



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN
GROW
THRIVE



BASE: Before & After School Enrichment
Parent Handbook: 2023-2024

WHATCOM FAMILY YMCA
1256 N. State St.
Bellingham, WA 98225
360-733-8630
whatcomymca.org

WELCOME

Thank you for enrolling your child in our YMCA Before & After School Enrichment (BASE) Program for this school year. We are pleased to be your provider of choice and are here to offer an exciting and enriching program to you and your family. We all share a common goal – to provide a safe environment in which our children can grow, develop new interests, build new friendships, and have FUN!

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to LEARN, GROW, AND THRIVE.



OUR PARTNERSHIP WITH YOU

A great program requires a partnership between staff and parents. The policies outlined in this handbook are what you may expect from YMCA BASE Programs and what our team members expect from you in return. Please take the time to become familiar with the policies and procedures of our YMCA Before & After School Enrichment Program.

OUR FOCUS

YMCA BASE Programs will foster each child's cognitive, social emotional, and physical development. This will happen through opportunities and experiences which focus on achievement, relationships and belonging. BASE will also encourage children to develop at their own unique pace through skill development and frequent leadership opportunities. Our evidence based activities proven to build dimensions of well-being include:

ACHIEVEMENT

To help children accomplish their passions, talents, and potential.

RELATIONSHIPS

To determine the role positive relationships play in the well-being of a child.

BELONGING

Where children feel safe, respected, and can express their individuality.

Positive relationships among children, staff and parents are critical for each child's healthy development and social growth. YMCA BASE Programs work with families to respond to each individual child's feelings, needs, abilities and cultures.

We thank you in advance for your continued support, and welcome you to our Y family.

Your child's Y journey begins here!

The Whatcom Family YMCA BASE Team

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GENERAL INFO

360-733-8630

1256 N. State St.
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ABOUT THE WHATCOM FAMILY YMCA

Our Mission:

To be an association of individuals with shared values which enhance our community with programs for the spirit, mind and body.

Our Objective:

To build strong kids, strong families, and a strong community.

Our Methods:

To incorporate the core values of caring, honesty, respect and responsibility into all of our programs.

THE GOALS OF THE Y

We want to provide as many opportunities as possible for individuals to thrive. To accomplish this, our resources are focused on providing safe places, supportive and caring relationships, and opportunities for growth.

THE Y STANDS FOR

Youth Development: Through youth development, we hope to nurture the potential of every child and teen to become healthy, positive and strong role models and eventually community leaders.

Healthy Living: With healthy living, we find it essential to offer services and programs which enhance our community by providing support, guidance and resources to achieve better health and overall well-being.

Social Responsibility: By focusing on social responsibility, we are giving back to our community and providing support to our neighbors by developing skills, empowering individuals and providing services to fulfill necessary needs.

Whatcom County Schools Served (Fall 2022)

All morning or afternoon program locations are subject to minimum enrollment.

BELLINGHAM SCHOOL DISTRICT

Hours of Operation: 2:30 pm – 6:00 pm (No AM Care Available)

Alderwood Elementary 3400 Hollywood Ave Location: Cafeteria	Birchwood Elementary 3200 Pinewood Ave Location: Cafeteria	Carl Cozier Elementary 1330 Lincoln Street Location: Cafeteria
Columbia Elementary 2508 Utter Street Location: Cafeteria	Cordata Elementary 4420 Aldrich Road Location: Cafeteria	Happy Valley Elementary 1041 24th Street Location: Cafeteria
Geneva Elementary 1401 Geneva Street Location: Cafeteria	Lowell Elementary 935 14th Street Location: Cafeteria	Northern Heights 4000 Magrath Road Location: Cafeteria
Parkview Elementary 3033 Coolidge Drive Location: Cafeteria	Roosevelt Elementary 2900 Yew Street Location: Cafeteria	Silver Beach Elementary 4101 Silver Beach Dr Location: Cafeteria/Gym
Sunnyland Elementary 2800 James Street Location: Cafeteria	Wade King Elementary 2155 Yew Street Road Location: Cafeteria	

FERNDALE SCHOOL DISTRICT

Hours of Operation: 7:00 am – 9:00 am and 3:30 pm – 6:00 pm

Cascadia Elementary 6175 Church Road Location: Cafeteria	Eagleridge Elementary 2651 Thornton Road Location: Cafeteria	Skyline Elementary 2225 Thornton Road Location: West Solarium
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MT BAKER SCHOOL DISTRICT

Hours of Operation: 7:00 am – 9:00 am and 3:30 pm – 6:00 pm

Acme Elementary **Not currently Serving	Harmony Elementary 5060 Sand Road Location: Gymnasium	Kendall Elementary 7547 Kendall Road Location: Portable #216
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LYNDEN SCHOOL DISTRICT

Hours of Operation: Late Arrival Wednesdays Only 7:30 am – 10:00 am

Fisher Elementary 501 14th Street Location: Cafeteria	Isom Elementary 8461 Benson Road Location: Transported to Fisher by Lynden School District	Vossbeck Elementary 1301 Bridgeview Road Location: Transported to Fisher by Lynden School District
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OUT OF SCHOOL ENRICHMENT PROGRAMS

WHEN SCHOOL IS NOT IN SESSION

No School Enrichment Days*

When school is not in session for Teacher work days, the Y offers choices to meet the needs of your family. Programs may include organized projects, physical activity, healthy snacks, swimming, rock wall climbing, field trips and more. All programs cultivate values, exploration through play and social interaction. Pre-registration and separate forms may be required. Space is limited.

Winter & Spring Camps*

Winter and Spring Enrichment Camp operates during School District Winter and Spring Breaks. Pre-registration and payment required. Visit our website for the most up to date information.

*The above licensed programs (3rd party payment accepted with pre-authorization) provides fun activities and learning and is generally located at select local elementary schools with the possibility for local field trips for youth in grades K-5. Locations will vary by school district.

Summer Adventure Camp

A summer camp offered on a weekly basis with multiple drop-off and pick-up locations for delivery to a home base. Campers will explore the outdoors, build self-esteem and develop interpersonal skills while experiencing skill building activities and field trips. For campers entering 1st through 8th grades.

Snow Day Closures

When school is not in session due to snow, all day programs for elementary age students are offered whenever possible for an additional fee. Program offerings are subject to minimum enrollment and space limitation.

Overnight Adventures

These special overnight programs are offered throughout the year. Keep an eye out for information in Our Voice, the monthly newsletter or refer to our website for more information.

OTHER YOUTH DEVELOPMENT PROGRAMS

Birthday Parties at the Y**

Climbing Programs

Early Learning: Infant, Toddler, Preschool, Pre-K

Girls on the Run

Middle & High School Programs

Swim Lessons

Swim Team

Trail Blazers

Youth Sports

Youth Institute (HS summer program)

**PLEASE VISIT OUR WEBSITE AT www.whatcomymca.org
FOR THE MOST CURRENT PROGRAM OFFERINGS**

CHANGES TO SCHOOL SCHEDULE



Early Release Days

On early release days, the Y staff will arrive at the after school location early and will be there when your child arrives from their classroom. If you are registered for After School Enrichment Monday through Friday, you are automatically covered for all early release days. If your schedule is part time and you are not normally scheduled for the day of the week when early release occurs, you can contact the BASE Enrichment office at vsteiner@whatcomymca.org or (360) 255-0585 to schedule after school care. Space will be limited. Extra fees may apply.

