

Suburban North Family YMCA School Age Child Care (SACC) Parent Handbook

Program Information

Welcome to the Suburban North Family YMCA school age child care program! We strive to provide a setting that is safe and secure and where your child will be able to grow mentally, physically, and socially. Our program is state licensed and we strictly adhere to all state guidelines and regulations.

Daily activities may include:

Arts & Crafts	Story time
Group games	Movies
Homework time	Outdoor play
Dramatic play	Circle time

The Suburban North Family School Age Child Care (SACC) program serves children in grades K-6 who are enrolled in Catasauqua Area School District, Northern Lehigh School District and Northampton Area School District.

Hours of Operation:

George Wolf Elementary School (grades K-5), Bath	6:30 AM-9:00 AM & 3:00 PM-6:00 PM
Lehigh Twsp Elementary School (grades K-5), Lehigh Twp	6:35 AM-9:00 AM & 3:00 PM-6:00 PM
Moore Twsp Elementary School (grades K-5), Moore Twp	6:30 AM-9:00 AM & 3:00 PM-6:00 PM
Northampton Area M.S. (6 th grade), Northampton	2:30 PM-6:00 PM (at Siegfried Elementary)
Peters & Slatington Elementary School (grades K-6), Friedens	6:30 AM-9:00 AM & 3:00 PM-6:00 PM (at Peters)
Sheckler Elementary & Middle School (grades K-6), Catasauqua	6:45 AM-8:45 AM & 2:30 PM-6:00 PM (at Sheckler)
Siegfried Elementary School (grades K-5), Northampton	6:30 AM-9:00 AM & 3:00 PM-6:00 PM

All sites close at 6:00 PM – No Exceptions!

When bringing your child, you must escort them into the building and sign in on the "sign-in sheet." A parent/guardian must also sign our "sign-out sheet" when picking your child up in the afternoon. If someone other than a parent is picking up your child, please notify the Y Care staff. We will not release a child unless we have proper authorization from a parent or guardian. **Note: proper I.D. is required from person picking up child.**

PA State Licensure:

Our programs are licensed by the Department of Human Services. This means that all facilities must meet minimum standards of space, staff-to-child ratios, and qualifications of staff members as well as state police and child abuse clearances. A copy of regulations for our program is available at all sites to any parent upon request or by calling the Department of Human Services at 800-222-2117.



Fees, Scheduling, & Billing Policies

SACC Fees:

	5 Days	4 Days	3 Days	2 Days	1 Day
Before School Care:	\$50	\$40	\$30	\$20	\$10
After School Care	\$70	\$56	\$42	\$28	\$14
Sheckler Kinder Y Care (PM ONLY)	\$75	\$70	\$45	\$35	\$18
Before & After School	\$100	\$80	\$60	\$40	\$20
Registration Fee	\$50 per family (paid each school year, non-refundable)				
Late Payment Fee	\$15/week				
Y Days @ the Y	\$27 per day				

**Title XX does not cover the cost of Y Days

***Note:** Y Care will open at 8:00 AM when there is a 1 or 2 Hour Delay

****Y Care will remain open 1 hour after dismissal in cases of inclement weather**

*****Community Services for Children provides subsidized child care for families who cannot afford the full tuition. If you are experiencing financial difficulties, please reach out to the child care director for assistance in applying for these benefits.**

Billing:

Registration fee, \$50 per family must be paid at time of enrollment. The registration fee is non-refundable. If a child dis-enrolls for a period of 90 days, a new registration fee must be paid. The first week's tuition payment is also due at the time of registration. Subsequent weeks must be automatically drafted by EFT or Debit/Credit via the Authorization form in the registration packet and will be drafted Monday each week. For families who do not have a checking and/or credit card, cash payments will be accepted. **Approval must be obtained by the director, prior to picking the CASH option.** A \$5 fee will apply to each cash payment. Payments not received on time will incur a \$15 late fee. No credits will be given for absences or vacations. Snow days will be credited at the end of the school year. All other credits will be at the discretion of the Child Care Director. If there is an outstanding balance the child will not be able to attend subsequent week, transition to a new program, register at another Y, transfer records, or obtain any statements until the account is paid in full.

Note: A year-end tax statement will be available by the end of January. Unless there is documentation stating otherwise, the statement will be given to the person making the payments. NO EXCEPTIONS!! EIN #24-0798706

Late Pick Up Policy:

Our Y School Age Child Care Program closes at **6:00 PM**. Parents should plan to pick up their children by that time. If a parent/guardian cannot be at the site by 6:00 PM, they must arrange for someone else to pick up their child. A late fee of \$20 for the first 15 minutes past program hours will be assessed and \$1.00 each minute thereafter. **Three late pick-ups could result in suspension from the program.**

Y Days:

Y Days is a program offered at the YMCA when school is closed because of teacher in-services or holidays. Pre-registration is required for Y Days. No refunds or credits will be given. Title XX will not cover the cost of Y Days. Financial assistance is available to qualified applicants. **DROP-IN CARE IS NOT PERMITTED ON THESE DAYS.** Y Days may not be available for all teacher in-service days & holidays.

