both parents unless there is a legal document limiting contact with one individual. A legal document showing the restriction must be provided.

Non Discrimination/Diversity

The Community YMCA of Eastern Delaware County is an equal opportunity child care provider.

Discrimination based on race, color, religion, sexual orientation or identity, national origin, disability, age or genetic information is illegal and will not be tolerated. All child care programs will provide reasonable accommodations to applicants and employees who need them for medical or religious reasons as required by law.

COMMUNICATION

A successful program cannot exist without effective communication with parents. When families communicate effectively, this allows early childhood staff to understand what is happening at home or how they would like their children's behavior managed in the early learning program. When staff communicate effectively, parents and caregivers are able to understand what is happening in their child's day and how they are progressing in the program. When families and staff share information, everyone can be aware of children's strengths and challenges and can work together to support children's social and emotional well-being.

Child Assessments

Assessment is the process of observing, recording and otherwise documenting what children do and how they do it. It is the basis for a variety of educational decisions that affect the child. Assessment is integral to curriculum and instruction. In early childhood education programs, the various assessment procedures that are used serve several purposes:

- To plan instruction for individuals and groups.
- To communicate with families.
- To identify children who may be in need of specialized services or intervention.
- To improve program development. Please remember assessments are based on a developmental scale. All children develop at their own rate; it is not expected or necessary for all children to master all skills at a specific age. If we believe there is a developmental delay we will contact you regarding concerns.

Our programs are currently using developmental checklists for school students.

At the written request of the parent, assessments and screenings will be shared with other educational settings; such as when the child is transitioning into another educational program.

IEP

Because of the diverse set of needs of the children in our programs, it is important to gather as much information about the best ways to educate each child. IEP's are created by service providers working with children with special needs and include information and goals vital to the child's development. If your child currently has an IEP, or receives one after enrollment in our program, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. Parents are also welcome to schedule IEP meetings at the child care center so that our teachers can be present to give feedback and gain information on program activities that are best suited to the child's strengths and needs.

Newsletters

Each month, staff will send home a newsletter with activities and other items of interest. This is available to all parents at the beginning of each month and is available online at www.cyedc.org.

Transitioning

Transitions for children can be especially difficult. Student transitions can include: their first experiences in our program, moving from one activity to another, transferring from one space to another, relocating to another educational setting, and moving from school-age care to self-care at home. Our goal is to assist both the child and the parent during these transition times. Individual transition notices will be handed out to families to help provide insight into what your child may be experiencing during these changes and how to better support their needs. Parents are welcomed and encouraged to meet with program administrators or educational staff anytime your child is ready to transition.

Family Resources

Keeping with our mission of being a positive part of family life, and our vision to have a positive impact on our community, we have compiled a list of family resources for your review. Check out the list of public, social and community services on our website under [Family Resource Guide](#).

SAFETY

Reporting of Child Abuse

We are required by law to report any suspected 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.

Arrival and Departure (Sign In/Sign Out)

The School Age Child Care program has a sign in/sign out policy to ensure the safety of your child. A parent or guardian **must bring the child into the building** and **MUST** sign in each morning and out each afternoon. Only AN ADULT OVER THE AGE OF 18 is permitted to sign in and out for the child. Proper identification based on child's paperwork will be required for the release of any child. There are NO exceptions to this policy.

Any authorized pick up person who appears under the influence, has the odor of alcohol on the breath or is deemed by the child care staff as unable to ensure the safety of the child, the staff will not release the child to their care. The Child Care staff member, using the Emergency Contact/Parental Consent form, will call the next person authorized to pick up the child if needed. If the situation warrants, 911 will be called to ensure the safety of all parties involved.

Pick-Up Identification

Photo identification is required at pick-up and staff will ask to see it prior to releasing a child to someone other than his/her parent/guardian. Prior authorization must be given if someone other than the child's parent or guardian will be picking up the child from the center. The parent/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

State Licensing Requirements

We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our centers go above and beyond what is required by DHS regulations and standards, as they relate to facility, staff and safety procedures. Our centers are subject to inspection by the Department of Human Services. For information on DHS visit www.dhs.pa.gov/provider/earlylearning/.