Due to many Y staff attending local colleges, early release days may result in substitute staff schedules and/or combining locations. Every attempt will be made to schedule staff consistently.

Licensed Site Location Changes

If for some unforeseen reason we are not able to occupy our designated after school space, an alternative space or field trip will be provided. If a field trip is arranged, parents will be contacted. If we need to move to another space within the school, a note will be left on the door of our usual location, directing parents to the alternative program area.

Extreme Weather Program Closure & Delayed Start Policy

Throughout the year, it is possible to encounter events that could cause delayed starts or program closure (power outage, flooding, snow, etc.). Please have a BACK UP PLAN for alternate care for your child during these situations.

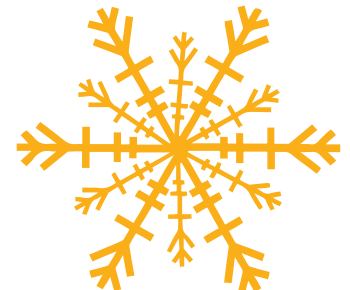
Closure Before School Day Starts

In the event of school closure related to inclement events, we will make every attempt to provide alternative program options. Decisions about our ability to provide care are based on staff arriving safely to work and children being safe while in our care. Program offerings are made on a day-to-day basis based on the current conditions and will be posted no later than 6:00 am.

Delayed Starts

In the event the school district implements a delayed start before the school day begins, we will operate on the same delayed start schedule for any operational morning program. (i.e. 1 hour delayed start = YMCA starting 1 hour later than normal).

If schools announce a delayed start after Before School programming begins, we will make every attempt to schedule staff to stay for the duration. We may be forced to release students to the school if YMCA staff cannot stay later. If a school closure is announced after the Before School program has started the YMCA onsite program will also close. You will be asked to pick up your child or send an approved alternative pick up person. Alternative all day programming will be made based on the current conditions and be announced on our website.



Unscheduled Early Release School Closure

If your school district implements an unscheduled early release due to extreme conditions, our after school programs may not operate due to staff availability. We will make every attempt to operate as normal, however, program closure or early pick up is possible.

Please keep an eye on our website, email and Class Dojo app for the most up-to-date information.

Credits will not be given related to extreme weather events. Make-Up days added later in the school year will not be added to you bill.

Other Program Closure Dates

- Possible closure days between the last day of school in June & the first day of Summer Camp for staff training
- Possible closure days between the last day of Summer Camp & first week of school for staff training

Holiday Closures

Programs are **NOT** available on the following days

Labor Day
Veteran's Day (Staff In-Service)
Thanksgiving Day
The Friday following Thanksgiving Day

Christmas Eve
Christmas Day
The Day After Christmas
New Year's Day

MLK Day (Staff In-Service)
President's Day (Staff In-Service)
Memorial Day
Fourth & Fifth of July

WHAT TO EXPECT

Our program is here to provide your child an opportunity to create relationships with others, explore new activities and learn new skills. Our daily routine keeps your child active and engage through pre-selected curriculum as well as youth led activities.

TYPICAL DAILY SCHEDULE*

*Schedule may vary by school district & Grade level and is subject to change with School District Changes.

	<p>Before School Programs *Where available 7:00 am – 9:00 am</p>	<p>Arrival Table Top Activities Active Group Games Dismissal to school/Breakfast Program</p>
<p>After School Programs Dismissal from School – 6:00 pm</p>	<p>Arrival Table Top Activities Outside Time Snack SCALED Activities Group Games</p>	

YMCA CORE VALUES

YMCA core values of caring, honesty, respect, and responsibility are taught in every program that we offer.

<p>CARING:</p> <p>Interest and concern: including compassion, friendliness, generosity, kindness, and love.</p> 	<p>HONESTY:</p> <p>Fairness of conduct and adherence to facts: including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness.</p> 	<p>RESPECT:</p> <p>Special regard for others: including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.</p> 	<p>RESPONSIBILITY:</p> <p>Moral, legal and mental accountability: including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.</p> 
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CURRICULUM INCLUDES

SCALED Learning™, the Y's holistic before and after-school curriculum, presents kids with new challenges as they reach each stage of their development. SCALED Learning™ helps kids grow in the classroom and out in the world through engaging in STEM, hands-on arts, literacy, career-connected learning, diversity and global education, social development, and fun!

Kids who participate in the Y's before and after-school programs expand the school day through active play with classmates and curriculum that augments what they're learning in school. Discovering the world is fun and safe with the experts on helping kids grow and learn in spirit, mind, and body. **Written and developed by the Greater Seattle YMCA.**



STEM

STEM projects engage kids in science, technology, engineering or math to practice academic skills, critically think and promote investigation, inquiry, and discovery.



CAREER-CONNECTED LEARNING

Kids explore career paths through integrated lesson plans and get to know real professionals in industries like engineering, medicine, business, and education through classroom visits.



ART

Kids engage in hands-on art projects which grow in complexity as they get older. They will explore a variety of art techniques and media as they discover ways to creatively express themselves.



LITERACY

Literacy activities engage kids in reading aloud and discussion, creative writing, Reader's Theater, and word games to practice academic skills and promote expression.



EDUCATION

YMCA programs help students build confidence to become active learners both in and out of the classroom. From homework help to spellings bees and more, the Y helps kids love learning.



DIVERSITY & GLOBAL LEARNING

Kids become good global citizens through cultural events and projects which explore diverse perspectives, ideas, beliefs, and customs.

PROGRAM POLICIES

GENERAL POLICIES

Daily Sign In/Out Procedures

Parents or authorized adults (16 years of age or older) must sign their child in and out of Y program each day. Children are not allowed to leave the program unless signed out to a pre-authorized adult. Each person authorized to sign out will need to be pre-entered into the CampDoc profile created and maintained by the registering parent/guardian.

Pick Up Authorization

For your child's protection, only adults (16 years of age or older) authorized by the parent/guardian are allowed to pick up your child. Staff will question ANYONE they are not familiar with and ask for photo identification. If they do not have proper authorization, they will be denied access to your child. Be sure to complete this section of the digital Registration Emergency Consent (REC) form completely and notify us of any changes as they apply. All pick up persons must be authorized in digital Registration Emergency Consent (REC) form AND be prepared to show I.D. at staff's request.

WE REQUIRE COPIES OF ANY LEGAL DOCUMENTATION CONCERNING ANY RESTRICTIONS REGARDING YOUR CHILD'S PICK UP BY A BIOLOGICAL PARENT / OR LEGAL GUARDIAN BEFORE WE CAN DENY ACCESS. Please see PARENTAL RIGHTS/PARENTING PLANS/COURT ORDERS below.

Unattended Children in Vehicles

For the safety of your family, when you arrive to pick up or drop off your child, we request that you bring in any additional children that may be in the car with you. Due to the potential dangers of leaving children unattended in a vehicle, whether the engine is running or not, we have been advised by the State of Washington to contact Child Protective Services if we are aware of this risk to a child.

