



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

Building Firm Foundations

**Greater Valley YMCA
Easton/Phillipsburg and Vicinity Branch
Forks Education Center
1350 Sullivan Trail
Easton, PA 18040
P: 610-250-7193**



**2018-2019
Family Handbook**

<u>Policy</u>	<u>Procedure/Policy/Information</u> Departments: Early Childhood Education / Pre-K Counts / School Age / Summer Camp
YMCA Mission and Vision Statement	<p>Strengthening the Foundations of Community The Y is a powerful association of men, women and children of all ages and from all walks of life joined together by a shared passion: to strengthen the foundations of community. Anchored in more than 10,000 neighborhoods around the country, the Y has the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change. Though the world may be unpredictable, one thing remains certain – the Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities.</p> <p>Branch Vision Statement With a commitment to nurturing the potential of children and promoting youth development, healthy living and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow and thrive building a firm foundation for future success in school and throughout life.</p> <p>Corporate Mission Statement The Forks YMCA Education Center is a nonprofit charitable organization that promotes Christian principles through programs that build healthy spirit, mind and body for all.</p>
Goals/Objectives	<p>The YMCA strives to provide quality early childhood education in a caring, safe, positive, structured environment that emphasizes on the building blocks needed to promote healthy child development. We aim to support and strengthen the family unit as we assist children in developing to their fullest potential.</p> <p><u>Support and strengthen the family unit</u></p> <ul style="list-style-type: none"> ▶ Strengthening partnerships with family members ▶ Strengthening family’s sense of community ▶ Increase awareness of developmental milestones in early childhood education ▶ Supporting family’s efforts to build positive values in children ▶ Involving and serving parents and families in significant ways to build upon their strengths <p><u>To assist children in developing to their fullest potential</u></p> <ul style="list-style-type: none"> ▶ Develop and enhance the four major areas of growth and development: <ul style="list-style-type: none"> • Social/emotional development • Cognitive development • Physical development emphasizing health, wellness and nutrition • Language development ▶ Develop and enhance learning goals based on five areas of content learning: <ul style="list-style-type: none"> • Literacy

	<ul style="list-style-type: none"> • Mathematics • Science & Technology • Social Studies • The Arts <ul style="list-style-type: none"> ▶ Develop and implement learning goals based on individual needs/differences ▶ Develop and enhance value development <p><u>To deliver quality programming in a caring, safe, positive environment.</u></p> <ul style="list-style-type: none"> ▶ Creating a positive and safe learning environment that ensures all children develop to their fullest potential ▶ Provide experiences so children can strengthen their social, emotional and intellectual learning ▶ Broadening a child’s and parent’s understanding of their community, country and world ▶ Hire qualified and/or certified staff who exemplify positive teaching characteristics ▶ Implement low child/staff ratio ▶ Structure the program to implement small group sizes and teacher/child ratio ▶ Frequent and positive interaction between caregivers and children to build positive relationships, provide individual attention and opportunities to speak and be listened to ▶ Provide opportunities for children to play and explore in a learning environment that supports intentional teaching strategies ▶ Ensure materials, equipment and facilities are age appropriate and developmentally stimulating ▶ Implement an evidence-based curriculum that supports child-centered and child-directed activities, aligned with Pennsylvania Early Learning Standards ▶ Regular review of children’s progress to implement data driven instruction supporting enhancements to teaching strategies, adaptations to the environmental and individualized instruction ▶ Reinforce positive guidance strategies using a strength-based approach ▶ Involving children in planning programs and setting boundaries and expectations ▶ Culturally and linguistically responsive practices that values diversity of children and families ▶ Family Involvement ▶ Maintain Keystone STARS Accreditation ▶ Develop and implement continuous quality improvement ▶ Adaptation strategies supported by data driven instruction that supports individual developmental needs of all learners ▶ Clear objectives and program goals that support continuous quality improvement
Inclusion Philosophy	<p>The YMCA embodies the values, policies, and practices that support the right of every infant, toddler, preschooler, kindergarten, school age child and their family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood/school age programs and services are access, participation, and supports.</p>

**Nondiscrimination Policy
Statement Equal
Employment Opportunity
EOE/EOP**

Open and equitable personnel systems will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, or sex. Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any, who believes they have been discriminated against, may file a complaint of discrimination with any of the following.

Forks Education Center
1350 Sullivan Trail
Easton, PA 18040
610-250-7193

Easton, Phillipsburg & Vicinity YMCA
1225 W. Lafayette St
Easton, PA 18042
(610) 258-6158

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
River Front Office Bldg
1101-1125 So Front Street
5th Floor
Harrisburg, Pa 17110

U. S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Northern Regional Office
Rm 331, Scranton Office Building
100 Lackawanna Avenue
Scranton, Pa 18503

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.aseer.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

	Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.), please contact USDA's TARGET Center at (202)720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.					
Licensing & Program Certifications	<p>Pre-K Counts • ECE – Licensed by the Pennsylvania Department of Human Services. All license certificates are posted at the main entrance for review.</p> <p>Keystone Star 4 Accreditation – Keystone Stars is Pennsylvania's quality improvement program that recognizes child care providers who exceed state health and safety licensing requirements.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>PA pennsylvania PRE-K COUNTS</p> </div> <div style="text-align: center;">  <p>pennsylvania KEYSTONE STARS OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING</p> </div> </div>					
Administration	<u>Department</u>	<u>Staff</u>	<u>Phone</u>	<u>Email</u>	<u>Main Location</u>	<u>Hours M - F</u>
	Branch Executive Director	Lori Metz	610-258-6158	Lorimetz@gv-ymca.org	Easton	Office Hours vary
	Accounting Federal Tax ID # 24-0798706	Kristen Mayberry	610-250-7193	kristenmayberry@gv-ymca.org	Rotates between Easton and Forks	Office Hours vary
	Center Director	Julie Novick	610-250-7193	julienovick@gv-ymca.org	Forks	Office Hours vary
	Pre-K Counts Director	Leigh Miller	610-250-7193	leighmiller@gv-ymca.org	Forks	Office Hours vary
Operation Hours Non-Operational Days	<p>Early Childhood Education Program Days: Monday Thru Friday Hours: 6:30 am – 6:30 pm <u>Full Time</u>: 5 days per week, up to 10 hours a day; <u>Part Time</u>: 3 or 4 days per week, up to 10 hours a day; 5 days per week, up to 5 hours a day, am/pm options</p> <p>Pre-K Counts Program Days: Monday thru Friday Hours: PKC Full Time: 8:45 am - 3:15 pm PKC Part Time: 8:45 am-12:00 pm or 12:15 pm-3:30 pm AM & PM Extended Care Options: (Tuition Fee Applied; extended care is not guaranteed, based on availability)</p>					

