

Lebanon Valley Family YMCA

2009-2010
School-Age Childcare
(SACC)

Parent Handbook

**Lebanon Valley Family YMCA
A.L. Hanford Center
201 North 7th Street
Lebanon, PA 17046
(717) 273-2691
(717) 273-6752 FAX
www.lebanonymca.org**



We build strong kids, strong families, strong communities.

05/2009

WELCOME!

The Lebanon Valley YMCA is a nonprofit association whose mission is to “*put Christian principles into practice through programs that build healthy spirit, mind and body for all*”.

PROGRAM PHILOSOPHY

The YMCA is offering School Age Child Care (SACC) to meet the needs of working parents and their children. This program offers a flexible curriculum with appropriate activities to meet the developmental needs of children. The YMCA SACC program promotes a positive self-concept and a safe, secure and stimulating environment for each child.

The YMCA Summer Camp program does not discriminate on the basis of race, color, sex, disability, religion or national origin.

OUR PROGRAM INCLUDES

Arts/Humanities	Fitness Activities
Community Service Projects	Homework Assistance
Food preparation/experiences	Guided Play
Outdoor play	Music
Active Games	Science Activities
Dramatic Play	Literature

ELIGIBILITY

Children enrolled in Kindergarten through elementary school age may participate in the program. Designated schools offer half day Kindergarten care. All other schools provide before and after school care. The YMCA SACC centers are open Monday through Friday 6:30a.m. – 6:00p.m. Children need not attend on a daily basis, but will be charged according to the selected contract.

REGISTRATION PROCEDURES

The Lebanon Valley Family YMCA is regulated by the Commonwealth of Pennsylvania. Our licensing agency is the Department of Public Welfare. In accordance with the Department's procedure for admission, the YMCA will provide the parent a complete application. All paperwork must be filled out completely and returned to the Child Care Administrative Assistant at 717-376-0163, for registration. A non-refundable \$20.00 registration fee (per child) must be made at time of registration. There is a maximum registration fee of \$60.00 for families.

The registration will be valid as long as the child is attending during the school year. If the parent withdraws a child from the program and chooses to use the program again, a \$20.00 registration fee per child will be charged. A 10% additional sibling discount does not apply to the registration fee.

ATTIRE

Sandals/Crocs/wheeled shoes are not acceptable. Sneakers MUST be worn everyday. Children may not remain in care without close-toed sneakers (Parents will be asked to take children home and not be brought back until properly shod). The children will play hard and may get dirty, so please wear appropriate clothing. During the colder months, please send along hats and gloves as the children will be taken outside on a daily basis, weather permitting.

Kindergarten children must have a labeled sleeping bag or quilted blanket for rest time. They also need a complete set of labeled seasonal clothing in a large Ziploc bag, or gym bag, which will remain at the Center.

PERSONAL ITEMS

Toys, games or other personal items may not be brought in unless it is for a specific day. The YMCA is **NOT** responsible for stolen/ broken toys or damage to clothing from active play or art projects.

SCHOOL'S OUT DAY CAMP

School vacation days, including Christmas Eve through New Year's Eve, will be offered at the Lebanon Valley Family YMCA or a designated facility. The days and locations of care will be posted in the Parent Corner at each school. The hours of care will be 6:30a.m.-6:00p.m., or as posted by the YMCA. Monthly payment contracts require no additional charge for these days. Weekly contracted rates will not be in effect on these days. There will be a daily rate of \$25. per child for weekly payment contracts. There will be no refunds, or credit, given after your child is registered to attend.

INCLEMENT WEATHER CAMP

Child Care may be offered at the YMCA if school is cancelled prior to 6:30 a.m. Children must be pre-registered to attend. Registrations will be taken in the fall, 2009. Monthly payment contracts do not incur an additional fee. Weekly payment contracts will be billed an additional \$18. per day, per child, for those registered for the camp. Additional information will be distributed in November 2009. Credit will not be given for inclement weather days. Listen to WLBR 1270 am for weather and closing announcements.

INCLEMENT WEATHER CLOSING POLICY

SCHOOL DELAY – When school is delayed in the morning by 1-2 hours, the site supervisor will arrive at each school at 6:30a.m., or as soon as possible. DO NOT leave your child without confirming the staff has arrived. Part-time contracts will pay an additional \$10. per day. In the case of a school delay followed by a closing, some districts may allow us to remain in the building until early afternoon. To receive an email notification from our area television station on school delays, cancellations, or early dismissals, register at www.wgal.com.