Parental Rights/Parenting Plans/Court Orders

The Whatcom Family YMCA supports the right of access to information regarding their child to both legal parents unless the court alters or abolishes those rights. **Restraining Orders or Court Orders requiring supervised visits only will limit the parent's access to information.** Current documentation of Court Orders must be provided to Y administration before any parental rights will be modified by this organization.

Parenting Plans will be considered an arrangement between parents and will not be the responsibility of YMCA staff. Any problems that arise regarding items outlined in the plan will be seen as an issue between the parents and therefore, a family matter. The Whatcom Family YMCA maintains the position that our role is to care for the child, not monitor or be involved in disputes or misunderstandings between parents. For example, if a parent comes to pick up a child at a time outside of the time outlined in the Parenting Plan, we will release to that parent. The rights of both parents, including access, will remain equal for both parents named in a Parenting Plan.

All financial information will be provided to both parents unless the courts alter the right to that information, regardless of who registers the child.

In the event that parents from two separate households have a differing need for care, the Y will defer to the registering parent for decisions regarding schedule changes and/or cancellation of reserved space.

Volunteering/Visitation**

For the safety of all children enrolled, parent visits of more than 10-15 minutes on a regular basis will require a "volunteer" clearance. All Whatcom Family YMCA volunteers must have a TB Skin Test, a Criminal Background Check with fingerprints and be registered with MERIT and complete Y required Child Abuse Prevention Training, at the expense of the volunteer. Volunteers must be determined by Y management to be a positive role model for children and an asset to the program. A volunteer must be willing to donate their time at any location. (Not limited to the site that their child attends.) Volunteering may NOT be used as parental visitation. YMCA Management reserves the right to determine the definition of "volunteering" and "visitation". The BASE program is not the appropriate setting for non-custodial parent visitation and is not allowed under any circumstance. If at any time a parent or person authorized to pick up or drop off a child is seen as a disruption to the program, they will be asked to leave and further access to the program or other Y operated facilities may be denied.

Babysitting/Nannyng

As part of our Child Abuse Prevention Policy, YMCA staff are not allowed to have outside contact with children attending YMCA programs. Relationships established prior to employment may be the exception, with documentation and Director approval

GENERAL POLICIES CONTINUED...

Personal Belongings & Extra Clothing

Please clearly mark all personal items such as clothing, lunch boxes, water bottles and backpacks. Please do not bring any toys from home including but not limited to spending money, stuffed animals, all electronics (video games, iPods, etc.) trading cards or Beyblades. **Reading books encouraged.**

In addition, cell phones, watches, or any device that plays music, takes pictures or records video or sound or sends or receives calls or texts are not allowed. If you need to speak with your child, we are happy for you to do so by calling the site phone. The number for your child's site can be accessed by calling the office at 360-255-0585. We will align with school policy that these items need to be stored in your child's backpack while engaged in YMCA programming.

The YMCA cannot be held responsible for lost or stolen or damaged items. Please help remind your child to be responsible and bring home all of their belongings each day. We will attempt to contact the owner of any labeled lost and found items but as the amount of items grows, it is transferred to the Bellingham YMCA where it stays for one week and then it is donated to a worthy cause.

Consistent Care

Parents are encouraged to register their child for full time programming as it promotes our goal of building long-term relationships with both staff and other children.

Non-Discrimination

Everything we do at the YMCA is based on the ideal that everyone should have the opportunity to reach their full potential, regardless of their race, ethnicity, gender, sexual orientation or identity, diverse abilities, age, religion, socioeconomic status or any other statuses or identities. Our work is focused on eliminating barriers to access, eliminating disparities in health, providing educational support, supporting working families, and growing our next generation of change-makers for our country. All children enrolled in YMCA programs have the right to be treated with respect by all staff, parents and adults who have reason to be in Y program space.

Holidays and Cultural Celebrations

The YMCA is a Christian based organization. When our programs are located in a facility other than a public school, we reserve the right to acknowledge and celebrate religious holidays. We do respect each family's choice to follow a different faith and value the culture that each family brings into our program. While we cannot exclude a child from the rest of the group during an activity, we can work with you to provide an alternative activity. We also encourage families to share their celebrations, customs and traditions with the entire class. Please talk with Camp Coordinators to arrange a time to share how your family celebrates!

Smoke, Drugs, Alcohol and Weapons

All YMCA locations are non-smoking, weapon, drug and alcohol free. When located in a school facility, all District policies will be followed.

Emergency Preparedness Plan

All YMCA staff are trained on emergency protocols up on hire. As a part of our monthly curriculum, Site Coordinators will conduct monthly fire and quarterly disaster drills to help the children be familiar with procedures. Each site has an emergency plan that is unique to that location (i.e. exit routes, safety meeting zones, etc.). These plans were created following existing school district procedures and are posted on our parent board near the check out station. In the event of an emergency, YMCA staff will contact any and all supervisory staff to initiate YMCA emergency support and coordinate with onsite school administrators to ensure the safety of all involved.

ACTIVITY AND MEAL POLICIES

Animals

The YMCA BASE Program does not allow pets/animals on any school district property during program hours of operation and does not allow participants to approach or pet animals of community members while on school district property or while out in the community (i.e. parks, field trips, etc.).

Transportation and Field Trips

Our certified van drivers transport children in either a YMCA van or bus when program transportation is needed. Public transportation, school district transportation as well as walking is sometimes used for a field trip or special events. Permission slips may be required for field trips. When children are transported, WAC 110-301-0480 will be followed.

Note: We reserve the right to deny transportation for a child if their behavior compromises the safety of transport.

ACTIVITY AND MEAL POLICIES CONTINUED...

WATER ACTIVITIES

The YMCA BASE programs will have occasional opportunities to participate in water based activities that include but are not limited to swimming and/or boating. Lifeguards and additional staff will be present during all of these activities. All participants will have access to life jackets and may be subject to swim testing prior to participation.

HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS

The Whatcom Family YMCA strives to meet all Y of the USA HEPA standards. As a result, children in BASE programs receive daily snacks that not only meet DCYF Licensing Standards, but those based on the Institute of Medicine's Early Childhood Obesity Prevention Policies. All children enrolled in our care are offered snack with whole grains, fruits and vegetables and other foods low or absent of sugar. Water is available to children at all times and when milk is served, it is 1% and unflavored.

We work collaboratively with our School District partners in our food/snack procurement. When supplemental or alternative snacks are sent from home, we ask that those choices also reflect HEPA standards. Soda, candy, fried foods, gum, juices or any food containing more than 8 grams of sugar per serving are not allowed. Due to potential allergies, we have a **NO NUT PRODUCT** policy.

Food preferences will be respected and no child will be punished or humiliated for refusing to eat or try certain foods. Alternatives for food preferences and allergies must be supplied by the family. Please inform the Y upon registration if we need to be aware of any specific cultural practices pertaining to meals. Food allergies must be noted on the CampDoc/Registration Emergency Consent (REC) form but please also contact the office at (360) 255-0585 to ensure collaboration and your child's safety.

HEPA SCREEN TIME POLICY

During the out-of-school time programs, no recreational screen time will be scheduled. Screen time includes television, movies or recreational video games. Because of this policy, participants should not bring video games, iPods, earphones, cell phones, smart watches, tablets, etc. to the program.

