



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER ERIE Early Care & School-Age Enrichment Program PARENT HANDBOOK



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YMCAofGreaterErie

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WHO WE ARE

At the Y, we are committed to nurturing the potential of every child and teen, promoting healthy living and fostering a sense of social responsibility.

The Y provides services to all families without regard to race, religion, or national origin. Financial assistance is available.

INCLUSION STATEMENT

The YMCA of Greater Erie Early Care & School-Age Enrichment program welcomes all children. Programs will be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods. We will talk through our options with you. All meals served to children under the Child and Adult Care Food Program are served at no extra charge.

OUR MISSION

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

OUR FOCUS

Youth Development, Healthy Living and Social Responsibility

OUR CAUSE

At the Y, strengthening community is our cause.



pennsylvania
PRE-K COUNTS

For A Brigher Future





Children are like sponges – they watch and absorb knowledge, skills, and values from everyone and everything around them. At the Y, we believe the values and skills learned early on are the building blocks for quality life and future success.

Babies develop trust and security, preschoolers experience early literacy, and learn about their world, and school-age kids make friends, learn new skills and do homework.

YMCA character values – caring, honesty, respect and responsibility help kids – even our youngest- discover who they are and what they can achieve.

GOALS AND OBJECTIVES

Children will benefit from experiences that encourage:

- **Self-esteem & positive self-image:** Provide experiences that enhance each child’s sense of identity, independence and support his/her group identification
- **Social interaction:** Provide opportunities for each child to interact with both peers and adults. Develop a sense of responsibility and respect for self and others
- **Self-expression and communication skills:** Provide activities that enhance and develop language skills. Learn to give as well as receive affection
- **Creative expression:** Provide opportunities for each child to be original
- **Large and small muscle development:** Provide opportunities for each child to participate in activities to enhance muscle development
- **Intellectual growth:** Provide opportunities and resources for each child to develop cognitive skills for more effective communication and interaction

PENNSYLVANIA KEYSTONE STARS & PRE-K COUNTS

KEYSTONE STARS

Y programs are licensed by the Office of Child Development and meet YMCA of the USA Quality Check Standards. Like a hotel rating system, Y programs are accredited by the Pennsylvania Keystone Stars program. That's important to you as a parent because you can be sure your kids are thriving in the highest quality learning environment with qualified, certified teachers who annually seek continuing education and certifications in CPR/First Aid, Water Safety, Fire Safety & Child Development.

All Y programs are either Keystone 3 or 4 accredited. Each stars designation has its own research-based performance standards. These standards measure areas of childcare and education.



What you can expect from the quality rating is:

- Professional development and training for our teachers; half to two-thirds of the staff have completed or are enrolled in credentials or degrees
- Literacy activities including reading, story-telling and encouraging written and verbal communication
- Parent and community resources are used effectively in the quality delivery of the program
- Business, organizational and staff compensation practices are maximized
- A review of the program center by a nationally recognized environment rating scale that indicates a high quality score

PRE-K COUNTS

The Pennsylvania Pre-K Counts program makes quality pre-kindergarten programs available to Pennsylvania residents at no cost to qualifying families. It is funded through a grant from the State of Pennsylvania. Full day program instructional time is 5.5 hours and part-day instructional time is 3 hours. The Y offers a number of Pre-K Counts classrooms throughout our service area. **A Pennsylvania Pre-K Counts application must be filled out completely and submitted for consideration.**



PRE-K COUNTS ATTENDANCE POLICY

Pre-K Counts classrooms observe a traditional school district calendar in which the program center is located and runs Monday-Friday. The Office of Child Development and Early Learning require regular attendance in Pre-K Counts classrooms. Accepted excuses include: quarantine, personal illness, religious reasons, death in the immediate family, natural disaster/severe weather, educational trips (approval required by teacher) and reasons agreed upon by classroom teacher.

Children with 3 or more unexcused absences, will receive a letter containing dates in question, a statement categorizing these dates, and a warning that the child is in jeopardy of losing the Pre-K Counts funding and being removed from the classroom. Absences of 10 or more days will result in an immediate loss of funding and removal from the classroom. Upon returning to school, a written notice must be submitted and signed by the parent.

LET'S GET STARTED

EASING FIRST DAY JITTERS

We encourage parents to schedule an appointment with your Program's Director and/or classroom teacher prior to their first day so that you and your child can ease those first day jitters, have any last minute questions answered and ensure that all of your paperwork is complete for a smooth start.

FOR ALL – SPECIAL NEEDS PLAN

We welcome children with all abilities and in order to provide the best experience for you and your child, we require a one-on-one appointment **PRIOR** to their first day. It is essential that we have all pertinent information about the child's needs from the outset of enrollment. If services have been received from an outside agency such as Sarah Reed, Achievement Center, Barber Institute, IU5, or local school, please notify us. Our enrollment process includes:

- Observation of the child in a classroom setting
- Assessment of the staff's ability to handle various special needs and consider whether additional training, the cost of which is not unreasonable, would assist the staff in confidently handling needs and behavior circumstances
- Observation of the child's adaption to the group of children
- Discussion of child's needs with staff person
- Trial enrollment – not to exceed two weeks
- Discussion with family of possible and necessary accommodations that are reasonable and do not fundamentally alter the nature of the group atmosphere of the program.
- Notification to the family if the Y is not able to accommodate the child's needs because of unreasonable modifications or somehow altar's the groups dynamic in the program. If a proposed accommodation is prohibitively costly or would fundamentally alter the nature of the group, the Y may propose an additional cost or propose the presence of a training aide at the family's expense at which point the child may enroll for a trial period to determine whether the child will thrive in the classroom environment.

INCLEMENT WEATHER

If weather conditions warrant, our program centers may close without prior notice. If there is any doubt to attendance, listen to the radio, TV news, visit ymcaerie.org or our facebook page - [ymcaofgreatererie](https://www.facebook.com/ymcaofgreatererie).

EMERGENCY CLOSINGS/EVACUATIONS

The Y has a detailed emergency operation plan in accordance with the Department of Public Welfare and PEMA. Programs located at locations other than a YMCA Membership Branch will follow the emergency plan as determined by their host location. This plan is available at every location. Should a Program Center be forced to close early or evacuate, the staff will follow the emergency operations plan. Parents will be notified as soon as possible so they may make arrangements for their child.

EMERGENCY INFORMATION

Please be sure that your Program Director has your current work, home and mobile phone numbers. Please be sure that the people you have named as "In Case of Emergency" are available during the Program's hours, have transportation and be willing to pick up your child in the event of illness or emergency.

DON'T FORGET!

1. Completed application form
2. Fee services agreement
3. Child's immunization record
4. Child's health assessment (physical form signed by doctor)
5. Application for Food Program
6. Special Needs Plan (if needed)

Incomplete forms will be returned for completion prior to the child's first day of attendance.