	<p>Programming will not be available on the following days in observance of Holidays or Teacher In-Service Days.</p> <p><u>Holidays/In-Service Days</u></p> <table border="0"> <tr> <td>September 3, 2018 (Labor Day)</td> <td>October 8, 2018 (In-Service Day)</td> </tr> <tr> <td>November 22, 2018 (Thanksgiving Day)</td> <td>November 23, 2018 (Day After Thanksgiving)</td> </tr> <tr> <td>December 24, 2018 (Christmas Eve)</td> <td>December 25, 2018 (Christmas Day Observed)</td> </tr> <tr> <td>December 31, 2018 (New Year’s Eve Observed)</td> <td>January 1, 2019 (New Year’s Day Observed)</td> </tr> <tr> <td>February 18, 2019 (In-Service Day)</td> <td>April 19, 2019 (In-service)</td> </tr> <tr> <td>April 22, 2019 (Easter)</td> <td>May 27, 2019 (Memorial Day)</td> </tr> <tr> <td>July 4, 2019 (Independence Day)</td> <td></td> </tr> </table> <p>► Please note there will be no credits or refunds for holidays or in-service days that fall on a week day.</p> <p>► Child care costs are calculated annually and divided to determine weekly tuition rates.</p> <p>► Pre-K Counts – please reference separate calendar for exact dates.</p> <p>► Notification of an expected day of non-operation will be made 60 days in advance if applicable.</p>	September 3, 2018 (Labor Day)	October 8, 2018 (In-Service Day)	November 22, 2018 (Thanksgiving Day)	November 23, 2018 (Day After Thanksgiving)	December 24, 2018 (Christmas Eve)	December 25, 2018 (Christmas Day Observed)	December 31, 2018 (New Year’s Eve Observed)	January 1, 2019 (New Year’s Day Observed)	February 18, 2019 (In-Service Day)	April 19, 2019 (In-service)	April 22, 2019 (Easter)	May 27, 2019 (Memorial Day)	July 4, 2019 (Independence Day)	
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<p>Governing Resources used to guide best practice for policy and procedures.</p>	<p>The YMCA adheres to best practice outlined in/by “<i>Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs,</i>” 2014, American Academy of Pediatrics, Department of Human Services, PA STARS Standards, the YMCA Board of Directors, NAEYC and the YMCA’s General Liability Insurance Carrier. The parent handbook outlines general policies and procedures for day to day operations but are not limited to and may not include all policies and procedures outlined by the resources listed above.</p>														
<p>Parent Advisory Committee (PAC)</p>	<p>As Early Childhood Education Educators, the YMCA encourages parent engagement to support their child’s education. In doing so, parents will have the opportunity to assist with establishing a firm foundation for healthy growth and development. Enhancing, expanding and establishing this foundation will have powerful influence on shaping basic building blocks for young people’s lives and choices.</p> <p>Commission of Work: Fundraising • Educational Programs • Educational Field Trips • Parent/Child Education Workshops • Teacher Appreciation • Family Engagement Activities • Special Events • Volunteers • Facility Projects</p> <p>The YMCA is seeking a minimum of one individual from each age group (Infant, Toddler and Preschool) to support the PAC’s Goals and Objectives. Interested individuals can contact Julie Novick (Julienovick@gv-ymca.org) (610)250-7193.</p>														
<p>Inclement Weather Information</p>	<p>The YMCA Inclement Weather Policy is to remain open even when public schools are closed. However, if there are extremely hazardous driving conditions or a state of emergency is called, the Center may delay</p>														

	<p>opening, close early, or not open. We are concerned with the safety of our children and families as well as our employees. Should weather conditions become increasingly hazardous during the day, please plan to pick up your child early or plan to have someone else pick up your child. Please list your pick-up persons on your emergency contact form that is kept in your child’s file. In the event of winter storms, school closings or delays will be announced on the following radio, television stations, internet and social media outlets:</p> <p>Please look for <u>“Forks YMCA Education Center – School Closing/Delay Information will follow program name”</u></p> <p>WFMZ CHANNEL 69 www.gv-ymca.org Facebook Rained Out! (App)</p> <p><u>ECE:</u> A delayed opening prior to 12:00 pm (Noon) lunch will be modified to a cold lunch. Serving of lunch will be delayed. A delayed opening of 12:00 pm (Noon) or after <u>NO LUNCH WILL BE SERVED.</u> Please have children eat lunch prior to arrival.</p> <p><u>Pre-K Counts:</u> A two-hour delay will result in a start of class times as follows: 3A 10:15 am-12:45 pm 4A/4B/4C 10:15 am -3:15 pm 3B 1:00 pm-3:30 pm EXTENDED CARE: 2 hours past start time.</p> <p>If a delayed opening prior to 12:00 pm (Noon) lunch will be served as scheduled. A delayed opening of 12:00 pm (Noon) of after <u>NO LUNCH WILL BE SERVED.</u> Please have children eat lunch prior to arrival.</p> <p>***There are no tuition refunds or discounts for delays, early dismissals or closings.</p>
<p>Staff Education & Training/Certifications/Background Clearances</p>	<p>All YMCA staff obtain and/or maintain the following trainings/certifications/clearances according to DHS, Keystone STARS and YMCA Standards:</p> <ul style="list-style-type: none"> • First Aid • Infant/Child/Adult CPR • Fire Safety • Child Abuse Prevention • Keystone Stars New Staff Orientation • YMCA Staff Orientation • FBI Criminal History Clearance • PA Child Abuse Clearance • PA State Criminal History Clearance • CACFP Regulations <p>All staff in accordance with the DHS, Keystone STARS and YMCA professional development requirements must take in addition to the above the following, to include, but not limited to:</p> <ul style="list-style-type: none"> • <u>Pre-K Counts:</u> 36 training hours/year for Teachers and Directors • 24 additional training hours for assistant teachers. • <u>ECE:</u> 24 training hours/year for teachers and assistant teacher’s • 27 additional training hours for Directors. <p>Required professional development content areas: Health & Safety • Curriculum/Assessment • PA Early Learning Standards • Classroom Observation • Inclusive Practice/Environmental Rating Scale.</p>

	<p><u>Pre-K Counts</u>: Teachers are required to have Pennsylvania Instructional I Teaching Certifications and complete the Induction process to obtain PA Instruction II Certification.</p>
<p>Emergency Operations Plan</p>	<p>The Emergency Operations Plan describes the procedures that will be used by the Forks YMCA Education Center in the event of extraordinary circumstances that threaten lives and property. In the event that we had to evacuate the center, participants and staff would be transported the nearest Easton Area School as part of Project Safe Move. For further details on the Facility’s plan, please contact the Program Director or reference copies of the plan located in the Main Office.</p> <p>Project Safe Move: in the event the Easton and Forks locations need to be evacuated, the EASD will provide transportation to one of the schools nearby.</p>
<p>Fire Evacuation Missing Child Inclement Weather Evacuation</p>	<p>Drills rotate and are conducted once in a 30-day period.</p> <p><u>Fire drill or actual fire emergency</u>: Emergency Exit Routes are posted in each classroom, room and hallway. Children will be led out the designated exits into the parking lot away from the building. In the event that you are dropping or picking up your child during a drill please wait until the fire drill has been completed and all clear has been announced before leaving or taking your child.</p> <p><u>Missing Child Drill</u>: In order to be prepared in the case that a child would separate from their teacher, quarterly missing child drills is performed. During these drills, the facility is put on lock down, children are in their classrooms and selected staff is given areas in the building to search for the child.</p> <p><u>Emergency Operating Drills</u>: Situations of inclement weather are unpredictable; drills are performed on how to handle various inclement weather situations quarterly. Staff and children are given specific directions based upon a thorough emergency plan designed by the Branch Director. These plans are designed to keep all children and staff safe and comfortable in the case of a weather emergency.</p> <p>Emergency contact information is in each classroom and is available to classroom teachers in the event of an actual emergency. In an actual emergency, parents will be contacted to pick up children due to early closing and will be given information regarding a temporary re-location of the child care program.</p>
<p>Family/Staff Communication</p>	<p>We believe that family involvement is essential to the success of your child’s development. It is imperative that you make every attempt to read all of the literature posted and any information that is sent home with your child. Your understanding and cooperation with all policies is basic to the smooth operation of our center. Please feel free to discuss your child’s experience with our staff as soon as a question or problem arises. As a parent, you are welcome at the program at any time during the day. If you are concerned about your child, call us and we will check on your child.</p> <p>To keep families more informed on a consistent basis, e-mails will be sent out weekly regarding information pertaining to programs and upcoming events. Additional program information, if necessary, will be sent home with your child on Wednesdays. All information sent via email will also be printed and placed in the Main Office for your viewing if there is no internet capability.</p>