STAFFING POLICIES

STAFF TRAINING

Upon hire all YMCA BASE staff go through a detailed hiring orientation and on-site training before they begin. This includes one on one meetings and trainings before working their first day and on-going training as per licensing requirements. All of our staff are hired through a rigorous screening process that included evaluating their college course work, training and years of experience. Staff have attended, and continue to attend, regularly schedule training events on behavior management, communication skills and creative activities for children. Staff maintain current certification in CPR, First Aid, Food Handler Permit, Child Abuse Prevention, and other certification required by licensing. In addition, staff and volunteers are thoroughly screened prior to employment and evaluated on a regular basis to ensure continually high performance.

STATE RATIOS

State licensing mandates that staff ratio for school age children is 1:15. Before & After School Enrichment will provide at least 2 staff at each site unless the enrollment requires a 3rd or 4th staff to maintain ratio. When a health emergency arises, the YMCA will follow the group sizes & ratios recommendations from the Department of Health and CDC.

FAMILY ENGAGEMENT



Communications with the YMCA

Communication between the parent and the Y is vitally important for the safety of your child and the management of both your family life and the programs we operate. Communication in the following ways will help us both:

1. Contact the Y whenever your child will be absent from a scheduled day. Email us at absences@whatcomymca.org and be sure to include your child's full name, site and clarify the date of absence. Or you can call us at 360-255-0585. Please call before 11:00 am.
2. Take a moment to chat with the Y staff at your site as often as possible at drop off or pick up.
3. Complete and return any surveys when received.
4. Please note that continual lack of communication from parents can result in termination of care if the result involves the safety of your child or financial issues.
5. We use Class Dojo to aid in communication with families. This helps inform you of your child's weekly activities and is particularly helpful during times of extreme weather.



Parents may contact the Administrative program staff Monday through Friday from 9am-5pm at the BASE Office at (360) 255-0585. In the event of an emergency, the Y Welcome Desk, in addition to the site staff have the ability to reach us via cell phone.

Behavior Related Communication

Program staff will communicate with parents on an ongoing basis regarding their child's progress. This interaction occurs naturally during drop off and/or pick up times. In the event of an unusual issue or one that requires confidentiality, the parent would be contacted and further communication arranged.

Program staff will always be willing to work with a parent to help a child succeed. First steps would include conversation initiated by either the parent or the program staff. Further steps would be taken to come to a mutual agreement based on the needs of the child, how we can support the child within the boundaries of program policy and procedure, and what steps can both parties take to ensure that everything has been done from both perspectives to support the child.

If needed, a written plan will be compiled by Y program staff in collaboration with the parent and sometimes the child to ensure a consistent plan of action to further the success of the child and/or to increase the understanding or expectations within a group setting.

Social Media is not an acceptable way to communicate with YMCA staff.

PARENT/GUARDIAN CODE OF CONDUCT

To ensure that Y Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote.

In the event that parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs.

- Parents/Guardians will conduct themselves in a manner that represents the four core values of the Y: caring, honesty, respect, and responsibility.
- Parents/Guardians must refrain from foul language at all times, while at a Y program location.
- Parents/Guardians will not show or exhibit derogatory conduct toward any Y staff, participants, or other parents/guardians.
- The misuse of drugs or alcohol at a Y location will be prohibited.
- Parents/Guardians will not be allowed to take pictures/video of other participants or Y Programs.
- Parents/Guardians will comply with requests from staff for Photo ID.

GUIDANCE & DISCIPLINE POLICY

BEHAVIOR GUIDANCE PRACTICES

Philosophy

The Y strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal from the activity/area as a last resort.

TO ENCOURAGE POSITIVE CHOICES STAFF WILL:

- Protect the safety of the youth/teen and staff by establishing clear expectations/boundaries and creating a safe environment
- Provide immediate and directly related consequences for a youth/teen's unacceptable behavior
- Anticipate problem situations and intervene by encouraging positive alternatives when possible
- Engage youth/teen in cooperative problem solving

PROGRAM RULES

All children, team members and parents should be following the four core values of the Y: caring, honesty, respect and responsibility. In addition to following the values, program rules are:

1. Follow the group plan
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your body to yourself
5. Stay with the group

The overall safety of all children in the program is our highest priority. Please encourage your child to speak to a program staff if they are having any concerns with other participants or program staff.

PROCESS

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

- Reasoning: Every effort will be made to help the child understand the inappropriateness of their actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff assisting/facilitating as needed.
- Redirection: When reasoning has been pursued and behavior has not changed, redirecting the child from the activity involved to another program space for an appropriate amount of time will take place if necessary.
- Meetings with Family: When the program staff is not successful in correcting behavior, the Program Supervisor is consulted and may decide on further appropriate action/consequences.
- Behavior Contract: This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help the child understand the desired behavior and the timelines are established.
- Suspension for Inappropriate Behavior: In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. The Program Supervisor and/or Program Director will determine the length of suspension.
- Removal/Expulsion from the Program: If the above process has not resulted in corrected behavior, the child will be removed from the program.

We reserve the right to bypass the above behavior steps at any time and remove a child from our care or program activity for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

DISCIPLINE

No one at any site location, including parents and/or staff, shall use corporal punishment, humiliation or threats towards the children in our care. The methods of discipline employed at the B.A.S.E. programs take corrective steps designed to retain the child's feeling of self-worth while realizing that inappropriate behavior needs to be corrected and is a vehicle for learning. Site rules are set and clearly explained. Parent and staff communication is encouraged for ongoing concerns. One of three levels of Behavior Notifications may be given depending on the intensity and frequency of a child's behavior.

Parent meetings with the Program Supervisor and After School & Camp Director may be arranged to decide the course of action to help guide the child with their behavior. If further progress cannot be made, the child may be removed from the program. Care will be canceled without warning if the behavior is considered a safety issue to themselves, other children or Y staff.

Also please note that if we determine that your child's behavior is an ongoing disruption to the group, we reserve the right to discontinue child care with minimal notice. In addition, all participants will be expected to respect school and facility property and rules during their time in Y programs.

PARTICIPANT CODE OF CONDUCT

PARTICIPANTS ARE EXPECTED TO:

- Uphold YMCA core values of RESPECT, RESPONSIBILITY, HONESTY and CARING.
- Be respectful of all by not initiating or participating in derogatory or unwelcome comments, conduct or actions of a sexual nature or actions based on an individual's sex, race, ethnicity, age, religion, sexual orientation or any other legally protected status.
- Comply with all adult requests and redirection.
- Willingly remain in program area within sight and sound supervision.
- Follow the group plan.
- Follow school rules when the program is located on school property.