EXCEEDING EXPECTATIONS

From Pennsylvania Keystone STARS quality to National Accreditations, your YMCA Early Care and School-Age Enrichment Center programs support families with additional services and amenities that help ensure that your child can learn, grow and thrive.

CARING AND WELL-TRAINED STAFF

Our staff nurtures the healthy, successful growth of every child by emphasizing values such as caring, honesty, respect and responsibility. Annually staff continues their education with courses in child development, first aid, water and fire safety and CPR. All classroom lead teachers hold post secondary education degrees or Child Development Associate Credential, the most widely recognized credential in early childhood education..

HEALTHY EATING AND PHYSICAL ACTIVITY STANDARDS

The Y has committed to adopting new standards for nutrition and physical activity in our Early Learning and School-Age Enrichment programs. The standards:

- Establish a minimum of expected physical activity for children of different ages enrolled in our programs;
- Define food and beverages offerings, including designating water as the primary beverage during snack times and offering fruits and vegetables as snack options;
- Limit the amount of screen time (watching TV, playing video games, using computers);
- Encourage breastfeeding of infants in our care; and
- Commit to conducting parent education to encourage healthy behaviors at home.



MEALS AND SNACKS

The Y participates in the Child and Adult Care Food Program which enables us to provide breakfast, lunch and an afternoon snack for toddlers and above at no additional charge to your family. The meals and snacks follow the Federal Nutrition Guidelines. A monthly menu is available at each Program Center. Additional information on the CACFP program can be found at <http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program-cacfp>. Parents may also choose to send meals for their child.

Food Allergies: Any child who has a food allergy must have a written note from your physician on file. This note is due within 30 days from the time of enrollment or from the diagnosis. The Y will provide a food substitution, if agreeable by the parent, and is allowable by the Child and Adult Care Food Program.

Infant Meal Plans: The Y offers age-appropriate meals to all infants including formula, juice and table foods. We ask parents of infants to complete infant meals and schedule forms. You may choose between the following infant formulas: Gerber Good Start Gentle and Soy.

FAMILY EVENTS

Family is important to us! All of our program centers provide special opportunities for families to get together from picnics to family fun nights. These events are offered at little or no cost to you. Watch your child's newsletter and the parent communication log for dates and times.

FIELD TRIPS

Children of all ages attending our Y Early Care & School-Age Enrichment and Summer Camp programs will attend field trips throughout the year. Some of these trips include the Erie Zoo, local parks and playgrounds, swimming and the movies. During the school year field trips usually tie into the curriculum and area of study. Safety precautions used while on field trips include having a cell phone, first aid supplies and emergency books with all emergency information and an alternate plan for transportation. Before leaving for field trips, children are broken into small groups and assigned a teacher for the entire trip allowing for a more personal and enriching experience for the child.



WHAT YOU NEED TO KNOW

WHAT TO BRING

While we provide most everything for your child, there are a few items you'll want to bring from home. These items may vary based on your child's age and classroom, so please talk with your child's teacher for an exact list. Please note that some program centers may charge parents \$1 per item for diapers and wipes used from our supplies. Suggested items include:

- A set of extra clothes, labeled with their name
- Crib sheet
- Small blanket
- Diapers/pull-ups
- Wipes
- Other comfort items such as pacifier, special blanket or stuffed animal



YOUR CHILD'S ROUTINE

Maintaining a routine for your child to include regularly scheduled naps helps your child thrive in our educational environment. Children, preschool and younger will have a daily rest time. Children in the Infant Room sleep in their own crib, spaced three feet apart on all sides (linens are changed and washed weekly). Toddlers, preschool and Pre-K children rest/sleep on individualized and labeled cots. The cot is covered with a bottom cover (provided by parents) and may use a blanket from home. All linens/blankets are washed weekly or when soiled. Cots are spaced three feet apart on all sides. Children who do not fall asleep are provided with a quiet activity on their cot such as books or puzzles.

DIAPERING

According to the Office of Child Development, our state licensing agency, children must have a diaper inspection hourly and changed every two hours, minimum. Please make sure that you have an adequate supply of diapers (provided by the parent) and wipes for your child weekly.

OUTDOOR ACTIVITIES

All children will go outside daily unless we are experiencing severe weather – defined as a wind chill of 25 degrees or less and a heat index of 90 degrees or higher. Please send your child appropriately dressed for the weather (hats, gloves, boots etc.).

SUNSCREEN

All children ages 6 months and older must have sunscreen for outdoor excursions. Sunscreen is provided by the parent. No child will be permitted to go to the beach or outdoor pool without sunscreen and/or an approved Swimshirt for swimming. Included in this handbook is a form authorizing the application of sunscreen.

CELEBRATING BIRTHDAYS

We look forward to celebrating your child's birthday with their friends. Parents may send in "healthy" snacks to be served during snack time. Please notify your teacher of your plans.

BABYSITTING

We view babysitting children enrolled in our programs as a conflict of interest for our staff. Please honor this policy and do not invite any of our staff to privately babysit.

ILLNESS

Children thrive in a healthy environment so we ask that you keep your child home if they are exhibiting any of the following symptoms: fever of 100.6 or higher, persistent cough, contagious rash, vomiting or diarrhea, pink eye (the child must be on antibiotics for 24 hours), too ill to participate in activities and head lice (the child must be nit free to return and have a physician's note).

The Department of Public Welfare authorizes the Y to deny attendance at Y programs for an ill child or request that a child be picked up due to illness. All communicable diseases **MUST BE** reported to Y staff; these include chicken pox, head lice, ringworm, strep throat, scarlet fever, pink eye, impetigo, and scabies. All notifications will be posted anonymously in order to alert other parents. The child may not return until the child has been seen by a physician and the parent presents a note that the child is not contagious and may return to the program.

Parents will be called when a child becomes ill during the program day. If the staff determines the child is too ill to remain at the program, parents will be asked to pick their child up within one-hour of the call.

Medications: Medications given during the day must be prescribed by a doctor and must be in its original, child-resistant container, be labeled by a pharmacist with the child's name, name and strength of medication, the date of the prescription, name of physician who wrote the prescription, medication's expiration date, administration/storage/disposal instructions. Medication will be given at EXACT times as instructed on the prescription.



DISCIPLINARY POLICY

It is the goal of the YMCA to develop the values of caring, honesty, respect and responsibility in the children enrolled in our programs through positive, non-threatening teaching techniques. Explanation and redirection is the standard method of discipline. In some cases, "time-out" or loss of privileges may be necessary. There will be no harsh, cruel, or unusual punishments.

Parents will be contacted when serious discipline problems occur with their child.