	<p>Email distribution Monday of each week Facebook Daily Website Daily</p>
Connect with Us	<p>Facebook: https://www.facebook.com/ForksYMCAEducationCenter Website: www.qv-ymca.org</p>
Curriculum	<p><u>Curriculum Statement:</u> Curriculum will create a unique learning environment that will stimulate children’s curiosity while reinforcing essential academic standards, supported by an understanding of children’s learning styles, interests, and PA Early Learning Standards.</p> <p>The curriculum is designed to provide myriad activities to enhance cognitive, social, emotional and physical development...ultimately contributing to their success in school and throughout life.</p> <p>► Literacy - Recognizing the literacy is the basis for all learning, the YMCA will have a Literacy Focus for all Programming supported by the YMCA Curriculum Statement, LETRS, Keystone to Opportunity/PA Comprehensive Literacy Plan.</p> <ul style="list-style-type: none"> • <u>Language Essentials for Teachers of Reading and Spelling (LETRS):</u> Curriculum will be designed using this literacy based framework that supports the delivery of effective instruction in reading, language and writing. Key Learning Areas: Early Literacy Connections, Oral Language, Phonological Awareness, Written Language, Assessment Connections • <u>Keystone to Opportunity/PA Comprehensive Literacy Plan:</u> Three keystones that will assist with curriculum focus for the DOE: (1) Literacy – improve literacy learning outcomes. (2) Data Driven Decision – create a culture of DDD. (3) UDL – infusion of digital technology and guiding principles: multiple means of representation, multiple means of action and expression and multiple means of engagement. <p>► Creative Curriculum - We want children to become independent, self-confident, curious learners who can work well with others. We’re teaching them how to learn, not just in preschool, but in the community and all through their lives. We try to discover the unique significance of a child’s gender, temperament, interests, learning style, life experiences, culture, language and special needs. The more that can be known about each child the better we are able to build a positive relationship that enables each child to thrive. We do this by creating purposeful and productive play experiences that help children grow in all areas, aligned with PA ELS.</p> <ul style="list-style-type: none"> • <u>Social/Emotional:</u> to help children develop independence, self-confidence and self-control,

	<p>follow rules and routines, make friends, and learn what it means to be part of a group.</p> <ul style="list-style-type: none"> • <i>Physical:</i> to increase children’s large muscle skills – balancing, running, jumping throwing, and catching – and use the small muscles in their hands for daily tasks like buttoning, stringing beads, cutting drawing, and writing. • <i>Cognitive:</i> to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically – sorting, classifying, comparing, counting, and making patterns – and to use materials and their imagination to show what they have learned. • <i>Language:</i> to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose. <p>Through the activities we plan and the way we organize the classroom, select materials, plan the daily schedule, and interact with the children, we seek to accomplish the goals of our curriculum and give children a successful start in school.</p> <p>► PA Early Learning Standards: The PA Kindergarten Early Learning Standard and Continuum is used to support tiered instruction and provide supportive practices in the classroom. All Lesson Plan will reference PA ELS, Objective and Description of instruction activity.</p> <p>► Infant, Toddler and Preschool, Pre-K Counts Curriculum: Child development theory and scientific research are the foundations of The Creative Curriculum for Preschool. Numerous research studies have been conducted to validate its effectiveness. Play is the vehicle through which children build knowledge. Children need opportunities to develop new skills by using active exploration of hands-on-materials. They also need safe and comfortable environments where they can practice these newly acquired skills and build on them to learn new information. Effective classroom learning for young children is a balance of self-discovery and supportive and nurturing teachers’ constructions of challenging, yet attainable tasks.</p>
Arrival & Departure	<p>The safety of every child is a priority of the Y. Following Sign-In and Sign-Out procedures helps ensure the safety of your child and allows staff to determine which children are present at any given time. Children must be escorted to and from his/her classroom by their caregiver.</p> <p>Sign In: Under no circumstances may a child be dropped off without being signed into the program by an adult. If this occurs, the parent/guardian will be called and required to come to the child care site to sign their child into the program.</p> <p>Forks Education Center: Please sign in at the computer by the office. Families are provided login information in first day of enrollment. If you are unable to sign in/out on the computer, a manual sign</p>

	<p>in/out sheet is located next or near each computer.</p> <p>The names of any individual to whom we may release your child, must be provided on his or her Emergency Contact Form. Children will not be released to anyone whose name does not appear on the form, unless written notice is given by the parent in advance. Please be advised that any person picking up your child must have a car seat or booster seat if your child is less than 8 years old. No one under the age of 18, and/or who is unable to produce proper identification will be allowed to sign a child in or out.</p> <p>Biological parents are sometimes not among the individuals authorized to pick up a child or children. If you express a desire that a parent not be permitted to pick up your child, we will make every attempt to honor your request with proper court documentation. However, be aware that even with a court order, we cannot forcibly prevent a natural parent from picking up their child.</p> <p><u>Sign Out</u></p> <p>All children must be signed out of the program by a parent/guardian or an authorized adult (at least 18 years old). When a child is picked up from the program the parent/guardian or authorized adult must come to the designated child care area and sign the child out of the program by initialing next to the child's name on the attendance roster. No child will be released from the program without an adult initial. All adults picking up children must be prepared to show I.D. so staff can verify their identity. For your child's protection, anyone without proper I.D. will be stopped from taking a child from the program and the parent/guardian will be contacted immediately.</p> <p>If someone other than the parent/guardian or those on the authorization list needs to pick up your child, you must notify the Y School Age Child Care/Day Camp staff in writing at least one day in advance. In the event of an emergency unauthorized pick up person, please call</p>
Under the Influence	<p>If a parent/guardian/authorized person attempts to pick up a child while under the influence of alcohol, prescription, or illegal substance, the Staff and Administration will take the following steps:</p> <ol style="list-style-type: none"> 1. The parent/guardian/authorized person will be notified that we do not feel comfortable releasing the child to his/her care. 2. The parent/guardian/authorized person will be given the option of finding alternate transportation for the child. 3. If the parent/guardian/authorized person is not agreeable to this situation, the local authorities will be called in and they will assist with making the decision on whether the adult in question is able to transport the child safely.
Parking	<p>Parents need to adhere to the YMCA parking policies during drop off and pick up times to maintain an active status with the YMCA.</p> <ul style="list-style-type: none"> • Parking in fire lanes, loading zones, emergency areas, entrance of the building or areas marked as