EARLY DISMISSAL – We do not provide care if there is an early dismissal due to weather or building difficulties. Alternate arrangements must be made prior to such a situation. Kindergarten children in our care at the time of dismissal must be picked up within one hour of notification, or by adjusted dismissal time. Parents of children already in the school classroom will not be called. All children must have an alternate plan for going home. If children in our care are not picked up on time, a \$10. late fee will be charged for every 15 minutes thereafter. If children remain at the site 30 minutes past closing time, proper authorities will be notified. To receive an email notification from our area television station on school delays, cancellations, or early dismissals, register on line at www.wgal.com.

WHEN YOUR CHILD IS ILL

For the benefit of your child and the health of the other children, a child must be free from symptoms of fever, vomiting, and diarrhea for a 24-hour period before being readmitted to SACC.

We will not accept a child into SACC who has had a fever in the morning and has been administered a pain/temperature reducing medication. Misuse of this policy may result in termination of childcare services.

It is **IMPERATIVE** that the SACC staff be informed of children diagnosed with an infectious/contagious illness as soon as possible so it can be posted at our sites in accordance with the Department of Public Welfare.

YOU MUST KEEP YOUR CHILD HOME WHEN:

- 1. They have a fever that affects normal behavior (100.4 or above).**
- 2. They are vomiting, have abdominal pain or diarrhea.**
- 3. They have an undetermined rash.**
- 4. They have a contagious/infectious disease that is active and transmittable.**

BECAUSE OF THE RISK INVOLVED TO OTHER CHILDREN, PARENTS ARE EXPECTED TO ARRIVE PROMPTLY WITHIN ONE HOUR WHEN CALLED TO PICK UP A SICK CHILD! A \$10.00 late-pickup charge will be accrued for the first 15 minutes after the 1-hour notification and an additional \$10 per every 15 minutes thereafter.

The Lebanon YMCA has the right to refuse care to a child who has a contagious disease and to a child who is visibly ill (vomiting, high fever, diarrhea, discolored mucus draining from the nose). This rule is to protect all the children who are in care throughout the facility. Children who become ill on the premises will be isolated from the other children, and parents will be contacted. Children with contagious diseases will be excluded from childcare for a specified period of time, as indicated below:

Chicken Pox -- Until all rash/blisters have scabbed or crusted over. (Usually 5 to 7 days after the rash appears)

Conjunctivitis (Pink Eye) -- Until child has been on antibacterial medication for 24 hours.

Diarrhea (viral) -- Until diarrhea is completely gone and stools are normal for the child.

Diarrhea (parasitic, ex. Shigella, Giardia) -- Until stool cultures are negative.

Hand-Foot-Mouth Disease -- Until fever is gone.

Meningococcal Disease -- Until child is well and also has completed a 2-day course of Rifampin.

Hepatitis A -- Until 1 week after illness begins and also fever is gone.

Impetigo -- Until sores are crusted over or can be covered and child has been on antibiotics for 24 hours.

Pertussis -- 5 days after beginning antibiotic treatment.

Ringworm (body) -- Until affected area is dry or crusted over.

Ringworm (scalp) -- 24 hours after treatment is started.

Streptococcal sore throat (Scarlet Fever, Scarletina) -- Until child has been on antibiotics for 24 hours and is without fever for 24 hours.

Head Lice -- Until medicated shampoo is applied and **all nits** are gone.

When your child is ill, please explain to your physician that your child attends SACC and ask him/her to schedule the medication so that it can be administered by you at home. If this is not possible, please ask the physician/pharmacist to dispense a second, labeled bottle to keep at SACC. The label must include the child's name, doctor's name, dosage and date.

Prescription medicine will only be given if the parent writes down complete instructions in a medical log (found at each site) and signs the form. The medication must be in its original container with a child-proof cap and labeled with the child's name. The medication will not be administered if the medical log is not filled out correctly/accurately or the medical log and bottle information label do not agree.