Children will receive the appropriate step stated in our policy for the following behaviors:

- a. Physical harm to staff or other program participants. This includes hitting, kicking, biting, scratching, or pinching with intent to harm.
- b. Malicious and willful destruction of personal, school or YMCA property (you will be billed for any defacing of the above properties).
- c. Leaving space assigned as licensed by Department of Welfare or his/her assigned group.
- d. The child is a safety threat to themselves, other children or the staff
- e. Possession of weapons, fire arms, ammunition and/or explosives
- f. Possession of drugs, tobacco, and/or alcohol
- g. Creating an unsafe bus/walking environment
- h. Leaving school grounds while waiting for bus or Y staff to arrive.

Should any child exhibit any of the previously mentioned behaviors the following steps will be taken:

1. 1st Infraction – the child will be sent home for the remainder of the day. The child may return to the Y the following day. However, the child's parent/legal guardian must have signed the behavior report.
2. 2nd Infraction – the child will be sent home and receive a 2-day suspension. The parent/guardian will be required to have a meeting with the Director and classroom teacher. The child will not be allowed to return to the program after the 2-day suspension until the meeting has been held. The purpose of the meeting is to discuss the child's behavior and set-up a plan to help the child be successful in the Y's program.
3. 3rd infraction – The child will be sent home and receive a 3 day suspension from care. The child may return after the 3rd day only if the parent has signed the behavior report.
4. 4th infraction – The child will be sent home and terminated from the program.

The YMCA reserves the right to remove the child from the program without completing the 4 step process if the seriousness or the incident so warrants. The YMCA also reserves the right to remove a child from the program for any one of the following reasons:

- Failure to submit a physical as mandated by law.
- Failure of a parent or guardian to maintain payment schedule.
- The child's needs are not being met by the YMCA program.

In the event of repeated inappropriate behavior by a child, the following action steps will be taken:

- To immediately notify the parents in writing at the end of the day so that the incident can be discussed
- Conference with the parent/ guardian
- Removal from the program.

It is the intent of the YMCA to work together with parents/ guardians for the best care of each child. Working as a team is a necessary step to correct repeated inappropriate behavior. Your patience, support, and follow-through are not only appreciated, but necessary.

The YMCA is dedicated to providing a safe and caring environment for all children. We pledge to exhaust all behavior management techniques before resorting to the discipline policy.

Biting & Aggression

These are behavioral stages that many children pass through. The staff will track behaviors during these stages and give recommendations as needed.

EASING THE TRANSITION

COMMUNICATION

We believe communication between parents and our staff is crucial in assuring a positive, enjoyable experience for the child. Therefore the Y provides written notices regarding changes in policy, scheduling or special events. In our program centers there are generally parent communication logs or bulletin boards for your daily reading – or, something may come home in your child’s bookbag. It is the responsibility of the parent to check for communication daily. You may also use these communication centers to give specific instruction/notes about your own child.

Involvement in and out of the classroom is important to us at the Y. Throughout the year, you’ll be presented with opportunities to volunteer in the classroom as well as family opportunities for giving back. We invite you to consider volunteering in our Parent Advisory Committee which helps guide decisions in our Program Centers, staff development and community collaborations.

Our *Today We* sheets are posted daily to let you know of our activities. All infants and toddlers receive a personal sheet daily which includes activities, nap times, temperament, diet and diaper/potty times. If parents of preschool or school-age children would like daily sheets, please request them from the Program Director.

CHILD OBSERVATIONS

Children will be formally observed for milestones by classroom teachers three times annually with the first observation completed within 45 days of enrollment. Parents are encouraged to review the observation with classroom teachers; all observations are confidential and seen by teachers, early intervention staff, directors and parents. Assessments help our teachers to write and adapt lesson plans, ensuring they meet all children’s needs and abilities. A portfolio of samples of your child’s work and copies of observations are kept on file. This file will be given to the parent as the child enters kindergarten.

CLASSROOM AND PROGRAM TRANSITION

Transitions are a celebration of your child’s development! Alongside with parents, we begin the transition slowly with small time periods in the new classroom everyday to adjust to the new setting; we allow the child to dictate the length of time needed to move to the room so that the child is most comfortable. All transitions are discussed well in advance with parents.

KINDERGARTEN TRANSITION

Staff works hard to prepare all children for kindergarten and school success. We follow the Pennsylvania Early Learning Standards for kindergarten readiness. We have established links to our local school districts and participate in the United Way’s Success by Six and Erie Together programs ensuring that all children have competencies in 50 identified skills for kindergarten readiness. When your preschooler is ready to transition to kindergarten a copy of your child’s portfolio, containing assessments and observations, as well as copies of samples of work, is provided to your child’s elementary school. This helps the classroom teacher have a sense of your child’s abilities prior to entering kindergarten and serves as a starting place for lesson plans.

ARRIVAL/DEPARTURE PLAN

To ensure your child's safety, your child will only be released to persons listed on the child's application form as authorized release persons. We will ask for photo ID to verify the pick-up person. All release persons must be at least 16 years old. Anyone under 18 years may require written permission from the parent in advance. Anyone not listed on the application for service, as a release person may not pick up the child.

The Y requires all parents to be listed on the application. Should you not want the child's



mother/father to be an authorized release person you must provide the Y with a court order stating the custody arrangement and/or a protection from abuse (PFA). The Y is required by law to follow the court ordered arrangement. Should you have questions about this policy and law, please see your Program Director or call the Vice President of Child Care Services at 452-1432 ext. 244.

Upon arrival and departure, please sign your child in/out by listing the time and your signature on the Sign In/Out sheet AND in ProCare (our electronic attendance record) touchscreen/keypad. You'll be given a unique user ID and password for ProCare.

It is the responsibility of the parent or caretaker to provide transportation for the enrolled child to and from the Y's program. Persons designated or authorized to pick up an enrolled child must be

listed by name, address and phone number on the child's application form. Each parent or caretaker must provide at least one designated person authorized to pick up an enrolled child.

It is the responsibility of the parent or caretaker to assure that whoever picks up the child is mentally and physically competent to do so and is not under the influence of drugs or alcohol.

In the event that a pick-up person arrives who appears to be mentally or physically incompetent and/or under the influence of drugs or alcohol, the Y staff shall have the right to take any one or more of the following steps:

1. To contact others on the child's application form regarding pick-up
2. To arrange alternative transportation at the parent's expense
3. To notify the police

ACCOUNTING POLICIES

ENROLLMENT FEE

The enrollment fee is \$20/child or \$30/family and is due upon enrollment and is nonrefundable. If your child transfers Program Centers, you are not required to pay the enrollment fee. If your child has withdrawn and returns to the program after 6 or more months, you will be required to pay the enrollment fee again.

UNDERSTANDING OUR TUITION

Our weekly rate is based on a 4-day contracted week, receiving the 5th day free. Three days or less will be contracted using a daily rate. Should your Program Center be closed for two or more days in a week, the contracted rate will be adjusted. If the Program Center should be closed only one day in a week, the fees will remain the same as your contracted rate based on 4 days and your 5th day is free.