Emergency Contact Information

Emergency Contact and Agreement Forms are due prior to the first day of the program. Emergency information is kept on file in each location. 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 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)

Cell Phone Guidelines

In order for the staff to maintain the highest level of safety in regards to the use of technology and your student, we will not permit children enrolled in the school age program to use cell phones. Parents can call the program directly to speak to your child. Cell phones often give children access to the internet, text messaging, and phone conversations with people unknown to the staff. If your child needs to contact you during their time in the program, they will have access to our program phone.

Ridley School Age Program 610-544-1080

Volunteers

Parents and authorized pick up persons listed on the child's enrollment paperwork are encouraged to get involved and volunteer. There are many good reasons for parents to volunteer at school. It is a great way to show your kids that you take an interest in their education, and it sends a positive message that you consider school a worthwhile cause.

To volunteer please complete the following process:

1. Complete the volunteer application on our secure website: <https://cyedc.org/support-the-y/volunteer/>
2. Stop at the Courtesy Desk with Government Issued **Photo ID** (Driver's license, State ID, Passport, Military ID) to be run through our Raptor System (National Sex Offender Database)
3. Turn in processed/cleared Child Abuse Clearance

The process can take up to two weeks so please apply to volunteer as early as possible. To maintain the highest level of safety for our children, no one will be permitted to volunteer until the process is complete. This includes spending time in the classrooms and attending field trips.

Weapons Policy

The possession or carrying of any deadly or offensive weapon by any person is prohibited in any YMCA building, property, owned, leased or used. Entry on YMCA property in violation of this prohibition is expressly forbidden and will result in the individual being directed to remove the weapon immediately from YMCA property. Failure to comply will result in a revocation of YMCA privileges both immediate and future.

Deadly or offensive weapons are defined as any device whose design and/or implementation may produce death or serious bodily injury. For purposes of this policy, deadly and offensive weapons include, but are not limited to, firearms and offensive weapons as defined below:

Offensive weapons: Offensive weapons include any devices so defined under the Pennsylvania Crimes Code entitled "Prohibitive Offensive Weapons"
18 Pa.C.S.A. 908(c).

Firearm: A firearm is any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or the frame or receiver of any such weapon.

Authorized Exceptions

Certified and sworn municipal, state or federal police officers who carry proper identification and are on duty are exempt from this policy.

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.

Emergency Situations

In each program, staff members are trained and certified in Pediatric First Aid, CPR/AED 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. Our School Age programs also practice Fire and Active Shooter Drills monthly in an effort to be as prepared as possible in an emergency situation.

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, staff will contact the parent and arrange for pick up. In emergency or urgent situations, parents will be notified immediately by phone. Your child must be fever free for 24 hours before returning to the program.

The School Age Director will determine if the illness:

1. Prevents the child from participating comfortably in activities;
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
3. Poses a risk of spread of harmful diseases to others;
4. Causes a fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, and diarrhea). An unexplained temperature above 100 °F (37.8 °C) (armpit).

Children experiencing any of the above will be removed from direct contact with others and parents will be called. 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.

Cleanliness

Our programs are cleaned daily and we maintain a high standard of sanitation. We also engage in continuous, preventative pest control at our sites. We promote cleanliness and good hygiene in all our

centers. Throughout the day, hand washing is required before eating and after toileting. Students are required to wash their hands upon entering the building.

Meals

Our school age programs provide afternoon snacks for all students. On days when your child's school is closed, and your child attends the YMCA for a full day, please pack a morning snack and nutritious lunch and drinks.

Food from home should always be of nutritious value. We advise keeping sweets to a minimum and packing plenty of healthy choices such as: fruits, vegetables, nutritious sandwiches and yogurt. Having trouble deciding what to pack? [Click here](#) for some nutritious ideas.

Personal Items

Games, books and other supplies are provided at the program. The YMCA and the staff are not responsible for loss of or damage to any of these items. Please label all belongings. We ask that children leave hand-held electronic games at home.

TRANSPORTATION

The YMCA provides transportation to several elementary schools throughout the service area. All buses have a professional YMCA employee that will ride along with the driver. The buses are on a tight schedule in the afternoon, so please send a notice to your child's teacher letting them know that they must be on time for the bus. It is also important that a parent/guardian calls the YMCA and informs them if your child will not be attending the program on a given day so staff do not need to interrupt the school office. Each school provides the YMCA with their daily schedule, which allows us to schedule the appropriate number of staff. There will be no care on non-scheduled school days (i.e. snow days or if the school needed to call an emergency closing).