	<ul style="list-style-type: none"> no parking zones is strictly prohibited. • Designated handicap parking spaces are for the exclusive use of vehicles displaying state issued handicap hangtags or disabled license plates. • <i>Children should never be left unattended in a car.</i> • Vehicles should not be left running unattended. • The YMCA is not responsible for theft or loss of items left in vehicles. • <u>Parents are asked to please park in the back lot when picking up and dropping off. The front lot should be used for handicap parking and buses only</u> <p><u>Please be aware that we have buses that arrive and depart daily from the front parking lot during the school year. We also get deliveries weekly and if you are parked in the front when they arrive, you may be blocked in.</u></p> <p><u>Pre-K Counts</u> It is important that all adhere to the specific drop off/pick up schedules and locations. Please do not drop your child off early, even if the staff is in the building and/or classroom. All parent/guardian/authorized persons are to wait in the hallway until such time when the teacher opens the classroom door at the start or the end of the day. If you or your designated pick up person is not present at dismissal time your child will be brought to the office for pick up.</p> <p>Pre-K Count’s families and staff are approved for parking only in the parking lot by the playground at the back entrance of the building. Please treat others with courtesy and always let the pedestrians have the right of way. Watch for children as they are excited about going to school and may not be watching for traffic. If issues arise please notify the office staff.</p>
<p>Early Drop off/Late Pick Up</p>	<p>It is important that everyone adheres to the specific drop-off and pick-up schedules. Please do not drop your children off early, EVEN IF THE STAFF IS IN THE BUILDING. Our staff needs time to plan their day. The early drop off/ late pick-up fee is \$20.00 per child for the first 15 minutes prior to or past contracted program hours for drop off and pick up times for your child. There is a \$1.00 per minute charge thereafter. This charge will be added to your bill to be paid in full with your next tuition payment. If you are going to be late, please notify the Center and/or make alternate pick-up arrangements, late fees will still be applied.</p> <p><u>ECE</u> - Full time option provides care up to 10 hours each day, part time option provides care up to 5 hours each day.</p> <p><u>Pre-K Counts</u> - Full time option provides care up to 7 hours each day. Part time option provides care up to 3.5 hours each day.</p>

	<p>Sometimes unforeseen circumstances may arise, and parents may need to extend their designated hours per day. As per your Child Care Agreement, your account will be assessed any extended care fee of \$7.00 for each hour over your contracted hours. You must call to notify the center prior to the designated pick up time to ensure that there is space. Calls after designated pick up will result in the late pick up fee listed above. Hours extended past the operational hours of the program will be charged the late pick up fee.</p>
Transportation	<p>Children are expected to follow all YMCA Vehicle or Contracted Vehicle's rules and policies while waiting, traveling, entering and exiting vehicles.</p> <ol style="list-style-type: none"> 1. Seatbelts must be worn always if a vehicle manufacture has provided (5-point harness car seats must be provided from parent/guardian in the transportation of any child 4 years of age. Car seats/booster must be utilized by children under 8 years old unless according to PA Department of Transportation regulations) 2. Adhere to assigned seats. 3. Respect YMCA/Contracted property. 4. No drinks or food allowed on any transportation. 5. Follow directions given by YMCA Staff supervising transportation. 6. Voices should be at volume that does not distract the vehicle operator. 7. Children should display responsibility and adhere to pick up times and locations. 8. Remain seated on the bus/van always. 9. Upon entering and exiting the vehicle, staff will be used to safely escort children to and from the vehicle and building. 10. Any damage that your child has made to the vehicle will be the responsibility of the Parent/guardian to pay for and replace if necessary.
Registration	<p>Openings in each Child Care program are limited; therefore, it is important to register your child early during the scheduled enrollment period. Spaces are filled on a first come first serve basis. Registration is considered complete only when ALL necessary paperwork has been turned into the Main Office and the Registration Fee payment has been made. Requests can't be made to delay the start date and will not be transferred to other child care departments or within the YMCA.</p> <p>Health assessments are due within thirty days of your child's start date. Suspension may occur if all the necessary paperwork is not complete. Registration forms are required by the Department of Human Services (DHS) and will need to be updated (every six months or when any changes occur).</p>
Attendance	<p><u>ECE</u> - Please make sure to call your child off, late arrival or early pick up daily prior to 9:00am.</p> <p><u>Pre-K Counts</u>: If your child will not be attending the Pre-K Counts Program on any scheduled day, please notify the office by 8:00 am.</p> <p><u>Pre-K Counts - Excused Absence</u></p>