PRE-K COUNTS WRAP ENRICHMENT PROGRAM

Children enrolled in our Pre-K Counts program may also be enrolled in our Pre-K Counts Wrap Enrichment Program. This program is NOT covered by the Pre-K Counts grant and payment for this program should be received on Friday for the upcoming week.

SIBLING RATE

The Y offers a \$1/day/child sibling discount program. Ask your Program Director for more information

Y MEMBER DISCOUNT

One of the many benefits of Y membership, is a generous discount on Y programs. Youth memberships (\$23.85/month) for enrolled children qualify for the membership discount.

PAYMENT RESPONSIBILITY

Parents are responsible for the full cost of the program. Should you receive any funding through CCIS, the Y's Sliding Fee and Scholarship Program or any other source, you must comply with the funding sources guidelines including timely reporting of wages, employment schedules, child support, payment of weekly fees/copays and deposit.

Should you run into difficulty meeting your payment responsibility, please contact your Program Director BEFORE becoming delinquent. Because Y programs are for everyone, the Y offers many different types of financial assistance. Financial assistance is available for working families needing help through Pennsylvania Child Care Information Services (CCIS) - call (814) 452-6580.

It is the policy of the Y that no person be denied membership or program participation by reason of inability to pay fees. Funds made available for scholarships are provided by the Y's We Build People fund, which was generously donated by staff, members and the community. Additional financial aid is available through Erie's Futures Fund and Pre-K Counts.

PAYMENT OPTIONS

Our program is set-up on a weekly rate system with payment due on Friday for the upcoming week. All payments must be check or money order and placed in a locked box at the Program Center or made in person at a YMCA of Greater Erie Membership Desk. Families wishing to pay with MasterCard, Visa and Discover may only do so at a YMCA of Greater Erie Membership Desk. Payments may also be made through automatic bank draft using Tuition Express. Receipts will be given only to those making payment in person at a YMCA Membership Desk.



LATE PICK-UP FEE

It is important that your child is picked up on-time. If you are late past our closing time, we will charge \$1/minute per child in a late fee due at the time of pick-up for any child picked up after our closing times - 6p.m. for traditional programs and 10 p.m. for extended programs. By law, children are only able to be in our programs for a duration of 10 hours per day. If a child is in attendance more than 10 hours per day, this same fee will be incurred. If you will be later than your normal pick-up time, please call.

RETURNED CHECKS

There is up to a \$30 handling fee for any Non-Sufficient Fund check. After 2 returned checks per calendar year, checks will not be accepted.

RECEIPTS & STATEMENTS

Each family will receive a monthly statement detailing your account activity. Families needing documentation should retain their receipts and/or monthly statements for this purpose.

WITHDRAWAL

If you wish to withdraw your child from a Y program, a written notice must be given to the Program Director within two-weeks of the child's last day. You are responsible for fees during the notice period. We also request written notice in order to obtain copies of your child's records.

If the Y deems it necessary to withdraw your child, we would consider the following grounds for withdrawal:

- Delinquent fees & failure to maintain the contracted payment schedule
- Failure to comply with Department of Public Welfare regulations
- Failure to comply with the policies in this handbook
- Behavioral challenges (refer to discipline policy)
- Failure to submit a physical exam within the approved timeframes
- Child's needs not being met by the Y.

GRIEVANCE

Even in the highest quality program, you may have questions or concerns about your child and the program. Here at the Y, we believe that communication is essential. If you have an issue or concern, please take the following steps:

- Talk with your child's lead teacher
- Talk with the Assistant Director/Program Director

- Talk with the Branch Executive Director or call the Vice President of Child Care Services at 452-1432 ext. 244
- Talk with the CEO at 452-1432.

HOLIDAYS

YMCA of Greater Erie Early Care & School-Age Enrichment Centers observe the following public holidays and will be closed in observance: New Year’s Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve Day, New Year’s Eve Day, Labor Day and Christmas Day. Additional closings are site/program specific and the intent to close will be posted for all closings a minimum of two weeks in advance.

NO SCHOOL DAYS

We offer our School-Age Enrichment Program on days the children do not have school during the regular school year (1st grade & up). There is an additional charge that is due with your weekly fee. Please ask your Program Director for the rate as it varies by location. **You must sign your child up in advance for all No School Days.** We staff according to the number of children enrolled each day; if your child is not signed-up in advance, your child will not be able to stay for the program.

EARLY DISMISSAL DAYS

We offer our School-Age Enrichment Program on days that the school district dismisses prior to their ordinary dismissal time. An additional fee is charged for this service and is due with your weekly payment. Advance sign-up is required for this service too.

VACATION LEAVE FOR CHILDREN

These days may be used individually or in weekly increments. Once these days are used, payment will be expected for any absence. Vacation days will run from January to December, days may not carry over from year to year. No credit is available for unused days. The number of vacation days your child shall receive is based on the number of contracted days weekly.



This policy does not apply to families receiving CCIS funding or sliding fee discounts.

Days contracted weekly	Vacation days per year
5	10
4	8
3	6
2	4
1	2

Families wishing to take vacation should complete a Vacation Request Form and return to the Program Director. This form is found in this handbook, on our website at ymcaerie.org and is available from your Program Director.

FINANCIAL ASSISTANCE

Because Y programs are for everyone, the Y offers many different types of financial assistance. Financial assistance is available for working families needing help through Pennsylvania Child Care Information Services (CCIS) - call (814) 452-6580. CCIS shares the concern of parents that programs and centers in Pennsylvania meet health and safety standards. Through their Certification Services Bureau, they certify and register facilities to make sure they meet specific standards. In Erie, our CCIS office is located at:

CCIS of Erie County
155 West 8th Street, Suite 316
Erie, PA 16501-1043
Phone: (814) 451-6580 or (814) 451-6683
Toll Free Phone: 1-877-288-2022
Fax: (814) 451-6550

CCIS of Crawford County
424 North Street
Meadville, PA 16335
Phone: (814) 337-8055
Toll Free Phone: 1-800-682-6118
Fax: (814) 337-8085

**WE BUILD
PEOPLE**

A YMCA Initiative

It is the policy of the Y that no person be denied membership or program participation by reason of inability to pay fees. Funds made available for scholarships are provided by the Y's We Build People fund, which was generously donated by staff, members and the community. Additional financial aid is available through Erie's Futures Fund and Pre-K Counts. Speak to

your YMCA Early Care & School-Age Enrichment Center Director for more information.