If school closes early due to weather or for any other reason, the YMCA will NOT provide care on that given day.

The Y maintains proper ratios of children to staff on all vehicles. On vehicles with seatbelts, staff ensure each child is buckled up before leaving the area. For the safety of our students, boys and girls will be separated on the bus and children grouped according to grade level.

SCHOOL AGE PROGRAM

AM Care

Children will be provided with planned activities until the start of the school day. Activities include: board games, reading, center based activities, and art.

PM Care

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

PROGRAM FUNDAMENTALS

Play Time

When the children arrive at the YMCA they will have play time for 10-15 minutes giving them time to unwind from their busy school day. Activities during this time will include board games, small group activities and other organized activities.

Snack Time

Snack time lasts approximately 10 30 minutes and children will eat a snack provided by the program. Parents who wish to provide their own snack for students are welcome to do so. We encourage parents to provide healthy and nutritious snacks and avoid sweets or candy.

Homework Time

Homework time takes place following snack time and lasts approximately 30 minutes. Tables and chairs are provided to make this time more comfortable for the children. The staff encourages all children to work on their homework during the allotted time. The staff will provide assistance to all children. Children who do not have homework (and those whose parents would rather they do their homework at home), are encouraged to use this time to read a book, or participate in other small group activities until homework time is complete. On Fridays, because most children do not have assignments, alternative activities will be planned.

Following homework time the Staff will provide an assortment of activities including cooperative games, arts and crafts, board games and gross motor activities. These activities will last approximately 1 ½ hours. The last 15 minutes of each day will be dedicated to cleaning up the area.

Reading Incentives

Academics are a high priority at the YMCA. Our goal is to have every child in the program improve their reading skills. Time will be provided throughout each school week for children to read. Each child will be encouraged to read at least seven picture books or three chapter books per month (books should be chosen based on the child's reading level). Children will be assessed on each book. Boys and girls participating will be asked to write a brief (one or two sentence) description of the book along with getting a parent, guardian, or staff member to sign off the on the necessary paper work. For completing their monthly books, they will be given rewards at the end of the month. Rewards may include a special party, gift certificates or other incentives. These rewards may vary throughout the year.

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:

- Observe child and record behavior modification approach by staff.
- Parent/Teacher Conference
- Suggest outside resources to aide in responding to child's behavior

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.

IMPORTANT - YMCA Child Care 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.

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.
- Failure to use programmable access cards.
- 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).
- Using inappropriate language around staff and/or children.

LOCATIONS

1. Ridley Area YMCA-serving Interboro K-5, Glenolden Kindergarten Academy, Norwood, Prospect Park, Amosland and Edgewood Elementary 1-5, OLA K-5, and Primos Elementary 1-5 (transportation provided)

DAILY SCHEDULE

6:30am-until school starts (AM Care)
School Dismissal- until 6pm (PM Care)

School Age Family Handbook Acknowledgement

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 Family 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: _____

School Age COVID-19 Health & Safety Plan for 2020-2021 School Year

These procedures are designed to provide school-age care to our families with an increased focus on preventing the possible spread of general illness and COVID-19. We have evaluated all aspects of our operations and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC and the State of Pennsylvania (as of July 29, 2020) and are subject to change.

Health and Safety Leaders:

Claire Martorana
Cmartorana@cyedc.org
610-713-5254

Dawn Hobbs
Dhobbs@cyedc.org
484-479-3416

General Guidelines:

- Before coming to the YMCA, parents must screen their children for fever (over 100.4) coughing, runny nose, sore throat, diarrhea, rash, or excessive tiredness or irritability and if a child is displaying symptoms, they should not come to the Y.
- Children may only bring essential items.
- Parents must wash and/or wipe down everything that comes home each night.
- Masks are required to be worn by all staff and students throughout the day when social distancing is not feasible due to space.
- Any parent or child entering the YMCA must go through the Health Screening Process, which is comprised of the Health Screening Questions, a visual inspection for symptoms, and a temperature check.
- Any parent entering the YMCA must wear a mask.
- Masks for children **are required**.