EMERGENCY MEDICAL CARE PROCEDURES

In the case of an injury or medical emergency, the teacher in charge will:

1. Contact parents. Phone numbers are in the notebook under Emergency Contact Information.
2. If unable to reach a parent, a teacher in charge will contact the emergency person listed. Must have at least 1 additional person on emergency contact other than parents.
3. If unable to reach the emergency contact person, a teacher in charge will contact the doctor listed on emergency medical form.
4. If emergency treatment is needed, the teacher will call an ambulance for transportation.
5. In case of a life- or limb-threatening emergency, an ambulance will be called before the parent.
6. If an ambulance is called, the parent is responsible for payment of emergency services.

All emergency phone numbers, addresses, etc., must be updated as needed. Give the site supervisor the new/correct information, and then it will be forwarded to the YMCA. It is extremely important that we can contact the parent in the event of an emergency.

WEAPON/VIOLENCE POLICY

The YMCA does not tolerate play fighting using guns and weapons. We also do not tolerate threats from children. Children may be suspended or terminated as a result of these actions at the discretion of the Childcare Services Director. Children are not permitted to bring toys depicting any type of violence.

Parents, staff and children are expected to show respect and appropriate behavior to each other at all times. Abusive language, gestures and/or actions will not be tolerated. Termination of childcare contracts and/or employment may occur.

DISCIPLINARY PROCEDURES

All children are expected to follow YMCA rules. These are posted in your child's center. YMCA Child Care staff believe that unacceptable behavior of a child should be dealt with objectively and privately. The child and the site supervisor will discuss the situation calmly and completely. It is our policy never to use methods of resolving conflicts by using physical or verbal abuse. Similarly, we cannot allow others, including the children and parents, to do so within the center. The YMCA has the right to terminate childcare if a parent is verbally abusive to staff or other children. (Credit will not be given).

A DISCIPLINE REPORT will be filled out if a child has been warned once and unacceptable behavior continues. The parent must sign a copy, and the Childcare Services Administrator receives a copy. TWO DISCIPLINE REPORTS may result in a parent conference with a Child Care Administrator. Child may be suspended until a conference is scheduled. A THIRD DISCIPLINE REPORT could result in termination (credit will not be given). Physically fighting, kicking, hitting, continual use of inappropriate language to teachers and other children, or intentional damage of property will result in an IMMEDIATE DISCIPLINE REPORT and possible suspension or removal from the program with the parent financially reimbursing the YMCA for any damaged property.

Children will be asked to fill out behavior journals for less serious infractions and parents will need to sign those reports.

In the event that we call the parent to pick up their child due to a disciplinary act, the parent will have 1 hour from the time of the call to arrive before late-pickup fees are assessed.

DEPARTMENT OF PUBLIC WELFARE

All of the YMCA Childcare facilities meet the Department of Public Welfare's regulations. These regulations are important for the safety of each child. Each center is staffed by a qualified supervisor, who has child development training and the appropriate credentials. The number of teachers is determined by the number of children enrolled and the

ratio is 1 staff for 12 children. A copy of the Department of Public Welfare's regulations book is available in the Parent Corner.

“An operator or a staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine as mandated by the -Protective Services Law.”

NON-DISCRIMINATION IN SERVICES

Admissions, the provision of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternate service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Lebanon Valley Family YMCA
Childcare Services
201 N. 7th Street
Lebanon, PA 17046

Pennsylvania Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 South Front Street
Harrisburg, PA 17104

Department of Public Welfare
Office of Civil Rights
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg.
PO Box 2675

U.S. Dept. of Health & Human Services
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-911

Harrisburg, PA 17105

PAYMENT PROCEDURES

Bank Draft is now available!

Complete a bank draft card at the time of registration, along with a cancelled check. Your fee will automatically be deducted weekly.

Pay each week before Tuesday at 6 p.m. for the following week. Pay after Tuesday at 6pm, for the following week, and you will be charged a \$10.00 late fee. Everyone must pay for the first week of School Age Child Care prior to the start of the school year. This fee is nonrefundable. The 10% additional sibling discount applies to tuition only.

Through the United Way and the YMCA's Campaign for Kids, financial assistance is available for families who qualify. Financial assistance applications are available from the Childcare department at the YMCA.

Childcare Information Services (CCIS) also provides childcare assistance to eligible families. Call CCIS at 274-6552 for information. This agency must be called first, before YMCA financial aid will be considered.