COMMUNITY CONNECTION

CHILD & ADULT CARE FOOD PROGRAM

For more information on the Child & Adult Care Food Program --
<http://www.fns.usda.gov/cnd/care/cacfp/aboutcacfp.htm>

PENNSYLVANIA WOMEN, INFANTS & CHILDREN NUTRITION PROGRAM (WIC)

Women who are pregnant, breastfeeding or recently had a baby and children under age 5 can participate in the program if there is a nutritional need, live in Pennsylvania and meet the income guidelines. For more information call 1-800-WIC-WINS or visit www.pawic.com

CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

Uninsured children under 19 years of age in Pennsylvania may be eligible for free or low-cost health insurance. For more information call 1-800-543-7105 or visit www.wpacaringfoundation.com

DOLLY PARTON'S IMAGINATION LIBRARY

Receive a new book for your children's home library monthly, at no cost to you. Eligible children are birth through age five. For more information call 456-2937 or www.unitedwayerie.org

PAY LESS FOR PRESCRIPTIONS

Use your FamilyWize Prescription Drug Discount Card to save on prescriptions not covered by insurance, Medicare or other benefit plans. You can get your FamilyWize card at any YMCA of Greater Erie membership branch or ask your program director. For more information call 456-2937 or www.unitedwayerie.org

IRS CHILD & DEPENDENT CARE CREDIT

If you pay someone to care for your child or dependent last year, you may be able to claim the Child & Dependent Care Credit on your federal income tax return. For a list of guidelines, visit www.irs.gov

PA PROMISE FOR CHILDREN

Campaign to raise awareness about the importance of providing PA's young children with access to quality early learning opportunities. Learn more about this advocacy group and how you can help at www.papromiseforchildren.com

YMCA OF GREATER ERIE EARLY LEARNING & SCHOOL-AGE ENRICHMENT CENTERS

Camp Sherwin

8600 West Lake Road
Lake City, PA 16423
Kevin Salem (c572-1090)

County YMCA

12285 YMCA Drive
Edinboro, PA 16412
734-5700
Steph Wilhelm (c882-1420)

Downtown YMCA

31 West 10th Street
Erie, PA 16501
(452-3261)
Heather Clark Celio (x249)
Stephanie Alward (x273)

Early Learning Center

3507 Poplar Street
Erie, PA 16508
(464-2980)
Christine Fracassi (c882-4969)

Early Learning University

301 Darrow Road
Edinboro, PA 16412
(734-8020)
Jill Tucker (c882-4995)

Eastside Family YMCA

2101 Nagle Road
Erie, PA 16510
Missy Fuller (899-9622)

Elk Valley Elementary

2556 Maple Avenue
Lake City, PA 16423
**774-5602 Ex 6240
Elisabeth Hess (c572-1088)

Fairview Elementary

5145 Avonia Road
Fairview, PA 16415
(474-2600x5713)
Kevin Salem (c572-1090)

Glenwood Park YMCA

3727 Cherry Street
Erie, PA 16508
(868-0867) Debbie Anderson

Klein Elementary School

5335 East Lake Road
Harborcreek, PA 16421
Michael Wright (882-1661)

McKean Elementary School

5120 West Rd
McKean, PA 16426
273-1033 x 4009
Richelle Roman (c881-4567)

McLane Tween Program

James W. Parker Middle Scholl
Room 107
11781 Edinboro Road
Edinboro, PA 16412
Stephanie Wilhelm (c882-1420)

Northwestern Elementary

100 Harthen Way
Albion, PA 16401
756-0514
Mary Catherine Young (c572-1083)

Perry Elementary

955 West 29th Street
Erie, PA 16508
Danielle W. (397-7356)

St. Mary's Episcopal Church

662 Silliman Avenue
Erie, PA 16511
Karri Pacilio (c392-7721)

Summit United Methodist

1510 Townhall Rd West
Erie, PA 16509
**864-3275
Cori Ochalek (c882-6792)

Waterford

St. Pete's Episcopal Church
100 E. Third Street
Waterford, PA 16441
796-3753
Betty Dean (572-1085)

Wattsburg Elementary

10780 Wattsburg Road
Erie, PA 16509
825-2706 or 824-3400 #4596
Lindsey Lasher (882-4921)



YMCA OF GREATER ERIE APPLICATION FOR EARLY LEARNING & SCHOOL-AGE ENRICHMENT

YMCA MEMBER: Branch _____ NON-MEMBER

Has this child or any others in the household attended a YMCA Program? Yes...Where? _____ No

School Currently Attending:

Grade/Classroom:

Child's Name	Date of Birth	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Child's Social Security Number	School District of Residence		
Circle Ethnicity: Hispanic; Non-Hispanic Circle Race: Caucasian; African American; American/American; Asian/Pacific Islander; Hispanic (Chicano/Latino); Multiracial; Alaskan; Other For clerical use only, will not effect services offered.			
PARENT INFORMATION IS REQUIRED ON BOTH PARENTS.			
Do you have a COURT ORDER stating visitation or custody arrangements of parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Regulations require a COURT ORDER to be ON FILE at the facility should there be any restrictions regarding visitation or custody.</small>			
Mother's Name/Legal Guardian	Home Phone	Cell Phone	Access Code
Address	City/State/Zip	E-mail address	
Employer/School	Employer/School Phone (include extension)	Fax Number	
Employer/School Address	City	State	Zip
Father's Name/Legal Guardian	Home Phone	Cell/Pager	Access Code
Address	City/State/Zip	E-mail address	
Employer/School	Employer/School Phone (include extension)	Fax Number	
Employer/School Address	City	State	Zip
CHILD'S MEDICAL INFORMATION			
Name of Child's Physician/Medical Care Provider	Phone	Fax	
Address	City	State	Zip
Medication(s)	Allergies		
Medical or Dietary Information Necessary in Emergency Situation	Special disabilities		

Other information necessary for the care of your child <input type="checkbox"/> ADHD <input type="checkbox"/> Asthma <input type="checkbox"/> Learning Disability <input type="checkbox"/> Diabetes Other: _____	Other information on special needs of child				
Health Insurance Coverage or MA benefits (REQUIRED)	Policy Numbers (REQUIRED)				
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT					
Obtaining Emergency Medical Care	X				
Minor First Aid Procedures	X				
Transportation by the Facility	X				
Walking and Trips	X				
Swimming and/or Wading	X				
Consent to be Photographed for Promotion	X				
Consent to be Videotaped for Promotion	X				
Person(s) to Whom the Child May Be Released/Emergency Contact Information					
Name	Address	Phone	Emergency Contact?	Access Codes	Relationship
			Y / N		
			Y / N		
			Y / N		
			Y / N		

Enrollment Date: _____ Termination Date _____

Signature of Parent or Guardian: _____ Date: _____

Signature of YMCA Staff Person: _____ Date: _____

6 Month Periodic Review:

Signature of Parent or Guardian: _____ Date: _____

How did you hear about us?