Health & Safety

Health Appraisals:

All children are required to have a completed Health Appraisal Form with all immunizations up-to-date. An initial Health Appraisal must be submitted when registering and updated when the child goes into 5th grade. A Health Appraisal form must be submitted within 60 days of registration. School Health Forms that include your child's immunization are also accepted.

Illness:

If your child should become ill while in our care and our staff person thinks that your child should go home, you will be called immediately. Should we be unable to reach you, we will contact the emergency numbers listed on your Emergency Contact Form. If we suspect your child has a communicable disease (i.e. chicken pox, pink eye, head lice) we will require a physician's note to return to the program.

Children should not attend SACC if they are experiencing any of the following:

- A temperature of 100 degrees taken orally or axially
- Repeated episodes of vomiting or diarrhea
- Obvious symptoms of a communicable illness, in which cases we should be notified immediately.
- Severe nasal and chest congestion and a cough that interferes with daily activities
- Behavior indicating pain or distress

When an illness such as diarrhea, vomiting or fever requires exclusion, we ask that your child remain home until he/she has been symptom free for 24 hours.

Medication:

For safety reasons, children are not allowed to keep medication in their possession. Please give any medications (including cough drops) to your child's counselor upon arrival at facility. All medications, including over the counter brands, must be in its original container and include pharmacy label with the child's name, current date, a dosage amount. **Be sure to complete and sign the medication log. We are not permitted to give medication to children without your authority.** Please make sure that the dosage is clearly stated on the medication log and on the container itself.

Emergency Procedures:

For your child's safety and protection, there is at least one staff member who is trained in First Aid/CPR for children in accordance with the State of Pennsylvania's regulations. In the event of an incident that creates a need for medical attention, we will proceed as follows:

For immediate medical treatment: A staff member will call 911 and request emergency assistance. If necessary, your child will be transported to the nearest emergency center by the dispatched ambulance. Parents will be contacted immediately. If parents are unable to be reached, your emergency contacts will be called. Within 24 hours, the staff member will complete an incident report stating the following details of the situation.

If a less serious incident occurs: A staff member will administer First Aid on site and parents will be notified.

Insurance:

Participating parents should be responsible for accidental insurance. The Suburban North Family YMCA carries liability insurance.

Bad Weather Policy

School Cancellation- When school is cancelled due to inclement weather, Y Care will not be available.

Early Dismissal- When school is dismissed early due to inclement weather, Y Care will remain open for 1 hour after dismissal

1 or 2 Hour Delays- Y Care will open at 8:00 AM. If school closes early after a delay, Y Care will also close.

Behavior Policy

Code of Conduct for Children & Staff

- I will show respect for myself, others, and property.
- I will show kindness to others
- I will follow rules, be cooperative and helpful
- I will listen and follow directions
- I will take responsibility for my actions
- I will be part of creating a safe environment
- I will do my personal best

Procedures:

YMCA Child Care Programs define unacceptable behavior as:

- A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- A child inflicting physical or emotional harm on other children or staff members.
- A child/parent who uses abusive language or threatens other children or staff members.
- A child who continues to behave against the YMCA policies explained in this packet.
- The Staff/Coordinator feels the program can no longer function effectively due to the unacceptable behavior of a child.

When inappropriate behaviors occur, the following consequence steps will be followed:

1. Verbal warning
2. Take 5 received- Child takes a five minute time-out to reflect on behavior
3. A written behavior report which requires child and parent signature
4. A 3rd behavior report will result in a 1-3 day suspension, depending on the severity of the incident
5. A 4th behavior report will result in a 1 week suspension from the program
6. A 5th behavior report will result in expulsion from the program
7. In extreme cases, the School Age Child Care Coordinator may suspend or terminate child care the same day parents are notified
8. The Child Care Coordinator must approve all terminations from care.

For the safety of all participants, YMCA Child Care Program will not tolerate any of the following by a child and/or caregiver

- Offensive or threatening language
- Bullying
- Physical violence
- Possession or use of an illegal substances, alcohol, tobacco, lighters, matches or knives (including pocket knives) or any other instruments that may be construed as weapons

Any of the above actions could result in immediate suspension or expulsion from the child care program.

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