The School Age Child Care Program will begin the first day of school. Payment for the first week must be made for all children prior to the first day of school. All payments **MUST** be received in full by Monday when dropping off your child for them to attend that week. Please pay the exact amount (check or money order only) and attach to invoice. Please do not put the invoice with payment back into the child's folder. Place payment in the money box at the site. You may also call the YMCA to make a credit card or debit card payment.

Monthly payments are **due the 25th of the month prior to the month of care.** A \$10. late fee will be assessed if the payment is made after the 25th of the month.

All checks must be made PAYABLE to the "Lebanon YMCA", (CASH WILL NOT BE ACCEPTED AT OUR SATELITE LOCATIONS). A \$20.00 charge will be added to your balance for any returned checks (plus a \$10.00 late fee).

If you are late picking up your child, a \$10.00 late-pickup fee per child will be expected for 6:01 to 6:15p.m. and an additional \$20 from 6:16 p.m. on per every 15 minutes or fraction thereof (according to the facility clock.) If a child is not picked up by 6:30 p.m., the proper authorities will be notified.

**Lebanon Valley Family YMCA
2009-2010 Child Care Rates**

SCHOOL AGE RATES	Weekly	Monthly
3 days one session	\$48	\$210
3 days two sessions	\$67	\$280
5 days one session	\$53	\$230
5 days two sessions	\$74	\$310
 KINDERGARTEN		
3 days one session	\$64	\$290
5 days one session	\$80	\$365
5 days two sessions	\$100	\$425
 INFANTS BIRTH - 1YR.		
3 days per week	\$108	\$450
5 days per week	\$150	\$624
 YOUNG TODDLER 1ST-2ND BIRTHDAY		
3 days per week	\$107	\$445
5 days per week	\$145	\$604
 OLDER TODDLER 2ND - 3RD BIRTHDAY		
3 days per week	\$106	\$440
5 days per week	\$140	\$583
 PRESCHOOL 3RD BIRTHDAY - K		
3 days per week	\$105	\$435
5 days per week	\$135	\$562

HOURS: 6:30 AM – 6:00 p.m. Monday through Friday

SCHOOL-AGE CHILD CARE CENTER ADDRESSES**

ANNVILLE- CLEONA SCHOOL DISTRICT

Annville Elementary
205 S. White Oak St.
Annville, PA 17003
(717) 222-0842

CORNWALL-LEBANON SCHOOL DISTRICT

Cornwall Elementary
Rt. 419, Box 308
Cornwall, PA 17016
(717) 389-0203 or (717) 222-0842

Ebenezer Elementary
1600 Colonial Circle
Lebanon, PA 17046
(717) 274-3090

South Lebanon Elementary
1825 South 5th Avenue
Lebanon, PA 17042
(717) 272-6305 or (717) 202-9713

Union Canal Elementary
400 Narrows Drive
Lebanon, PA 17046
(717) 273-2555 or (717) 222-2619