NO TOLERANCE POLICY

We ask for parent and guardian support in maintaining a fun, safe place for both children and Y staff to learn, grow and thrive. Ideally, we want to work with children and families to prevent these behaviors from occurring. Please talk to your child about the importance of not exhibiting the behaviors listed but not limited to the following below:

- Bullying/Harassment of any kind (see specifics below)
- Action deemed physically or verbally aggressive towards Y staff & other participants including spitting and foul language
- Purposely leaving program area without permission
- Hiding anywhere outside of visual and auditory supervision of staff
- Damaging YMCA or SCHOOL property
- Causing or displaying inappropriate exposure
- Rough play (headlocks, tackling, etc. with the intent to harm)
- Deliberately or repeated throwing objects in a manner that could be harmful
- Creating artwork depicting inappropriate images
- Using YMCA technology inappropriately (taking & using YMCA issued electronics & related applications; etc.)
- Drugs, alcohol or weapons of any kind

BULLYING/HARASSMENT

A person is being bullied when they experience repeated exposure to the negative actions of others. Negative actions can include an imbalance of power due to age, physical strength or information that can be used against another person. These negative actions may include but are not limited to:

- **Physical** (hitting, shoving, grabbing, spitting, tripping, inappropriate hand gestures)
- **Verbal** (teasing, name-calling, racial or sexual comments or slurs, threatening to cause harm, taunting)
- **Social** (spreading rumors, shunning or excluding, telling other children not to be friends with someone, embarrassing someone in public)

Failure to follow this code of conduct will result in disciplinary action which may include being sent home early, suspension or removal from the program. The overall integrity and quality of Y programs is of utmost importance and we will take the steps necessary to ensure both.

Due to the wide variety of behaviors that children display, the Y reserves the right to make the decision to suspend or expel a child based on physical or emotional safety of the child, other children in the program and the staff.

SPECIAL NEEDS POLICY

Classroom Aides & IEP's

The goal of the YMCA is to provide children with a setting that sets them up for success. If a child has a behavioral classroom aide, an Individual Educational Plan (IEP), or participates in a classroom providing specialized instruction, communication with the Program Director prior to enrollment in any Before and After School Enrichment or Camp program is required in order to determine how to best serve the child and establish consistency between school, home and Y programs.

An aide will be required during Y hours for any child who has a classroom aide. Due to limited staff availability, the Y will not always be able to provide a staff designated as a one on one aide. If a YMCA/DCYF qualified staff is available, payment for their wages are the responsibility of the parent and can be paid either through DSHS or private pay arrangements. We understand that there are varying types and degrees of aides and we are happy to discuss your individual circumstance, prior to registration.

If your child has an IEP related to behavior through their school district, please supply a copy to the Family Enrichment office as soon as it is complete and available to you.

Dual Language Learners

The YMCA will support all students that are dual language learners through collaboration with the family, school and district, and community resources. We will provide staff that can speak that same language, when possible.

Special Needs

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment. Generally we are unable to meet the needs of a child who requires a ratio of lower than one staff to six student (most group sizes are one staff to twelve students). These needs include social, emotional, cognitive, language and/or motor development growth. Decisions are made on a per case basis.

If during the academic year your child needs additional or increased wrap around support your child may not be ready for the Before and/or After School program. In addition, the high levels of activity, noises, varying schedule of activities and routines may be an indicator to consider that your child is not ready for the Before and/or After School program. For further questions please schedule a time to consult with a Y Program Director and to take a tour of the program site BEFORE registration and enrollment.

Restroom Needs

School Age children are expected to have full bladder and bowel control. "Accidents" will happen and we will do our best to help support your child through those times. However, due to our Child Abuse Prevention Policy, Y staff will not be able to give one on one attention to individual bathroom needs. In the event that your child has an accident, you will be contacted to pick up or to bring additional clothing. While we may have access to the lost and found clothing at the school, for sanitary reasons we encourage families to send an extra set of clothing in the event of an accident.

Restraint Policy

Physical restraint will only be used in extreme situations if a child's safety or the safety of others is threatened and will be:

- Limited to holding a child as gently as possible to accomplish restraint;
- Limited to the minimum amount of time necessary to control the situation;
- Developmentally appropriate; and
- Only performed by a school-age provider trained in the program's child restraint policy
- Bonds, ties, blankets, straps, or heavy weights (including an adult sitting on a child) will not be used to physically restrain children.

HEALTH CARE POLICY

ILLNESS

A CHILD SHOULD STAY HOME IF EXPERIENCING:

Because infections spread easily from one child to another, we will send your child home or ask you to keep your child home when they have any of the following symptoms:

- COVID-19 Symptoms
- Diarrhea
- Fever
- Not Feeling Good
- Sore Throat
- Eye Discharge
- Head Lice or Nits
- Rash
- Vomiting
- Communicable diseases



Please note that DCYF or YMCA Health Care Policy may differ from that of the school district.

Have a plan for sick days . . .

- Please be ready in advance so you will know what to do if you cannot take your child to the Y or if you are asked to pick up your child who has become sick while in our care.
- If your child comes to our program from school and is sick or shows symptoms of the above mentioned illnesses, we reserve the right to call and ask the parent to come and pick up the child in a timely manner.

Daily Illness Observations

Staff will do a daily health assessment of each child as they enter the program. When children exhibit illness symptoms that prevent them from participating or are consistent current health restrictions (i.e COVID-19, etc.), they will be separated from the group and the family will be called for urgent pick-up.

When a child in our care is identified with a chronic health condition or a life threatening medical condition, then together with the parent and the health professional (as needed) an individual plan of care will be developed. It shall include specific signs and symptoms for staff to be aware of and medical procedures and/or medications to be given. Training for staff will be done by the parent, physician or trained medical representative and will be documented and updated on annual basis by parent and health care professional. The plan will also be reviewed and initialed quarterly, by parent.

Health Emergencies

In the event of a local, state or global health emergency, we will follow all guidance and recommendations set forth by our county, state and CDC Health jurisdictions.

Return to Care After Illness

Return to YMCA programs will be vary depending on the condition or diagnosis. Generally, a child may return when medical treatment has begun or are improving without the use of fever reducing medications. In the case of a communicable disease or outbreak (i.e. COVID-19), return to YMCA programs will be determined by the Local and State Health jurisdictions.

Prevention of Bloodborne Pathogen Exposure

Universal Precautions is an infection control approach that protects individuals from exposure to bloodborne pathogens. This strategy presumes all blood and other potentially infectious materials (OPIM) are infectious, regardless of the perceived status of the source individual. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is. The person who carries the disease may not be aware they are infected. Germs that spread through the blood/body fluids can come from any person at any time. When following Universal Precautions, staff and children practice proper and frequent handwashing, use barriers such as gloves, disinfect the contaminated area, and properly dispose of contaminated materials.

Handwashing Procedures

Staff and children will wash hands for 30 seconds with liquid soap and warm water and dry using single use paper towels only. Hands should be washed:

- Upon arrival to the program
- After coming in contact with any body fluids (stool, urine, blood, mucus, etc)
- Before & after eating or participating in food activities including table setting
- Before & after giving/receiving medication and first aid
- Before & after attending to a child who is ill or showing symptoms of illness
- After being outdoors and/or gardening activities
- After using the toilet
- After handling garbage
- Upon leaving the program
- As needed or required by the circumstances

Hand Sanitizer Use

Hand sanitizers or hand wipes with alcohol (60-90%) may be used for adults and children with active supervision under the following conditions:

- When proper handwashing facilities are not available; and
- Hands are not visibly soiled or dirty.



Contagious Disease Notification

If a staff or parent/guardian become aware of a child having a reportable communicable disease, they are required to report the illness to the Program Director who will in turn contact the Whatcom County Health Department at 360-778-6150, or after hours, 360-715-2588. The YMCA will refer to the list of Notifiable Conditions available at

<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/NotifiableConditions>. During the case of a highly infectious illness within the community (i.e. COVID-19, etc), the YMCA will follow all recommended guidelines from the CDC and State and Local Health Departments to insure that every possible measures are taken for everyone's safety.