Daily Screening

Upon arrival, staff will report to an identified check-in location where they will receive a temperature check. Temperatures may not exceed 100.4. If it does, staff will not be permitted to work and will be sent home. After the screening, staff will be directed to the hand washing station to wash their hands using soap and water. Staff are expected to self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop, (fever or respiratory symptoms).

Students will be screened with visual inspections and temperature checks as they enter the program each day, and then directed to wash their hands with soap and running water vigorously for 20 seconds. Any one displaying a temperature of 100.4 or higher will be isolated from the group, in the care of a staff member at all times, and a parent will be called to pick-up the child within 45 minutes. In these situations, the areas used by the child will be disinfected within 24 hours. Any illnesses will require a doctor's note to return to the program.

Drop Off – Pick Up Procedures

Arrival time: 7:30-8:30AM

- Drive through, limited contact will be used
- Adults and students must be wearing masks, parents do not exit the car.
- One staff person will take child's temperature through the window and ask parents screening questions.
- Upon successful screening the child will exit the car and be escorted to their group.
- Any medications and written authorization must be handed to the staff member at this time.

- Drop off times must be observed, staff will not be in the parking lot before/after the scheduled times.
- No payments will be accepted at this time and electronic draft is encouraged

Dismissal: 4:00-6:00PM

- Parents will enter car line and staff will radio to group for child.
- Parents should only exit the car to buckle their children in seatbelts.
- Staff members will assist the child to the car avoiding contact and maintaining 6 ft. physical distancing as possible.
- Staggered pick up times will be suggested.

Hand Washing for Staff and Children

Hands should be washed upon arrival at YMCA, moving between locations, at the end of the day as well as:

BEFORE

- Eating
- Handling food
- Giving or applying medication
- Playing in water

AFTER

- Using the toilet
- Being outside
- Handling food or garbage
- Blowing nose, coughing, sneezing
- As needed

Hand washing should last for at least 20 seconds with vigorous scrubbing.

Hand washing with soap and water is preferred to hand sanitizer.

Hand sanitizer is an option but must be maintained in a safe manner and can only be used on clean hands.

Even after using hand sanitizer, hands should be washed with soap and water as soon as possible.

Cleaning and Disinfecting

•Cleaning and disinfecting of frequently touched surfaces will occur throughout the day (suggest 10 am, lunch, and 2 pm), as the children use different space/tables/manipulatives.

- YMCA staff will be using appropriate disinfectant during the day. All YMCA staff will disinfect areas.
- Staff will follow YMCA disinfecting protocol.
- Disinfecting supplies will be provided to staff by Facilities staff.
- Procedure for Cleaning & Sterilizing Toys
 - WASH-Place toys in soap and water mixed bin or sink.
 - RINSE-in the water bin or sink.
 - STERILIZE-place toys in bleach and water solution bin (ratio is 1 tablespoon of bleach per 1 quart of water)
 - Let sit for 10 seconds in sterilizer solution.
 - DO NOT RINSE AFTER STERILIZING –this is what sanitizes the toys. Place toys in empty bin or on a paper towel to dry.
 - Optional –after the RINSE, toys can be sprayed with a bleach solution and left to dry.

Illness (suspected Covid 19)

- Child or Staff person will be removed to an identified sick area. Staff will be trained on the location and usage of the identified space during training. If it is used/occupied by suspected person w/ Covid, then the room must be left vacant for 24 hours after being occupied before disinfecting can occur.
- Symptoms will be evaluated including temperature check.

- Based on symptoms, the child will be asked to put on a mask if not already wearing one.
- Children may not be left alone in the sick area.
- Parents will be asked to immediately pick up their child within 45 minutes.
- The staff member will be sent home for self-quarantine.
- In the event, a child or staff member tests Positive for COVID-19, the YMCA will contact the local Health Department, follow all instructions and guidance, and notify anyone who may have had contact or possible exposure.
- Any child sent home sick will not be accepted back into the program without a doctor's note.

Transportation Plan-If school districts begin to open

- Children and staff will use hand sanitizer upon entering and exiting the vehicle daily.
- Vehicle spacing-no more than 2 per seat, assigned and labeled. Every other seat when possible.
- Masks are required for all students and staff being transported by the YMCA.
- Open windows, weather permitting.
- Daily attendance logs will be kept in case source tracing becomes necessary.
- Students from the same family will be seated together whenever possible.
- Transportation will be provided based on location, space and availability.