- T.V./Radio
 Direct mail
 Facebook
 Text
 Other

Child Enrollment Information:

Number of days per week ____ Hours per week _____ Schedule Full Day Half Day

INFORMATION MUST BE UPDATED AS SOON AS POSSIBLE AFTER CHANGES OCCUR



**YMCA OF GREATER ERIE
EARLY LEARNING & SCHOOL-AGE ENRICHMENT CENTERS
2014 Fee Agreement and Policies**

YMCA MEMBER: Branch _____ NON-MEMBER
 Has this child or any others in the household attended a YMCA Program? Yes...Where? _____ No
 School Currently Attending: _____ Grade/Classroom: _____

Child's Name		Parent's Name		Home Phone	
Address		City	State PA	Zip	
Program	School/Area	Grade	Gender	Date of Birth	
Discount Fee Type	Caseworker	Case #	Payment is due: Friday Before service Week	Registration Fee \$20.00 Child/30.00 Family	Published Weekly Rate
Early Dismissal/No School Add On Fee		Parent Contract Rate w/ Applied Discounts		Daily Rate if Exceed Contracted Days	

SERVICES TO BE PROVIDED AS PART OF THE CHILD CARE FEE:
 The YMCA of Greater Erie Child Care Center will provide care and developmentally appropriate activities for the age group during the hours listed below. These will include but not be limited to feeding, care, supervision, planning, and implementation of developmentally and age appropriate activities.

Service days:
 Mon. Tue. Wed. Th. Fri. Sat. Before School After School No School Days

Child's Arrival Time AM/PM	Child's Departure Time AM/PM	Extended Day Care (Downtown Branch Only) <input type="checkbox"/> Saturday (Downtown Branch Only) <input type="checkbox"/> Second Shift Care (Early Learning Center at Poplar Street Only) <input type="checkbox"/>
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PERSON(S) DESIGNATED BY PARENT TO WHOM THE CHILD MAY BE RELEASED

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- EXTRA FEES TO BE CHARGED IF APPLICABLE**
- \$30.00 NSF fee for all returned checks
 - Late Fee: \$1.00 per minute per child past current closing time
 - Additional Fun Day (no school day) fee for those enrolled in regular program services
 - Field trips including transportation to and from field trips\Adaptive programming supplies

I, the parent/guardian agree to abide by the rules there in:

- Received complete written program information at time of my child's enrollment including the parent handbook which contains center rules, emergency procedure and other valuable information.
- Agree to update emergency contact/parental consent form information whenever changes occur or every 6 months minimum.
- Agree to provide the child care center with an updated health assessment and immunizations in accordance with American Academy Pediatrics recommendations.
- Understand I am responsible for all charges and must pay for services in advance on a weekly basis. I will give a two week notice before withdrawing my child from the program.
- Agree to treat YMCA staff and other program members with respect and choosing not to do so will result in termination of services.
- Have received the original of this document. My signature acknowledges my understanding of the Agreement to the above.

Enrollment Date: _____ Rate Effective Date: _____ Withdrawal Date: _____

Signature of Parent or Guardian: _____ Date: _____

Signature of YMCA Staff Person: _____ Date: _____

6 Month Periodic Review:

Signature of Parent or Guardian: _____ Date: _____

Signature of YMCA Staff Person: _____ Date: _____

CHILD AND ADULT FOOD PROGRAM ENROLLMENT FORM – Child Enrollment Form

Enrollment Date: _____

Child _____	Parent/Guardian _____
Address _____	Address _____
Birth date _____	Telephone (home) _____ (work) _____

Sponsoring Organization _____	Center/Home _____
Address _____	Address _____

Normal Hours of Care (write in times)*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start: _____						
End: _____						

* If more than 8 hours of care per day, please attach an explanation to this form.

Daily Expected Meal Service Participation (please check box)

Breakfast	AM Snack	Lunch	PM Snack	Supper	Eve Snack
_____	_____	_____	_____	_____	_____

Is this child of school age? Yes No If yes, will additional meals be provided when school is not in session? Yes No If yes, please specify the meal: Breakfast Lunch Snack Supper

Parental Contacts: This child care facility participates in the Child and Adult Care Food Program. In order to receive federal funds, representatives of the sponsoring organization or the State Agency may contact you to verify your child’s participation. Please indicate what time and method of contact you prefer:

<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Time
<input type="checkbox"/> Letter	<input type="checkbox"/> Telephone (home)	<input type="checkbox"/> Telephone (work)

Signature _____ Date _____
Parent/Guardian

Signature _____ Date _____
Center Administrator/Home Provider

"In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs)."

"To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

For Sponsor Use Only

Child withdrew on _____



Child and Adult Care Food Program Child Care Center Meal Benefit Income Eligibility Form

Part 1. All Household Members

Name of Enrolled Child(ren):		
Names of all household members (first middle initial last) _____ _____	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, (CHECK BOX) AND SKIP TO PART 5 TO SIGN THIS FORM.	CHECK IF NO INCOME
	<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Benefits: If any member of your household received [State SNAP], [FDPIR], or [State TANF cash assistance], provide the name and case number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**
 NAME: _____ CASE NUMBER: _____

Part 3. If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call **Your center director, Homeless Liaison, Migrant Coordinator.** Homeless Migrant Runaway

Part 4. Total Household Gross Income—You must tell us how much and how often. (or note if NOT APPLICABLE)

A. Name (List only household members with income) <i>(Example)</i> <i>Jane Smith</i>	B. Gross income and how often it was received			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
	\$200/weekly _____	\$150/twice a month _____	\$100/monthly _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____

Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. **If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the back of this page.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign Here: _____ **Print Name:** _____

Date: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Last four digits of Social Security Number: * * * - * * - _____ I do not have a Social Security Number

**Part 6. Participant's ethnic and racial identities (optional)**

Mark one ethnic identity:	Mark one or more racial identities:	
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Black or African American	

Don't fill out this part. This is for official use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____

Categorical Eligibility: _____ Eligibility: Free _____ Reduced _____ Denied (Paid) _____ Date Withdrawn: _____

Reason for Denied: _____

Temporary: Free _____ Reduced _____ Time Period: _____ (expires after _____ days)

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Follow-up Official's Signature: _____ Date: _____

The participant in the day care facility may qualify for free or reduced price meals if your household income falls within the limits on this chart.