Head Lice/Nit Policy

In the event that we are notified that Nits (eggs) or Lice are found on a child, we will practice physical distancing from other students and begin screening all students in the program. Parents/guardians will be notified if their child has any nits/lice; immediate pick up is not necessary but encouraged. If a family cannot clean their child's head of nits/head lice within a few days, the child MAY be asked not to return until they are clear. Credit will not be given for days missed. Please note this is different than School District policies.

HEALTH RECORD KEEPING

Health Records

Updated records will be maintained on all children in care. Original forms will be held at the YMCA and copies (paper and/or digital) will be distributed at each off-site location. These forms include but are not limited to information regarding allergy and food sensitivities, a list of current medications (if given during program hours), any assistive devices used, name of health care provider and dentist.

Immunizations

To protect all children and staff, each child in our center has a completed and signed WA State Certificate of Immunization Status (CIS) on file. The most current version of the WA State CIS form is required. All other immunization printouts will not be accepted. If a parent or guardian chooses to exempt their child from the immunization requirements, a CIS form must be completed and reviewed by a physician.

- Immunization records are reviewed upon admission and annually thereafter.
- A current list of exempted children is maintained at all times.
- Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

Current immunization information and schedules are available at <https://doh.wa.gov/community-and-environment/schools/immunization>

Special Medical Needs

Our program is committed to meeting the needs of all children. This includes, but is not limited to, children with special health care needs such as asthma, allergies, cancer, diabetes, epilepsy, heart conditions, etc as well as children with chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit. We will work with families to make a reasonable effort to accommodate the special physical or mental needs of your child. This will be done on a case to case basis and in accordance with DCYF Licensing Standards and the Whatcom Family YMCA Child Abuse Prevention Policy. In some circumstances, a one on one aide may be required.

Site staff, Program Supervisors, and parents will work together to educate and orient any child with special needs to our program.

INJURY PREVENTION & TREATMENT

Injury Prevention

- Each Site Coordinator will survey facility to check for daily safety hazards.
- Fire drills will be done once a month and recorded at each site. Quarterly Disaster drill will be conducted and recorded upon completion.
- Staff members will be current on CPR and First Aid.

First Aid

All Before and After School Sites will be equipped with a first aid kit that includes the DCYF required supplies. Each kit contains a list of supplies stored in that kit. These kits are kept out of reach of the children and will accompany the children on all field trips. Site Coordinators are responsible for maintaining First Aid supplies at their designated site. Kits will be replenished as needed when supplies are used. YMCA vans contain their own first aid kits.

MEDICAL EMERGENCIES & INJURY TREATMENT

Medical Emergencies & Reporting

1. **Minor Emergency – (ex: cuts, bruises, bumps, illnesses, broken bones, etc.)**
 - a. Staff trained in first aid will take appropriate steps in tending to the injury. YMCA will notify all non-urgent injuries to the parent upon pick up.
 - b. Non-porous gloves are always used when blood or wound drainage is present.
 - c. YMCA staff will recommend to parent to follow-up with doctor visit.
 - d. All minor emergencies will be recorded on a ouch report and reported to the parent . All completed ouch reports will be kept in the onsite child files.
2. **Life-threatening Emergency – (ex: loss of breathing, consciousness, excessive bleeding, etc.)**
 - a. One person will take charge and assign someone to call 911 and take the other children away from the incident. The YMCA staff in charge will stay with injured/ill child including transport to a hospital until parent arrives.
 - b. The other YMCA Staff will contact a Program Supervisor for replacement staff as soon as possible and the Program Supervisor or other administrative staff will notify parents.
 - c. The YMCA Staff will administer appropriate first aid and **WILL NOT MOVE** the victim (unless location jeopardizes the safety of the victim).
 - d. If transporting the child to a local hospital, the child's forms must accompany the child. Child can only be transported via ambulance only.
 - e. YMCA staff are required to fully complete the DCYF Incident Report, with parent signature, for all major emergencies and turn in to Program Supervisor by 12:00 pm the following day. A copy of completed form will be given to parent and filed on site. Serious injury or hospitalization will be reported to the DCYF Licensor and Child Protective Services.
3. **Emergency Procedures If Parents Cannot Be Contacted:**
 - a. Emergency will be assessed as Minor or Life threatening and proceed as stated above. Emergency phone numbers from child's Medical Forms will be contacted. Continue to try to contact parents. YMCA staff can do this.



Concussion Policy

In case of a head injury without loss of consciousness or bleeding, staff will notify parents and a Program Supervisor as soon as possible and monitor for signs of concussion. Signs of concussion include: confusion; difficulty in walking, speaking or balancing; pale and sweaty skin; severe headache; blurred vision; nausea or vomiting. The student will not be allowed to participate in physical activities if there is reason to suspect concussion.

Staff will recommend that parents seek follow up medical attention and request that parents inform us if the child sees a physician due to the injury. A child who is showing one or more symptoms of a concussion after a head injury while participating in BASE programs shall be removed from the program at that time and may not return to programming until evaluated by a licensed health care provider trained in the evaluation and management of concussions.

Written clearance from that health care provider must be received in order to return to care. You should also inform your child's Y counselor if you think that your child may have a concussion. Remember that it is better to miss one day of care rather than a week. **WHEN IN DOUBT, THE CHILD SITS OUT.** For more information go to

<https://www.cdc.gov/TraumaticBrainInjury>

MEDICATION MANAGEMENT

Medication Policy

EMERGENCY MEDICATIONS: Campers/students with life threatening conditions that require emergency medication (epi-pens, inhalers, etc.) are asked to supply these medications to YMCA staff upon enrollment. These medications will be stored in an easily accessible location in case an emergency arises.

NON-EMERGENCY MEDICATIONS: Parent/guardians are asked to administer all medications that are not associated with a life threatening condition to any campers/students. **IF PARENTS ARE UNABLE TO ADMINISTER THESE MEDICATIONS, PRIOR ADMINISTRATIVE APPROVAL IS REQUIRED BEFORE Y STAFF CAN ADMINISTER.**

Any and all medications must be accompanied by a YMCA MEDICATION RELEASE FORM. Medications must be delivered by the parent and should not be sent with the child. All medications need to be clearly labeled with the child's name and/or prescription label from the pharmacy and in the original container. It is the parent's responsibility to make sure that the supply of medication is kept current and handed directly to an on-site Y staff. Please make sure you pick up any remaining medication from the staff at the end of the week.

NOTE: YMCA Staff do not transport medication. Separate medication containers and/or EpiPens need to be available at each site, and delivered by the parent. It is the parent's responsibility to keep the YMCA supplied with required medication. Please do not send medication to be delivered by your child. If your child has asthma, diabetes, allergies to bee stings or foods, an Individual Care Plan will be required. Other medical conditions may apply.

Medication Administration Procedure

Medication is administered by staff trained in DCYF Medication Administration. The following procedure is followed each time a medication is administered:

1. Wash hands before preparing medications.
2. Carefully read all relevant instructions, including labels on medications, noting:
 - a. Child's name,
 - b. Name of the medication,
 - c. Reason for the medication,
 - d. Dosage,
 - e. Method of administration,
 - f. Frequency,
 - g. Duration (start and stop dates),
 - h. Any possible side effects, and
 - i. Any special instructions

Information on the label must match the individual medication form. Substitutions will not be made.