Vehicle cleaning:

- Between runs, pre-clean, wipe, disinfectant.
- End of day wipe clean and spray and let dry
- Use an all-purpose wipe then a disinfecting product
- TWO STEPS IS A MUST –must remove soils and dirt
- Tissues and trash cans supplied on vehicles

Social Distancing

Social distancing requires a combination of several procedures. Social Distancing during the Drop-off & Pick-up time will be accomplished by physical demarcations among groups within a space. Stable Groups, throughout the day, will function as a cohort of children and staff that stay together. Staff will maintain the 6 ft. recommended distancing from each other, whenever possible. Students should enter each area when those areas have been vacated by other groups, and disinfected prior to the new group using the space, by staff using YMCA supplied products. Groups and staff should remain at least 6 feet apart at all times. Staff must refrain from physical contact with parents and students including, but not limited to; side hugs, high fives, shaking hands and pats on the back. Seating areas will be set up so stable group seats are appropriately spaced (minimum of 6 feet apart), and surfaces will be cleaned and disinfected after the program closes each day, by the Facility Staff using YMCA supplied products.

The program will make every effort to maintain separation of children from different school districts.

Program Plans

- Areas will be free of clutter and unnecessary supplies and equipment.
- Seating should be at least 6 feet apart whenever possible and social groups separated.
- Tables have a surface that can be cleaned and disinfected frequently and easily.
- Supplies should not be shared by children/staff and any supplies used will be cleaned and disinfected (i.e. scissors, markers).
- Disposable items will be used when possible (i.e. Popsicle sticks in small cups of paint instead of glue bottles).
- Site Directors and other School Age staff will develop activity plans and resources with adaptations for different age groups in each of the programmed areas.
- Centers and materials will be sanitized in between each group use.
- Students and staff will wear masks when transitioning from one place to another and when social distancing is not feasible.

Meals

Hands need to be washed before and after eating, using soap and running water with vigorous friction for 20 seconds or more. Children and staff will sit in stable groups, with 6 feet between groups. If staff assist an individual student, they need to disinfect their hands before eating or helping another child. All children need to dispose of their breakfast/lunch/snack trash themselves. Students will wash down their table area with soap/water after eating, which will be supplied by Facility Staff each day. A staff member will disinfect the tables immediately after the children pre-clean their eating space.

Online Instruction

Specific times of the day will be set aside for students to conduct homework in a quiet environment with minimal distractions. YMCA staff will assist students as needed in completing online homework and assignments. Parents are responsible to ensure their child has completed all homework each day.

In situations when synchronous instruction is required by the child's school or teacher, the YMCA staff will make every effort to accommodate those times.

Children will need to bring their own, individual electronic devices to complete online work. The staff will assist students in connecting to WiFi service while at the YMCA. No students will be permitted to share devices. The YMCA and the staff are not responsible for loss of or damage to any of these items. Please label all belongings. We ask that children leave hand-held electronic games at home.

Community YMCA of Eastern Delaware County HEALTH & SAFETY PLAN

Child Care 2020 Enforcement. The Child Care Director is responsible to maintain the Area Disinfection Log and ensure all staff are disinfecting the areas as planned. The Child Care Director and other YMCA staff will spot-check and monitor compliance with the Disinfection Log schedule. Staff who are observed not following and enforcing policy/procedure will be retrained as soon as possible. Failure to follow or enforce the COVID-19 Protocols may result in disciplinary action up to and including employment termination.

Daily Schedules

The following pages display sample daily schedules, which include a full day of programming. The schedules are subject to change based on the school districts served.

Upper Darby SD Cohort 1 Daily Schedule 9/1/2020 start

Subject to change...