	<ul style="list-style-type: none"> • Illness less than three days. • Illness more than three days must be accompanied by a doctor’s note in order for the absence to be considered excused. • Medical appointments that are accompanied by a physician’s note. • Up to five consecutive days for family vacation. All requests must be put in writing two weeks prior to the absence. <p><u>PKC Inclement Weather Days</u> Determined by the Branch Director. PKC inclement weather days that create less than 180 days of school will result in an extended school year determined by the Branch Director.</p> <p><u>Pre-K Counts - Verification of Reason of Absence</u> Parents must provide a written note stating reason for absence and parent signature to the Pre-K Count’s office for all absences.</p> <p><u>Pre-K Counts - Irregular Attendance/Unexcused Absences</u> Children participating in the Pre-K Counts Program are expected to attend the program daily and during all Pre-K Counts Hours. Irregular attendance that totals less than 85% for your average monthly attendance in the program will jeopardize your active status in the program. Unexcused absences that total more than 10 days or 5 consecutive days will be grounds for an inactive status from the Pre-K Counts Program.</p> <p><u>Pre-K Counts - Tardiness</u> Arriving on time and being prepared to learn when they arrive is an important skill for a child to learn. Therefore, if arriving later than 8:45 am you will need to come to the office to sign your child into school. More than 10 tardy arrivals will jeopardize your child’s standing in the PKC program. Children will not be accepted into the classroom without a chip from the office.</p>				
Daily Schedules	Daily classroom schedules are posted in each classroom, located on the parent information boards or in the lobby area of the Child Care Center.				
<u>FINANCIAL POLICY & PROCEDURE</u>	<table border="1"> <tr> <td data-bbox="325 1031 535 1356">Tuition</td> <td data-bbox="535 1031 2005 1356"> <p><u>Tuition Express</u></p> <p><u>Late Payment Fee:</u> \$10.00 fee will be assessed for payment that has not been received by the end of the business day on the first program day as per the Parent Agreement Form Payment Option selected. Consistent late payments will result in a mandatory credit card/bank draft option.</p> <p><u>Refunds/Credit Policy:</u> The first week’s tuition due at the time of registration is nonrefundable.</p> <p><u>Change of Program Fee:</u> A \$15.00 fee will be assessed for switching program options and changing rates.</p> <p><u>Registration Fee:</u></p> <ul style="list-style-type: none"> • \$50/family at time of enrollment per child </td> </tr> <tr> <td data-bbox="325 1356 535 1421">Payment Options</td> <td data-bbox="535 1356 2005 1421">Registration: The first week’s tuition payment is due at the time of registration as in addition to the registration fee.</td> </tr> </table>	Tuition	<p><u>Tuition Express</u></p> <p><u>Late Payment Fee:</u> \$10.00 fee will be assessed for payment that has not been received by the end of the business day on the first program day as per the Parent Agreement Form Payment Option selected. Consistent late payments will result in a mandatory credit card/bank draft option.</p> <p><u>Refunds/Credit Policy:</u> The first week’s tuition due at the time of registration is nonrefundable.</p> <p><u>Change of Program Fee:</u> A \$15.00 fee will be assessed for switching program options and changing rates.</p> <p><u>Registration Fee:</u></p> <ul style="list-style-type: none"> • \$50/family at time of enrollment per child 	Payment Options	Registration: The first week’s tuition payment is due at the time of registration as in addition to the registration fee.
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		<p>Point of Service (Only available at Forks): A card swipe machine is installed at the check in/out computer for you to manually pay on your account with a Credit Card. <i>A 2.5% "convenience fee" will be assessed to all credit card payment options as outlined in the parent agreement.</i></p> <p>Electronic Credit Card Transfer: Credit Card Payments will automatically be processed on scheduled due dates as per your parent agreement. <i>A 2.5% "convenience fee" will be assessed to all credit card payment options as outlined in the parent agreement.</i></p> <p>Electronic Bank Draft Transfer: Bank Accounts will be drafted on scheduled due dates as per your parent agreement.</p> <p>On-Line Payments: On-line parent access to Tuition Express website to make payments. <i>A 2.5% "convenience fee" will be assessed to all credit card payment options as outlined in the parent agreement.</i></p> <p>CASH: For families who do not have a checking account and/or credit card, cash payments will be accepted. Approval must be obtained by Childcare Business Manager prior to picking the CASH option. Be aware that exact change is needed for payments, there is no change available. Any over payments will be credited to the account.</p> <p>Returned Bank Draft: A \$35.00 fee per NSF bank draft will be assessed; future payments may be required in the form of cash.</p> <p>Declined Credit Card: A \$10.00 fee will be applied each time a credit card is declined for any reason.</p>
	Late pick up/ Early Drop off Fee	<p>The early drop off/ late pick-up fee is \$20.00 per child for the first 15 minutes prior to opening or past program time. An additional \$1.00 per minute charge thereafter until your child is picked up or the program starts. This charge is for your registered program hour as marked on the front of your Agreement form. This charge will be added to your bill to must be paid in full with your next tuition payment. If you are going to be late, please notify the Program Director and/or make alternate pick-up arrangements.</p>
	Insufficient Funds	<p><u>Returned Credit Cards or Bank Drafts</u> are automatically forwarded to the Childcare Business Manager for restitution. A service fee of \$35.00 (for each returned bank draft) or a service fee if \$10 (for each returned credit card) must be paid in cash in addition to the amount of the returned check/bank draft. Restitution for a returned check /bank draft (including service charges) must be made within three business days of notification or your child care services will be suspended until full payment is made. <u>Declined Credit and Debit cards</u> will be assessed a \$5.00 fee each time the credit/debit card is declined for any reason.</p>
	Vacation Policy	<p><u>ECE:</u> After a child has been enrolled with the Forks Education Center Child Care Program for 6 consecutive months, a vacation week may be used in total (5 consecutive business days), with two weeks prior written notice to the Director. During this week, tuition is not required to be paid while your child is not in attendance. Vacation credits renew annually and are applied according to a calendar year, January thru December.</p> <p><u>Pre-K Count's Extended Care:</u> After a child has been enrolled with the Forks YMCA Education Center Child Care Program for 3 consecutive months (90 days), a vacation week may be used in total (5 consecutive business days), with two weeks prior written notice to the Director. During this week, tuition is not required to be paid while your child is not in attendance. You are responsible for weekly tuition of all other tuition. This is a yearly credit and runs from first day of school thru last day of school.</p>

	Absences	<p>Parent/guardian is responsible for paying the required tuition amount each week. NO REDUCTIONS ARE GIVEN FOR ILLNESSES SHORTER THAN TEN CONSECUTIVE BUSINESS DAYS OR FIVE CONSECUTIVE BUSINESS DAYS FOR VACATIONS.</p> <p>Requests for Illness credit must be accompanied by a doctor's note stating a span length of 10 business days of illness or longer. Request will be evaluated and may require verbal verification from the doctor's office.</p>
	Receipts	<p>It is the responsibility of the parent/guardian/payer to keep all copies of receipts pertaining to their child's program or request receipts at the time of payment. In the event of a missing payment or any questions regarding payments, receipts will be required for proof of payment. In the event that proof of payment has not been established a credit will not be issued for the amount. If you would like to request a statement on an account a written notification is needed.</p>
	Account Statements	<p>An account statement of the amounts that have been charged and payments made can be given out at any time thought the fiscal year. If you need to have weekly, biweekly, monthly or end of the year statements printed please submit a request in writing.</p>
	Outstanding Balance	<p>If your child or children have an outstanding account balance your child will be declined an active status, the ability to transition to a new classroom/program, register at another YMCA child care site, obtain approval to transfer/requests child file documents or obtain end of the year statements. All requests will be suspended until the account balance is current or paid in full.</p>
	Inclement Weather/Holiday/In-service Days	<p>In the event of inclement weather/Holiday/In-service Day occurs within the week of any tuition week, no credit will be given for these days. Parents are responsible for the entire weekly tuition rate according to their fee agreement that has been signed at time of registration.</p>
	Suspension	<p>A suspension from any of our child care programs can occur from the following:</p> <ul style="list-style-type: none"> • Behavioral Incident; Outstanding tuition balance; Child has not been in attendance for 15 business days, without a written notification of absence; Consistent Late Pick up/Early drop off; Other <p>Parent/guardian/payer is responsible for the full tuition week and no credits or refunds will be given to make up for this loss time.</p>
	YMCA Financial Assistance	<p>Participants who fall within the guidelines of the YMCA's Scholarship Program may be eligible for financial assistance. All Child Care Scholarship requests must be directed to the YMCA's Accounting Office (610-250-7193). All application forms must be completed and submitted with documentation listed in application before financial assistance can be considered. In addition, anyone applying for YMCA Financial Assistance must also apply for State Subsidized Tuition (see below) to be considered for funding and show proof of application. All requests with applicable documentation take approximately 2 weeks for processing. Once the application has been reviewed a status letter will be sent to the applicant. Approval letters must accompany registration packet at applicable child care site.</p>

		<p><i>YMCA Financial Assistance toward tuition or youth membership is supported by participation in the YMCA Annual Support Campaign and Educational Improvement Tax Credit (EITC) State Funding Program. Interested participants and/or qualified corporations can contact Lori Metz, Branch Executive Director for more information at 610-258-6158. (EITC Information can be found on page 36-37 of the Family Handbook)</i></p>
	<p>State Subsidized Tuition</p>	<p>Participants approved to receive state subsidy from Child Care Works are required to submit a Child Enrollment Form to the Accounting Manager prior to the child’s acceptance into the YMCA child care programs. Please obtain the Enrollment Form from the appropriate Child Care Information Services program in your county. The YMCA will need to complete a portion of this form prior to your enrollment in our program</p> <p>CCW Contracted Participants must attend 50% of their scheduled day for their attendance to be recorded as present.</p>
<p>Nutrition</p>		<p>The programs are partially subsidized through the Child and Adult Care Food Program through the State of Pennsylvania. This requires all participants in all our child care programs to complete an application and income guidelines form directed by the State of Pennsylvania. We offer nutritional snacks and beverages that meet the guidelines set forth by the program. Please see individual site for a menu that needs to be signed and returned for specific site meals and/or snacks. We do not have an additional charge for any of our snacks or meals.</p> <p>If your child is not participating in any of our offered meals, you are required to complete the medical form stating the reason your child cannot have our food or milk (religious, medical, personal-vegetarian/vegan). This form must be completed and signed by one of the following: Physician, Physician Assistant, Certified Registered Nurse Practitioner or Dentist. Milk substitute must be comparable to cow’s milk (No Nut milks).</p> <p>There is a parent/child snack station that offers light breakfast or snack items located on site for your convenience. All funds from this are put directly into the fundraising efforts of the Child Care site.</p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)</p> <p>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.aseer.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at</p>