3. Prepare medication on a clean surface area.
 - a. For liquid medications, use clean medication spoons, syringes, droppers, or medicine cups with measurements provided by the parent/guardian (not table service spoons).
 - b. For capsules/pills, measure medication into a paper cup.
4. Administer medication.
5. Wash hands after administering medication.
6. Observe the child for side effects of medication and document on the child's medication authorization form.

Child Self Administration

A school-aged child is allowed to administer his/her own medication when the above requirements are met and:

- A written statement from the child's health care provider and parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance.
- The child's medications and supplies are inaccessible to other children.
- Staff supervise and document each self-administration.

DISASTER & EMERGENCY PLAN

EMERGENCY PHONE NUMBERS

Fire, Police, Ambulance	911
Washington Poison Center	1-800-222-1222
Health Department	(360) 647-2329
St. Joseph's Hospital	(360) 734-5400
CPS Reporting - Monday-Friday 8-5pm	1-866-829-2153
CPS- After hours, weekends, holidays	1-800-562-5624
Shea-Pyng Li (Licensor for BASE & CAMP only)	(360) 389-1078
Ashleigh Anselment	(425) 327-8644

With BASE programs operating on local school district premises, the YMCA will follow both the school district policies and the YMCA policies when an emergency is encountered. A detailed version of this plan is available upon request

FIRE

- Staff will follow the Building Evacuation Plan.
- Fire department will alert staff when reentry into the building is safe.
- Program Director and/or Assistant Program Director will follow the After Incident Protocol.

GAS LEAK

- School staff will notify site staff. Site staff will alert the BASE/Camp Office to determine the next steps.
- YMCA staff will follow the Building Evacuation Plan.
- Staff will call 911 if it has not been done already; BASE/CAMP Office staff will be responsible for contacting Cascade Natural Gas if needed.
- Program Director and/or Assistant Director will follow the After Incident Protocol.

POWER OUTAGE

- School staff will notify site staff. Site staff will alert the BASE/Camp Office to determine the next steps.
- Program office will consult with Puget Sound Energy to determine the length of the outage.
- If the outage is suspected to be long term (over 1-2 hours), office staff and/or site staff will contact parents to arrange pick up.

EARTHQUAKE

- Staff will work to keep kids safe by helping them "drop, cover, and hold", keeping kids under tables, in doorways and away from windows.
- Staff will check for injuries.
- Staff will check evacuation route for safety and if it's safe to do so, follow the Building Evacuation Plan.
- Staff will assess the inside and outside structure of the building for damages and safety.
- Staff will assess the safest place for the children (classroom, meeting place, or alternative site location) and move them accordingly.
- Staff will listen to KGMI 790 AM for surrounding area information.
- Staff will stay and care for children until parent or emergency contact picks up.
- Program Director and/or Assistant Director will follow the After Incident Protocol.

SHELTER IN PLACE/INTRUDER IN THE BUILDING

- Staff will casually confront the intruder (if they do not have a weapon) and attempt to guide them to the out of the school building.
- If the intruder has a weapon, or if they are not cooperative, staff will give the emergency hand signal and call 911 immediately.
- Staff will follow guidelines from law enforcement and keep all the children as calm and as quiet as possible.
- Program Director and/or Assistant Director will follow the After Incident Protocol.

EMERGENCY LOCKDOWN PROCEDURE

The "Emergency Lockdown Procedure" is used when there is a dangerous situation, person, or threat outside the center. In order to keep our children safe, we follow the following procedure:

- School personnel will alert the staff of the lockdown.
- Employees will alert the BASE office staff when safe to do so.
- Children are moved away from the windows and doors and given calm, quiet activities.
- 911 will be contacted and they will determine when it's "all clear" and take over the situation.
- Children will not be released to their parents for pick up until police determine it's "all clear".
- Program Director and/or Assistant Director will follow the After Incident Protocol.

BUILDING EVACUATION PLAN

The Building Evacuation Plan is a plan put in place to ensure that all children are escorted out of our building in an emergency safely and quickly. To make sure of this, we take the following steps:

- Staff will gather the children's contact information, medical supplies & medications, first aid kit, attendance sheets, classroom sign in sheets, and cell phone.
- Staff will take attendance before leaving the building to make sure they have everyone.
- Staff will safely move the children to the designated meeting point (generally outside the building in the field far away from emergency).
- Staff will work with school personnel and Program Director/Assistant Director to assess the situation and determine if re-entry into the building is safe.
- Parents will be notified to pick up their children at the alternative site, if needed. Staff will leave messages in YMCA entrances alerting parents to children's whereabouts.
- Program Director and/or Assistant Director will follow the After Incident Protocol.



EMERGENCY DURATION

YMCA employees will remain with children during the emergency until all children can be reunited with their parent/guardian no matter the duration. Parents/Guardians will be continually contacted until necessary arrangements can be made including but not limited to alternative adults authorized by the parent/guardian to pick up.

AFTER INCIDENT PROTOCOL

The After Incident Protocol is the steps management takes after an emergency situation in order to keep parents, licensing, and CPS informed about what has happened. During the after incident protocol, we take the following steps:

- The Director will report evacuations to parents, if applicable.
- The Director will report the incident to the Department of Early Learning, our Childcare Licensor, and CPS, if applicable.
- The Director will complete an incident report and store it in the childcare office.

CHILD ABUSE PREVENTION: Know, See, and Respond

At the Whatcom Family YMCA, we practice three important habits of Child Abuse Prevention –**KNOW**, **SEE** and **RESPOND**– to create safe spaces where youth can learn, grow and thrive. When we **KNOW** how abuse happens, **SEE** the warning signs and **RESPOND** quickly to prevent it, together we foster a culture of child abuse prevention.

We **KNOW** when we understand the behaviors of those who harm youth and how to stop them. Staff and volunteers who practice the **KNOW** habit:

- Understand the potential risks for abuse that children and teens face, and their role in protecting them at their Y.
- Understand how predators operate
- Recognize the importance of proactive engagement when supervising youth, and between youth
- Appreciate the difference they make when they practice the Three Habits in Child Abuse Prevention at their Y
- Encourage others to adopt these prevention habits
- Can explain what Know, See and Respond means when asked by a parent or community member



We **SEE** when we can recognize warning signs or behaviors that signal abuse or a risk for abuse. Staff and volunteers who practice the **SEE** habit:

- Interrupt inappropriate interactions between adults and youth, and between youth
- Respect children and teen's emotional, psychological and physical boundaries – according to YMCA policies – and ensure that others also follow the policies
- Act when something seems wrong and if they observe others not practicing the prevention habits

We **RESPOND** when we take action to stop behaviors we recognize as being inappropriate or questionable. Staff and volunteers who practice the **RESPOND** habit:

- Act when children or others need help
- Interrupt questionable behavior by a staff member, volunteer or youth
- Notify the appropriate people at the Y when they have a concern
- Can make a report to Child Protective Services and/or police when they suspect abuse

If you have any questions about our Child Abuse Prevention practices or Know, See, and Respond, please feel free to contact Lynda Purdie at (360) 733-8630 ex. 1106.