EASTERN LEBANON COUNTY SCHOOL DISTRICT

Jackson Elementary
558 West Main Avenue
Myerstown, PA 17067
(717) 507-9800

LEBANON CATHOLIC

1400 Chestnut Street
Lebanon, PA 17042

LEBANON CITY SCHOOL DISTRICT

Harding Elementary
600 Chestnut Street
Lebanon, PA 17042
(717) 383-2477

Henry Houck Elementary
315 East Lehman Street
Lebanon, PA 17046
(717) 507-6254

Northwest Elementary
900 Maple Street
Lebanon, PA 17046

Southeast Elementary
398 East Locust Street
Lebanon, PA 17042
(717) 376-4470

Southwest Elementary
1500 Woodland Street
Lebanon, PA 17042
(717) 279-1387

NORTHERN LEBANON SCHOOL DISTRICT

Jonestown Elementary
Box 839 Lancaster Street
Jonestown, PA 17038
(717) 202-7430

Lickdale Elementary
40 Fisher Avenue
Jonestown, PA 17038

PALMYRA SCHOOL DISTRICT

Forge Elementary
400 S Forge Road
Palmyra, PA 17078
(717) 832-0232

** The YMCA needs to meet minimum attendance requirements at each site to operate these programs.

KINDERGARTEN CARE

** Offered with minimum attendance requirements met, for half day Kindergarten programs.

Cornwall Elementary
Ebenezer Elementary
South Lebanon Elementary

Please retain this copy for your records

**2009-2010 REGISTRATION AGREEMENT
LEBANON YMCA SCHOOL AGE CHILD CARE PROGRAM**

1. The SACC program will assume full responsibility for my child from the time he/she is signed into the program until dismissal or signed out. The child must be signed in upon arrival and signed out only by an authorized person. The time of arrival and departure must also be noted along with a full signature (first initial and full last name.)
2. I understand my child will not remain in care if not in proper attire (play clothes & sneakers).
3. I agree to inform the SACC staff, in writing, each Tuesday, prior to the week of care, if my child will not attend the following week. I will pay for the session for which my child is scheduled, even though he/she may not attend for the entire week due to illness.
4. I agree to inform the staff if my child(ren) will not be following the regularly scheduled contract (i.e. grandparents visiting, doctor/dentist appointment, going to a friend's for the day.)
5. I will return a current Health Appraisal within **1 MONTH** of registration, or the child may not attend. **THIS MUST BE FILLED OUT BY A PHYSICIAN.**
6. I understand that whenever possible I will be notified prior to medical treatment of my child. If notification is impossible, I understand that I am financially responsible for any medical or transportation expenses incurred on my child's behalf.
7. I agree to adhere to the Lebanon YMCA SACC registration policies as outlined in this parent handbook and give my child permission to participate fully in this program.
8. In the event the children in the program are included in any newspaper, videotape, photographs or television publicity, I give my permission for my child to be included in the pictures.
9. I understand that I must pay a \$20, nonrefundable registration fee. I will pay the contracted rate for the first week's tuition, for each child, prior to the week of care. Payment is due each Tuesday, prior to the week of care, by 6 p.m. or additional charges will accrue.
10. If SACC payment is not received at drop off time on Monday, my care will be immediately terminated.
11. I agree to give a two week written notice if leaving the program.
12. I agree to pay a \$10 late-pickup fee per child for 6:01 p.m. (closing time) to 6:15 p.m. and an additional \$10 for every 15 minutes or fraction thereof after 6:16 p.m. according to the facility clock. After 6:30 p.m. proper authorities will be notified.
13. I understand that the YMCA will provide a year-end statement.
14. I understand there may be care offered at another location due to building emergencies.

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Signature _____ Date _____

Child's name (please print) _____

SCHOOL AGE CHILD CARE BEFORE AND AFTER CONTRACT

****ALL INFORMATION MUST BE COMPLETED TO ACCEPT REGISTRATION***

I wish to register my child _____ in the YMCA’s SACC Program. My child’s program will be: (Check one)

- ___ ANNVILLE ___ CORNWALL ELEMENTARY ___ EBENEZER ___ SOUTH LEBANON
- ___ UNION CANAL ___ JACKSON ___ LEBANON CATHOLIC ___ HARDING ___ HENRY HOUCK
- ___ NORTHWEST ___ SOUTHEAST ___ SOUTHWEST ___ JONESTOWN ___ LICKDALE ___ PALMYRA

My child will attend SACC beginning (date) ____/____/____.

Approximate hours _____ a.m. _____ p.m.

Weekly Tuition \$ _____

Funding Source _____

Caseworker’s Name _____

My weekly payment is due the Tuesday before each service week. If I no longer need School-Age Camp, I will notify the site or Administrative Assistant, in written form, two weeks prior to departing.

If I have questions about childcare costs, I will call the Child Care Administrative Assistant at 376-0163.

If fees are not paid on their due date, I understand that my child’s services will cease, unless advance arrangements have been made with the Finance Office Assistant. I also understand termination of services could result if my child’s behavior affects the safety and welfare of other children in the program.

I agree to pay a nonrefundable registration fee of \$20. per child.

My check for the registration fee is enclosed with this signed agreement.

I agree to abide by all regulations as listed in the parent handbook.

PARENT’S SIGNATURE _____

ADDRESS _____

HOME PHONE # _____ CELL PHONE # _____

WORK PHONE # _____

I _____ agree to pay the weekly childcare rate of _____.
(less any additional funding I may receive. If I lose my funding, I agree to pay the full amount.)

Date _____

Person(s) to whom child may be released:

Name _____ Telephone while in care _____

Address _____

Name _____ Telephone while in care _____

Address _____