	<p>U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.</p> <p>Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.), please contact USDA's TARGET Center at (202)720-2600 (voice and TDD). USDA is an equal opportunity provider and employer".</p>
<p>Personal Belongings</p>	<p>All items must be labeled with child's name including all coats, bags, etc. The YMCA reinforces independence and responsibility encouraging the children to be responsible for their own articles. Items of value should be left at home. Toy guns and other inappropriate items should not be used during the program. Children will be asked to put these types of toys in their cubby until the end of the day. If necessary, items will be kept in the office until your child is picked up for the day. Other than a nap snugly, or a show and tell item, please keep personal items at home.</p> <p>Cell phones and all other electronic devices are prohibited and not allowed to be used during program hours. Please make sure that these items are left at home for security purposes. If not, the items will be taken away and a parent must obtain the device from the Child Care Office during office hours.</p> <p>The center has a lost and found area. Please make sure you are checking this area periodically for items. Items not claimed will be donated to outside sources monthly.</p> <p>Most of our cubby areas are shared space. Each cubby is designed to accommodate two children. One child utilizes the top space, another child utilizes the bottom and the hooks in the center space are used by both children. Also, please check with your child's teacher as to additional items that will be needed or suggested for daily activities that are planned for your child's classroom.</p> <p>We do not allow children to bring personal items from home (including electronic devices, cell phones, sharp objects, weapons, firearms, explosives etc.). We are not responsible for any of these items should a child make the choice to bring them. Due to the nature of our program, damages and theft of personal items is possible. If participants are found with any of the above items, the staff reserves the right to confiscate the personal items. Repeat offenders of this policy will result in equipment being confiscated and stored in childcare services office for parent pick up only.</p>
<p>Potty Training/Bathroom Facilities</p>	<p><u>Pre-K Counts & ECE</u> - Every child learns at their own pace, especially when it comes to potty training. The YMCA's goal is to encourage children to start using the potty between the ages of two and a half and three. Communication with your child's teacher is very important during this period. The YMCA staff will make every effort to partner with parents to accomplish this sensitive task.</p>

	<i>Forks Education Center suggests an extra set of complete clothing for your child just in case of accident or soiled clothing.</i>
Clothing Attire	<p>We strongly recommend dressing your child in rubber-soled shoes or sneakers with clothing that you do not mind being stained or soiled. This allows children to relax and enjoy school without worrying about their clothes. Please label all coats, sweaters, raincoats, boots, etc. with your child's name. It is also recommended that you provide two sets of extra clothes for children in the infant and toddler programs and one change of clothes for preschoolers and kindergarten children.</p> <p>Not Permitted: open toe shoes for outdoor play, foot attire must have a strap around the back of the heel for safety.</p> <p>Socks are required for all indoor playground areas.</p>
Field Trips	All field trips that the YMCA participate in are educational and offered for a minimal cost to parents/guardians to cover the cost of the activity and a portion of transportation costs. A permission slip must be signed for all Field Trips in which your child plans to participate. A minimum of two-week notice will be given on all field trips planned. Parents can participate in field trips if applicable, please see Program Director for permission. Transportation for parents will not be provided.
Birthday/Holiday Parties	All parties are organized by the classroom teacher and must be approved by the Program Director to ensure items brought in are nutritional and meet all food allergies in the classroom and building. If you choose to bring items in for your child's class, please consult with Program Director prior to the event.
Babysitting	YMCA staff is not permitted to provide transportation and/or babysit for any children and/or siblings that are currently enrolled in any of our programs. A result of this will lead to termination of the employment of the staff member.
Immunization Policy	<p>Upon enrolling a child in the ECE or Pre-K Counts Programs, the parent or guardian must provide the Center with the specific dates of immunization for the following communicable diseases.</p> <p>Diphtheria and Tetanus (usually combined); Polio (three doses of oral or four doses of vaccinations); Measles; Mumps; Rubella; Varicella – DHS requires all children who have not had the Chicken Pox to receive this vaccine. Please state on the Health Appraisal one of the following: "My child had the Chicken Pox" or "My child did not receive this vaccine" and state why or have your doctor complete date of vaccination on the form.</p> <p>A medical exemption may be given in the case of a child deemed to have a medical contraindication to an immunization, if a physician's signed statement is provided as proof. These guidelines have been developed in accordance with the regulations published in the Title 28 of the Pennsylvania Code, Section 27.221. Further information about the regulations can be obtained from the Immunization Program, Pennsylvania Department of Health, PO Box 90, Harrisburg, PA 17108.</p>
Illness Policy	An ill child should be kept at home. Many communicable diseases start with cold-like symptoms. The

	<p>Center should be informed about the nature of any illness. If, at any time, the staff feels that your child is too sick to remain in the program, you will be notified. You, or another designated individual, will be expected to pick up the child IMMEDIATELY. It is to your advantage to establish a back up person upon whom you can depend on in this emergency. This policy is designed to maintain the health of the children and the staff. Your child should not be sent to the program, and will be sent home, if any of the following are apparent:</p> <ul style="list-style-type: none"> ■ A temperature of 101 degrees or more ■ Red, irritated or draining eyes ■ Contagious diseases including, but not limited to Measles, Chicken Pox, Mumps, Roseola ■ Undiagnosed rashes ■ Vomiting or diarrhea ■ Severe cold with fever, coughing, sneezing, and/or nose drainage ■ Pain reported in stomach or head ■ Lice until treated with medication for a minimum of 24 hours or until no nits or eggs remain ■ Bed Bugs until all bites are not evident and documentation is provided stating treatment of residence shows no evidence of bed bugs. <p>We ask that ill children be picked up within 1 hour of the phone call. Upon pick up, you will be asked to sign a form indicating the reason your child is being sent home and the center’s return to care policy. The center’s return to care policy is that your child must be kept home until symptoms diminish for a period of 24 hours without the aid of medication or, if your child requires antibiotics, they must complete at least 24 hours of treatment. All children will benefit by giving those who are ill adequate time to recover. That will also help to prevent the spread of illness through exposure.</p> <p>Ultimately, it is left to the discretion of the director to re-admit children who have been ill.</p> <p>Please be advised that if your child is too ill to participate in any area of the program, then he/she may be too ill to attend the program.</p>
<p>Medication Policy</p>	<p>Parents must sign the Medication Log located in the office prior to a Program Director administering medication to your child. We do not administer over the counter or prescription medicine without a doctor’s written prescription and instructions. All medicine may only be signed in for 2 week time allotments. Program Directors are trained to administer oral medication only, with the exception of Epi-Pens. All other medications will need to be administered outside of program hours or parents may make arrangements to administer medication on-site throughout the day.</p> <p>All medication must have the original prescription container, doctor’s directions and box at the center. This includes nebulizers, inhalers, and Epi-pens. Children who have an Epinephrine Auto-Injector, need to sign the medication log every six months or Epi pens expiration date and must include doctor’s instructions</p>