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-8:30 AM	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL
7:30-8:30	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast
8:30-10:05	SYNCHRONOUS DISTANCE LEARNING (MORNING MEETING, READING, MTSS)				
10:05-10:10	Brain Break & MORNING SNACK	Brain Break & MORNING SNACK	Brain Break & MORNING SNACK	Brain Break & MORNING SNACK	Brain Break & MORNING SNACK
10:10-11:00	SYNCHRONOUS DISTANCE LEARNING (MATH)				
11:00-11:30	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES
11:30-1:00	Lunch/Free Choice	Lunch/Free Choice	Lunch/Free Choice	Lunch/Free Choice	Lunch/Free Choice
1:00-3:00	Asynchronous Social Studies, Math, Reading and Anchor Activities				
3:00-3:30	SYNCHRONOUS SPECIALS				
3:30-4:00	SNACK	SNACK	SNACK	SNACK	SNACK
4:00-4:30	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE
4:30	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY
6:00 PM	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

Upper Darby SD Cohort 2 Daily Schedule 9/1/2020 start

Subject to change...

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-8:30 AM	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL
7:30-8:30	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast
8:30-10:30	Asynchronous Social Studies, Math, ELA and Anchor Activities				
10:05-10:10	MORNING SNACK	MORNING SNACK	MORNING SNACK	MORNING SNACK	MORNING SNACK
10:30-11:00	SYNCHRONOUS SPECIALS				
11:00-11:30	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES	PHYSICAL ACTIVITIES
11:30-1:00	Lunch/Free Choice	Lunch/Free Choice	Lunch/Free Choice	Lunch/Free Choice	Lunch/Free Choice
1:00-2:35	SYNCHRONOUS DISTANCE LEARNING (MORNING MEETING, READING, MTSS)				
2:35-2:40	Brain Break				
2:40-3:30	SYNCHRONOUS DISTANCE LEARNING (MATH)				
3:30-4:00	SNACK	SNACK	SNACK	SNACK	SNACK
4:00-4:30	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE
4:30	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY
6:00 PM	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

Sample Daily Schedule Ridley SD 9/8/2020 start

Subject to change...

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 -9:00	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL
	CENTERS	CENTERS	CENTERS	CENTERS	CENTERS
9:00	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING
9:30 – 11:30	DISTANCE LEARNING SESSION I, ANCHOR ACTIVITIES, SNACK				
11:30-1:00	LUNCH & Physical Activity				
1:00-3:30	DISTANCE LEARNING SESSION II AND ANCHOR ACTIVITIES				
3:30 -400	SNACK	SNACK	SNACK	SNACK	SNACK
4:00-5:00	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE
5:00	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY
6:00 PM	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

Sample Daily Schedule Interboro SD

Subject to change...

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 AM	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL	ARRIVAL
	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast	CENTERS/ Breakfast
8:05-8:35	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING	SYNCHRONOUS MORNING MEETING
8:35-9:30	PHYSICAL ACTIVITY	PHYSICAL ACTIVITY	PHYSICAL ACTIVITY	PHYSICAL ACTIVITY	PHYSICAL ACTIVITY
9:30 – 12:15	DISTANCE LEARNING SESSION I, ANCHOR ACTIVITIES, SNACK				
12:15-1:00	LUNCH & Physical Activity				
1:15-2:35	DISTANCE LEARNING SESSION II AND ANCHOR ACTIVITIES				
2:35-3:30	PHYSICAL AND SMALL GROUP ACTIVITIES				
3:30	SNACK	SNACK	SNACK	SNACK	SNACK
4:00-4:30	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE	HOMEWORK ASSISTANCE
4:30	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY	CENTERS/ OUTSIDE PLAY
6:00 PM	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

CURRICULUM COMPONENT	DESCRIPTON
HOMEWORK ASSISTANCE	Homework time will be conducted in a quiet environment with minimal distractions. YMCA staff will work with students to complete and assist with homework daily.
ANCHOR ACTIVITIES	Anchor activities are ongoing activities that youth can work on independently throughout a year. Anchor activities provide meaningful work for youth when they finish their homework, when they first enter the program each day, or when they are “stumped.”
DISTANCE LEARNING SESSIONS	Grade level distance learning support with individualized instruction totaling 3-4 hours of instruction per day. Children bring own devices for online learning. Staff will provide assistance as required by students.
PHYSICAL ACTIVITIES	Staff will engage students in physical games, activities, outside play and learning; which will promote physical development for all grade levels.
CENTERS	Program format that encourages students to choose from the range of daily stations and/or activities to create youth-by-in, ownership, and leadership.