Household size	Yearly
1	\$20,147
2	\$27,214
3	\$34,281
4	\$41,348
5	\$48,415
6	\$55,482
7	\$62,549
8	\$69,616
Each additional person:	+\$7,067

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

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POLICIES AND PROCEDURES ACKNOWLEDGEMENT FORM

1. Parents are required to sign their child in and out each day. Children also must be escorted in and out of the building in the presence of a responsible adult.
2. We require notification if your child will be absent. Parents with children infant through pre-school should notify the Y by 9 am. Parents with school-aged children should call before 1:30 pm if a child will not be in attendance in the after school program.
3. Written requests to utilize vacation credits must be submitted to the designated person at each branch or program center prior to vacation. Families receiving financial assistance through CCIS or any other scholarship should discuss vacation requirements with the Program Director.
4. All payments are required BY FRIDAY of the preceding week. Continuous lack of payments may be considered for termination. All payments must be placed in the designated payment box or at the Y's Membership Desk.
5. The YMCA of Greater Erie is dedicated to the safety of the children in our program. Each branch of the Y has adopted an Emergency Operation Plan which outlines the procedures to be followed in the event of an emergency. If you wish to review a copy of this plan, please see any member of our staff.
6. In the event the Y is closed for inclement weather, you will be notified via radio or television.
7. Parents are responsible for transportation to and from the program site.
8. The Y reserves the right to terminate services to a family for inappropriate behavior or disrespectful actions towards other participants or staff in our programs.
9. The Y will make all necessary accommodations to provide appropriate programming for those children with developmental or behavioral issues. If after family consultation, the family chooses to not participate in partnership with the Y and those offering services that have been identified through professional assessment, it is within the Y's rights to consider termination. It is our commitment to work within what is considered to be the best interest of the child.
10. I have received the original of this document. My signature acknowledges my understanding of and agreement to the above.

Parent's Signature:

Date:

ARRIVAL/DEPARTURE PLAN ACKNOWLEDGEMENT FORM

It is the responsibility of the parent or caretaker to provide transportation for the enrolled child to and from the Y's program and abide by all Pennsylvania state laws regarding car and booster seat requirements. Persons designated or authorized to pick up an enrolled child must be listed by name, address and phone number on the child's application form. Each parent or caretaker must provide at least one designated person authorized to pick up an enrolled child.

It is the responsibility of the parent or caretaker to assure that whoever picks up the child is mentally and physically competent to do so and is not under the influence of drugs or alcohol.

In the event that a pick-up person arrives who appears to be mentally or physically incompetent and/or under the influence of drugs or alcohol, the Y staff shall have the right to take any one or more of the following steps:

4. To contact others on the child's application form regarding pick-up
5. To arrange alternative transportation at the parent's expense
6. To notify the police

Any violation of the policy may, at the sole discretion of the Y, result in immediate dismissal of the child from the Y's program. The Y assumes no liability for negligence or otherwise for the release of child to a parent or caretaker authorized to pick up an enrolled child.

We, the undersigned parents and/or legal guardians, hereby release and agree to indemnify and hold harmless, the Greater Erie Young Men's Christian Association from any and all liability which might result from the release of a child to the parent or legal guardian or anyone designated or authorized to pick up an enrolled child.

I HAVE READ AND UNDERSTAND THE ABOVE AND I CONSENT AND AGREE TO THE CONDITIONS OUTLINED ABOVE.

Witness

Parent/Caretaker

BREAKFAST ON SCHOOL DAYS

It is known that the school my child attends serves breakfast every morning that school is in session. My child attends a YMCA program that is NOT located at school. The YMCA is providing transportation for my child to school and he/she will be arriving too late to participate in the school's breakfast program. I hereby waive my right to have my child eat in the school cafeteria. My child is to eat his/her breakfast at the YMCA.

PARENT SIGNATURE

DATE

PARENT PARTICIPANT AGREEMENT

An open and respectful relationship between all people who come in contact with our program is important to the well-being and safety of your child and other children in our program. At all times it is essential that parents adhere to a certain level of interaction with their children, staff and other program participants. Please make sure that you adhere to the following standards of interaction:

- Treat others including your child, the way you would like to be treated. By treating children with respect and consideration, you are setting a good example for them on how to treat others.
- Should you have a disagreement with anyone in the program, deal with it in the confidence of the program director's office or assistant director's office. Children should not be a party to any disagreements between adults. It is essential that we exemplify an united front in their development. Issues needing discussed should be handled away from listening ears until resolution can be reached.
- Parents should also direct any questions and concerns regarding staff or policies to the supervisory staff (assistant directors or program director). Mediation can occur should there be a disagreement and we will be happy to help people work it out.
- Parents are asked to model appropriate language and behavior at all times while involved in programming events or on Y property.
- Parents are not permitted to pick up their children while under the influence of drugs or alcohol. (See corresponding arrival/departure plan.)
- Parents are responsible for reading all materials that are sent home and keeping staff and administration alert to changes in their child's emergency contact information; health and medical care. This includes maintaining proper immunization status and also getting physicals at 2,4,6,9,12,15,18 and 24 months and then yearly thereafter.
- Parents are responsible for keeping current on their accounts and also alerting our financial office of any problems with billing, payment or changes in attendance or funding.
- Under no circumstances will any behavior be tolerated that endangers the wellbeing or safety of anyone in the program or visiting the program. Families will be asked to leave should they or their child be unable to treat other program participants with caring, respect, and honesty and in a responsible manner. (This is keeping with the core values of the Y.)

We have an open-door policy for visiting your child during the day. Check with your program director for what times are best suited for visiting. We believe it is very important to have open communication between staff and parents given the shared responsibility of caring for your child. Communication and cooperation between parents and caregivers are important for the wellbeing of your child.

Questions, suggestions and discussions regarding any concerns you may have are highly welcomed by every staff member. Sometimes a few words at drop off or pick up time may be sufficient. Otherwise, you are welcome to arrange for a meeting with your child's teacher regarding your concerns.

By signing below you agree to maintain the standards to help us to provide the best level of service to all the families and their children in our center.

Parent Signature: _____ Date: _____

EMERGENCY EVACUATION PROCEDURE ACKNOWLEDGEMENT FORM

Our Emergency Operations Plan provides for responses to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-place sheltering: Sudden occurrences, weather or hazardous material related, may dictate that taking cover inside the building is the best immediate response.
- Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a Relocation Facility at the (see branch specific information).
- Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a hazardous weather condition or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Please listen to any local radio or TV Station for announcements relating to any of the emergency actions listed above. We ask that you not call during the emergency. This will keep the main line free to make emergency calls and relay any information. We will attempt to let you know that we have taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child.

The form designating persons to pick up your child is included in the enrollment packet. Please be sure this form is accurate at all times. This form will be used every time your child is released. Please ensure that only persons you list on the form attempt to pick up your child. We specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operation procedures please contact the Program Director at your Center.

I understand the YMCA of Greater Erie has an Emergency Preparedness Plan for all of its' Child Care Sites.

Parent Signature

Date

DISCIPLINE POLICY ACKNOWLEDGEMENT FORM

Y staff members strive to provide a safe and fun environment for all program participants; however, the Y will not allow children who continually display disruptive behavior to hinder the safety or enjoyment of others. YMCA character values of caring, honesty, respect and responsibility are role-modeled through positive, non-threatening teaching techniques. It is our intention to support and strengthen family.