	<p>regarding when and how to give the injection.</p> <p>Families are to alert the child care staff of their child’s allergies in writing from a doctor. All doctor’s notes will be kept in the child’s file in the office. Families will be given an Allergy Action Plan document to have a doctor complete and return to the child care office within 48 hours of their child start date. For children with multiple allergies, an Allergy Action Plan should be completed for each allergy. Please be aware that until the document is returned, 911 will be called as the first line of defense if an allergic reaction is suspected. Allergy Action Plans and medication must be updated every six months by a doctor with a signature and date.</p>
<p>Injury Policy Medical Emergencies</p>	<p>If your child is injured while attending any Forks YMCA Education Center Programs, our staff will take all steps necessary to apply basic First Aid or obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact person first. If we are unable to make a contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent’s health insurance information. Program Directors will then continue to get a hold of a parent or other designated person.</p> <p>Unless otherwise designated, Easton Hospital will be utilized. For injuries that do not require a visit to the hospital, you will receive written notice of your child’s accident or injury within 24 hours of the injury. Minor bumps and scrapes are inevitable; every attempt is made to keep your child safe through supervision, childproofing, training and proactive safety checks. Minor or non-life-threatening injuries will receive appropriate first aid by certified staff, the injury will be documented and parents will be notified at pick up time.</p> <p>If serious injuries occur, one or both parents will be contacted immediately to assist with making medical decisions. If both parents are not available, the Emergency Contact Person/Persons listed on Emergency Contact Form will be contacted to assist with making medical decisions. Injuries will be assessed for appropriate medical action by both YMCA staff and parent/emergency contact person; these decisions will include transportation by parent or ambulance to the designated hospital. If immediate medical treatment is required, appropriate action which may include calling 911 or having your child transported to the hospital will be initiated by a Program Director. Serious injuries will be documented; parents will receive a copy of the document within 24 hours of injury or upon the child’s return to the program.</p> <p>Parents are responsible for all costs involved in minor, serious or emergency medical treatment, including medical expense and/or emergency transportation. The Forks YMCA Education Center/ Greater Valley YMCA will not be held liable for any treatment decisions regarding sickness or injury of either parent/guardian or child while on the premises, or while the parent/guardian or child is in the company of the YMCA during off site excursions.</p>
<p>Strength Based Approach</p>	<p>From time to time, all children need assistance and/or positive redirection exhibiting developmentally appropriate behavior to support and ensure the learning continuum is successful. Within the first 45 days of enrollment teacher observations and/or developmental screenings are an area of focus to assist YMCA teachers to create and implement effective classroom management strategies, curriculum to support</p>

	<p>individual needs, environmental adaptations and positive guidance strategies to support individual or small/large group needs.</p> <p>In the event that the teacher’s efforts are unsuccessful, and a child exhibits continuous, disruptive behavior over a period of time a support plan will be initiated, involving the parents, teacher and center Director, to discuss continuity between home and school, adaptations and the possibility of support services. Efforts to support the individual child’s needs are extremely important. Children need a stable, safe, and enjoyable environment to enable their healthy development.</p> <p>To support healthy development and to build a firm foundation for future success each child is expected to:</p> <ul style="list-style-type: none"> ■ Demonstrate the core values of respect, responsibility, caring and honesty. ■ Accept responsibility for his/her actions ■ Respect the rights of other ■ Maintain habits of personal cleanliness ■ Respect the YMCA’s equipment and facilities and help keep them free from damage. (Parents may be required to pay for damages caused by their child.) ■ Respect the staff and recognize them as supportive and positive caregivers, leaders and role models. <p>Continuous disruptive and/or aggressive behavior may require outside intervention services and may be recommended to support individual needs that are above the scope of a licensed DHS classroom. To support the best interests of the child and other children in the classroom a support plan may require adaptations to include evaluations/observations by an early intervention agency. The Program Director will guide parents to initiate and secure services. It is important that parents partner with YMCA Professionals, are educated and understand the need for possible outside services to support healthy child development.</p>
Zero Tolerance Policy	<p>For the safety of your child and all program participants, YMCA Programs will not tolerate any of the following by a child and/or caregiver:</p> <ul style="list-style-type: none"> • Offensive or threatening language • Bullying • Physical violence • Possession or use of any illegal substances, alcohol, tobacco, lighters, matches, or knives (including pocket knives) or any other instruments that may be construed as weapons <p>Any of the above actions will require immediate expulsion from the program and no refund will be given.</p>
Termination Policy	<p>The following circumstances may warrant a child being suspended to any YMCA Programs until the situation has been amended. In some cases, our services may be terminated permanently.</p>

	<ul style="list-style-type: none"> ■ Inappropriate demeanor from parents toward YMCA staff. ■ Continued unexcused tardiness (pick-up after closing). ■ Failure to pay tuition/membership fee on time. ■ Failure to provide required documents (health appraisal, emergency contact, signed contract, etc.) within the required time limit. ■ Inability of the child to adjust to our program after a reasonable period of time. ■ Behavior which is considered dangerous to the child or others. ■ Behavior that is continually disruptive to the program. <p>When any of these behaviors become a concern to the staff, parents will be notified and asked to come in for a conference with the Program Director to discuss options/timeframes to work towards a positive resolution to the situation.</p> <p>If the YMCA requests a parent conference and you refuse, your child may be suspended until a meeting has been attended.</p>
<p>Non – Smoking Facility</p>	<p>The YMCA is a non-smoking tobacco free facility, including the YMCA outdoor areas. Please adhere to the YMCA policy.</p>
<p>Child Abuse Policy</p>	<p>All early childhood staff, as required by DHS Regulations, must obtain a PA State Police Criminal Background Check, FBI Clearance and PA Child Abuse Clearance.</p> <p>The YMCA has a “Standard of Ethics - Child Abuse” policy, which outlines procedures to be followed in the event of suspected child abuse. All staff will be oriented to these standards and procedures before beginning with the Forks YMCA Child Care Programs.</p>
<p>DHS Ratio</p> <p>IEP/IFSP/Special needs Assessment</p>	<p>The YMCA Programs have the following staffing ratios: Infant 1:4, Young Toddler 1:5, Older Toddler 1:6, and Preschool 1:10.</p> <p>The YMCA adheres to DHS staff/child ratio and does not provide one-on-one care; therefore, children participating in our child care program will need to function within a group setting outlined by the Department of Human Services above.</p> <p>YMCA teachers will assess your child’s cognitive, physical and behavioral needs within the first 45 days of enrollment. Assessments will assist the YMCA staff to determine your child’s developmental needs. If applicable a parent conference may be scheduled to review the results and to provide information regarding cognitive, physical or behavioral developmental level. If applicable, an early intervention referral services may be discussed for on/off-site services. If your child already has an IEP, IFSP or Special Needs Assessment please complete a YMCA Intake Form attached to the Registration Packet and provide documentation.</p> <p>The YMCA is here to service your family’s needs as we collaborate to create a positive learning environment for your child. Together we can build a firm foundation for future success.</p>