Parents will be notified by phone/writing/conference if the child continues to struggle with behavioral issues. All behavior reports will be stored in the child's confidential file. The reports, however, will be "recycled". If 30 days pass without incident from the last infraction, the previous reports become "void". This will prevent a child that has had a rough day every few months from being in danger of termination from the program.

When children exhibit unacceptable behavior in our programs, there are disciplinary consequences. We ask for your support in encouraging appropriate behavior of your children.

1. A time-out will be given and the child will be redirected to another activity; time-out is generally a time equivalent of one minute for the age of your child.
2. We regard the following as serious behavior concerns and have discipline steps in place according to the action:
 - i. Physical harm to staff or other program participants. This includes hitting, kicking, biting, scratching, or pinching with intent to harm.
 - j. Malicious and willful destruction of personal, school or YMCA property (you will be billed for any defacing of the above properties).
 - k. Leaving space assigned as licensed by Department of Welfare or his/her assigned group.
 - l. The child is a safety threat to themselves, other children or the staff
 - m. Possession of weapons, fire arms, ammunition and/or explosives
 - n. Possession of drugs, tobacco, and/or alcohol
 - o. Creating an unsafe bus/walking environment
 - p. Leaving school grounds while waiting for bus or Y staff to arrive.

Serious Behavior Consequences:

Step 1: The child will be sent home for the remainder of the day. The child may return to the Y the following day. However, the child's parent/legal guardian must have signed the behavior report. The child will not be allowed to return unless the parent has reviewed and signed the behavior report.

Step 2: The child will be sent home and receive a 2 day suspension. The parent /guardian are then required to have a meeting with the program director. The child will not be allowed to return to the Y after the 2 day suspension until the meeting has been held. The purpose of the meeting is to discuss the child's behavior and set up a plan to help the child be successful in the Y program.

Step 3: The child will be sent home and receive a 3 day suspension. The child may return after the 3rd day only if the parent has signed the behavior report.

Step 4: If behavior continues, the child will be sent home and terminated from the program.

I have received and will review the YMCA Discipline Policy and understand the policies and consequences of unacceptable behavior. If I have any questions or concerns I will bring them to the supervisor's attention.

Parent/Guardian signature

Date

SUNSCREEN PERMISSION FORM

Soaking up the sun's rays used to be considered healthy before we learned about the dangers of ultraviolet rays. These invisible rays, known as ultraviolet-A (UVA) and ultraviolet-B (UVB), cause suntan, sunburn and skin damage. There is no "safe" UV light. *Protecting young people from the sun is especially important as most of our lifetime exposure comes before the age of 20.*

Y participants spend time outside and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies, we have made the following policies in this regard:

- All participants and staff will wear sunscreen with an SPF of at least 15 on all exposed skin, including lips, daily even on cloudy days.
- Parent or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop off.
- Parent or legal guardians will be responsible for providing enough sunscreen (in a sealed container) for their child (one bottle per child) and handing the bottle to the staff. The bottle will remain in a locked box with the child's name on it.
- Staff will be responsible for ensuring thorough follow-up applications after one hour in the water, after two hours of activity in the sun (due to perspiration), and/or any other times as need. Please note, this will mean your child will have the sunscreen applied to them by the staff. Please explain this to your child before their first day.
- Approved Swimshirts are permitted when swimming outdoors.
- Sunscreen must be worn and provided year-round, not just in the summer month's.
- The Y reserves the right to disallow anyone to participate outside at any time for failure to comply with this policy.

Please note that these decisions were made to protect your child. Furthermore, our staff members have been trained on this subject and understand their responsibilities and the consequences for failure to observe the policy.

I verify that I have read, understood and, for the protection and well being of my child, agree to comply with the YMCA Sunscreen policy. I also understand that if at any time I fail to comply with the policy, my child will not be allowed to participate in said program.

Parent's signature _____

Date: _____

GETTING TO KNOW YOUR CHILD

Ease those first day jitters by bringing your child to our program center for a visit as well as completing the following questionnaire.

- I choose to have a face to face "getting to know you" visit.
- I choose to fill out a questionnaire with "getting to know you" questions
- I choose not to participate in either "getting to know you" options at this time

Parent/ Guardian

Date

NICE TO MEET YOU

1. Tell us about your household. (Neighborhood, who lives there, names and relationship to child)?

2. Does your child have any parents that do *not* live in the home?
 - a. Does your child visit this parent?
 - b. Are there any custody issues that we should discuss?

3. Does your child have any siblings (names and ages)?

4. Does your family have any pets?

5. Does your child respond to any nicknames? Does your child have any nicknames for family members?

6. Is there any other information about your family's composition that you would like to share?

7. Has your child been in an early learning or school-age enrichment program before?
 - a. If yes, would you share some information with us? (Where? When? For how long?)

 - b. What kind of program (family day care home, relative/neighbor care, group, center)?

 - c. Is there a reason for leaving that program that you would like to share with us?

 - d. Do you have any of your child's records from that program?

- e. How did your child react to other children and adults?

8. What do you think will happen the first day of your child's attendance?

9. Does your child have any imaginary friends?

10. Are there any special problems or fears that we should know about?

11. Does your child do any of the following:
 - a. Nail biting?
 - b. Thumb sucking?
 - c. Stuttering?

12. Any special needs (medical, developmental, social, mental health)?
 - a. Do any of these special needs require special care by our teachers?

 - b. Does your child have an IEP (Individualized Education Plan) or ISFP (Individualized Family Service Plan)?
 - i. If so, we would like a copy of the plan so we can provide the best possible learning experience for your child.
 - ii. What program or individuals work with your children in regards to these special needs? Would you sign a release of information with them so they can speak with us about how to provide enhanced support to your child?

13. Does your child have any allergies?
 - a. Food Allergies
 - b. Environmental Allergies
 - c. Allergies to medicine

14. How are your child's allergies treated?

15. Do you have any special medical or dietary information for management in an emergency situation (medicine to keep on hand, people to call, etc.)?

16. Describe your child's schedule:
 - a. Normal bedtime, waking time, nap time and duration

 - b. Meal times

 - c. Does your child have a different schedule at any other settings (babysitter, relative/neighbor care, school)?

17. Regarding toilet habits, what words does your family use for bowel movements and urination?
 - a. Any special terminology for private parts?

 - b. Is your child toilet trained?

 - c. Does your child need to be reminded to go to the toilet during waking hours?

18. Is there information that will help us make the first few days in our program easier for your child?

19. Is there other information you would like to share?

INDIVIDUALIZED EDUCATION PLANS (IEP) & INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP)

Child's Name: _____

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us. It is important for us to work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- I am providing a copy of my child's IEP or IFSP.
- I am not providing a copy of my child's IEP or IFSP.
- This is not applicable to my child.

Parent/Guardian

Date