Transferring of Records	Parents may request their child’s records transferred to another educational institution by completing and signing a Record Transfer Form and submitting it to the Main Office. The request will be processed within 10 business days. Please note records will not be released until all outstanding tuition balances are current or paid in full.
Community Stakeholders	The YMCA has created a list of Community Stakeholders as a resource for parents to transition children from early childhood programming to elementary school programming and from school age programming to self care for children who attend any of the YMCA Programs. This list is extensive and is in the child care office or on the Community Services for Children’s website www.cscinc.org for parents to reference as needed. Copies are available at parent’s request. Some examples of Community Stakeholders are listed below for your reference. This stakeholder list is a living document, therefore, is updated throughout the year by Directors, staff and parents. Parent suggestions to increase our resource base are welcomed. Some examples would be the local school districts, Project Leap, IU, Head Start, etc.
Americans with Disability Policy	<ol style="list-style-type: none"> 1. The YMCA welcomes all children. To the extent it is reasonably able to do so, The YMCA will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age. 2. The YMCA has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. It is essential that all pertinent information about the child’s needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent has the obligation to disclose significant medical, physical or behavioral issues at the time of the child’s enrollment and on an ongoing basis. 3. Minimal monitoring and extra supervision is reasonable if it is not fundamentally different from the responsibilities that all group child-care operators have for the safety and well being of their students. The YMCA is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children. 4. If it is unclear whether The YMCA can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision: <ul style="list-style-type: none"> • The Program Director will meet with the child and family. • The Program Director will observe the child in the classroom setting. • The Program Director will assess the staff person’s ability to handle the various manifestations of the child’s special needs, and consider whether additional training, the cost of which is not unreasonable, would mitigate the difficulty. • The Program Director will observe the child’s adaptation to the group of children. • The Program Director will discuss the child’s needs with the staff person and supervisor. • If possible, the child will be enrolled for a trial period, not to exceed two weeks. • A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group childcare service offered will be implemented.

	<ul style="list-style-type: none"> • If the child’s attendance cannot be accommodated because the needed accommodations are unreasonable or alter the nature of the service, the parents will be informed without delay. • If a proposed accommodation is prohibitively costly or would fundamentally alter the nature of the group-care service we provide, and we are not able to offer accommodations within the Program, the YMCA may propose a surcharge for the additional cost or propose the presence of a trained aid at the parents’ or others’ expense to provide the services. At such point, the child will be admitted for a trail period to determine whether such accommodations are successful. <p>5. The YMCA will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. The YMCA will not administer insulin shots. Any other substitute foods for raising blood sugar, such as honey, or orange juice, or other food substance, will be maintained at the parents’ request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or conditions must carry a pager or cell phone with them always while the child is at the YMCA. The parents or other professionals sent by parents must train staff in the proper administration of such medications and must sign a Waiver of Liability from the YMCA. Guidelines for behavior are just that – guidelines, and not rigid rules. If staff believes that a situation exists that poses a direct threat of immediate physical harm to the child, or to other children, or staff, the Director may make the decision to immediately suspend or to expel the child.</p> <p>6. If it is determined that a child, whose personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality and or cost, could potentially be successfully accommodated with personal assistant not funded by The YMCA, an agreement with The YMCA must be in place prior to such attendance. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of The YMCA; and that the personal assistant will be subject to the overall supervision of the YMCA while he or she is present at the YMCA. The agreement with any agency providing a personal assistant (or in lieu of said agreement, a Certificate of Insurance provided by said agency to The YMCA) must state that said agency will provide liability insurance in the minimum amount of the general liability coverage maintained by The YMCA to indemnify The YMCA for liability to third parties in connection with the personal assistant. If such agency ceases to provide the coverage specified in this paragraph, the parents agree to arrange that the agency shall notify the parents when the amount of insurance coverage is below the amount specified in this paragraph. The agency or parents must then inform The YMCA without delay in writing of such notification by such agency. The YMCA will then reasonable determine that the insurance is sufficient for the purposes of this provision.</p> <p>The YMCA will have no policies, practices and procedures involving special enrollment requirements of the enrollment of children with disabilities, except as outlined above, and state that each of its management staff has read this document and are familiar with the requirements of the ADA.</p>
Subsidized Child Care	Early Learning Resource Center (ELRC)

	<p>Region 14; Lehigh and Northampton 1520 Hanover Ave. Allentown, PA 18109 (610) 437-6000 ext. 2000 1-800-528-7222</p> <p>Child Care Works. is a nonprofit agency whose mission is to help families find and use child care. This program is funded under a contract with Northampton County Department of Human Services through funds provided by the Department of Human Services of the Commonwealth of Pennsylvania.</p> <p>If interested in applying for subsidy, please make contact to the above phone numbers. The staff will explain what documentation you will need to apply, answer question you may have and schedule an appointment for a face to face interview for you in Allentown.</p>
CHIP	<p>Pennsylvania’s Children’s Health Insurance Program 1800-KIDS-101 (1-800-549-7101) www.ins.state.pa.us Free and low cost health insurance for families and children who qualify.</p>
Earned Income Tax Credit	<p>For more information on this Income Tax Credit and if you would qualify please visit the following web site: www.irs.gov/eitc or 1-800-TAX-1040 (1-800-829-1040)</p>
The Special Kids Network	<p>1-800-986-4550 www.gotoskn.state.pa</p> <p>The Special Kids Network (SKN) is a statewide Information and Referral (I&R) service created to assist families with children with special health care needs in locating resources specific to the needs of the child and family. When you call our toll-free number at 1-800-986-4550 or TTY 1-877-232-7640, a trained I&R Specialist will connect you and your family with resources available in your community through a single phone call. The I&R Specialist has access to a statewide database of over 20,000 professional and community resources. A SKN I&R Specialist can be reached Monday through Friday from 7:00am to 7:00pm, and Saturday from 9:00am to 3:00pm. Here are examples of professional or community services that may be available to you and your family:</p> <p>Recreation and Leisure, Education and Training Health Care Products, Support & Advocacy, Social Services & Counseling, Therapy</p>

**YMCA of the USA
 Child Abuse Prevention Training
 Family Statement of Understanding**

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return it to the YMCA. A copy will be filed with your child's records.

- **I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside the YMCA program.** The YMCA will take immediate disciplinary action toward staff and volunteers if a violation is discovered.
- **I understand that I am not to leave my young child or children at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.** *Note: Most YMCA's have a policy that defines the specific age.
- **I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor, if they do.**
- **I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child including older siblings or other relatives must be listed with the YMCA and must be of the age required by this YMCA. Any other arrangements must be made by calling the YMCA office to inform them of a change.**
- **I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.** Please do not put staff in a position where they must make this judgment call.
- **I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience.** I, too, will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.
- **I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.**
- **I have received a copy of the Forks Education Center's Family Handbook, Policies and Procedures and will keep it for future reference.**

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I have read, understand and agree to follow all procedures and policies stated in the Easton, Phillipsburg & Vicinity/Forks Education Center Family Handbook. **Please sign, date, and return this page, with in 5 days of start date to the Main Office.**

Child's Name

Program

Parent Signature

Date