Child Abuse Prevention Policies

The following are the Child Abuse Prevention Policies that we ask all our staff and volunteers to follow. Any violation of these policies is a Red Flag and should be reported as soon as possible.

General Guidelines:

- All staff and volunteers will be easily identified by wearing YMCA issued name tags and/or Staff T-shirts.
- Youth 11 years old and under must be in direct supervision of a supervising individual at all times.
- Rooms that allow for unnecessary privacy or limit line-of-sight supervision will remain locked or will be routinely checked by staff.
- The organization has **zero tolerance** for abuse, mistreatment, or sexual activity among youth within the organization. This organization is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. Conduct by youth that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.
- In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the organization will take the necessary steps to eliminate such behavior.
- All staff and volunteers will be aware of the Member Code of Conduct

Child Abuse Prevention Policies Continued

Working with Children Guidelines:

- You will avoid being alone with a single child, unless you are supervising your own child.
- In the rare occasion that you are forced to be in a situation where you are one-on-one with a child, you must follow the following guidelines:
 - Notify other employees or volunteers that you are alone with a child.
 - Remain in full view of others and if a room, leave the door open.
 - Ensure physical and verbal interactions align with our established policies and are limited to the task at hand.
 - Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
- Staff and volunteers must not develop a one on one relationship or have one on one contact with children who participate in YMCA programs outside of approved YMCA activities without the advanced written approval of your supervisor or volunteer coordinator; for example, babysitting, weekend trips, foster care, etc. are not permitted. Prior relationships with participants will be documented and brought to the attention of the supervisor or volunteer coordinator and/or CEO.
- Dating a program participant under age 18 is not allowed.
- Staff and volunteers may not transport youth participants to and from YMCA activities/programs in their own vehicles, unless they are your own child or family member, without prior written approval from your supervisor/CEO or volunteer coordinator.
- Giving gifts to children in Y programs is not allowed.
- Children shall not be disciplined by use of physical punishment or by failing to provide the necessities of care in any circumstance.
- Employees and volunteers are prohibited from speaking to consumers in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees or volunteers must not initiate sexually oriented conversations, or discuss their own sexual activities with participants. Discussions in front of children should never include content regarding the personal life of staff, volunteers or other program participants.
- All physical contact between staff or volunteers and youth will promote a positive, nurturing environment while protecting consumers, employees and volunteers, and will be defined according to the age group. Staff and volunteers are expected to respect children's wishes and boundaries with regard to any physical contact.
 - Children have the right to say "no" to physical contact unless such contact is related to the child's physical, health and safety or safety of other participants.
 - Affection shown should never be done in isolated areas where staff or volunteers are not visible to other adults
 - Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
 - In addition, children must be informed in a manner that is age appropriate to the group, of their right to set their own "touching" limits.
- Any inappropriate physical contact by employees or volunteers towards children in our programs will result in disciplinary action, up to and including termination of employment.

Social Media Guidelines:

- Any private electronic communication between staff or volunteers and youth under the age of 18, including the use of social networks, i.e. Facebook, Snapchat, texting and messaging is prohibited. All forms of electronic communication must be copied to the staff's supervisor, the volunteer's coordinator and parent of the youth.
- Communication through "organization group pages" on Facebook or any other approved forums is the only acceptable form of interaction with youth through social media.
- Staff and volunteers are not allowed to take photos of, or keep, or share pictures of youth participants on their personal devices.
- Staff and volunteers are prohibited from possessing or viewing inappropriate information or pornography on the organization's property or equipment. This includes any messages, communications or materials that are sexually oriented or those that depict pornography or nudity.
- Staff and volunteers will use best efforts to prevent all youth and teen program participants from taking pictures or videos of other youth in the facilities and/or program areas.

Child Abuse Prevention Policies Continued

Program Guidelines:

- Youths will be greeted when entering the facility and directed to their structured activity or authorized area.
- Youth will be signed in to programs by parent or staff/volunteer Youth will be signed out by a parent/guardian, or those authorized by the parent/guardian only. Anyone signing out a child from a program must be at least 16 years old. Programs required to implement this sign out procedure are, but not limited to, child care, day camps, Girls on the Run and Trailblazers and swim team participants 11 years and younger.
- Some program areas are closed to public access and those areas will be monitored by staff and volunteers to prevent unauthorized entry and/or observation.
- All youth guidelines are considered part of the Child Abuse Prevention Policy.
- No youth will be permitted to attend a YMCA program or activity without a current Registration, Emergency, Consent (REC) form or program roster on file in the office and possession of the staff supervising the program. Activities open to the public are the exception to this policy.
- Each program area is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve youth from different age groups. Close line of sight is essential and required for programs serving mixed- age groups.
- All programs will have policies specific to use of facility bathrooms and locker rooms, transitions, playground monitoring, transportation, field trips and overnight activities.

Grievance Policy

The Y believes children and parents/guardians have valuable thoughts and insights to share regarding our operations. Accordingly, the Y encourages consumers and parents/guardians to share opinions, suggestions, concerns, questions and/or grievances about our policies, personnel, and/or other matters impacting the Y and its programs.

In general, the best person initially to bring opinions, suggestions, concerns, and/or questions to is the Program Director/Coordinator. However, to the extent the concerns relate to the Program Director/Coordinator, or to the extent a child or parent/guardian believes the Program Director/Coordinator did not fully address a matter, children and parents/guardians may direct their opinions, suggestions, concerns, and/or questions to the next level of management or directly to Bill Ziels, CEO or Lynda Purdie, Human Resource Director.

To remedy concerns that appear to have been ignored or unresolved after initial reporting, utilize this formal grievance procedure. This procedure provides for a timely, thorough and objective investigation of the following concerns:

- Inappropriate Behavior by Employees/Volunteers;
- Inappropriate Behavior by Children;
- Retaliation; and/or;
- Whistleblower complaints.

Written Complaint Required for Formal Process

Verbal complaints are encouraged, particularly for issues that may be easily and expeditiously resolved, but a written complaint is required to initiate this grievance process.

To ensure a timely and effective response, complaints should include the following information to the extent possible:

- a. The name(s) of individuals(s) involved;
- b. The date(s) the behavior occurred;
- c. The name(s) of any known witness(es);
- d. A summary of the conduct meriting the grievance including:
 - i. The behavior complained of and/or the alleged policy or legal violation(s);
 - ii. Direct quotes when relevant and available; and
 - iii. Any relevant documentation.
- e. The remedy sought by the employee making the complaint.

Child Abuse Prevention Policies Continued

Timeline

Children or parents/guardians who themselves have a complaint or who are aware of behavior meriting a complaint, must provide the above described written complaint via email to Bill Ziels: bziels@whatcomymca.org within 5-10 business days. The CEO, or Human Resource Director will meet with the child or parent/guardian to hear their concern and attempt to resolve the complaint within 10-15 days.

Following that meeting, the CEO or Human Resource Director will provide a brief written response to the child or parent/guardian who brought the complaint no later than 10-15 days that includes brief written findings on the issues raised and relief sought.

If the child or parent/guardian is not satisfied with the written response, the individual who brought the complaint may submit an appeal to Y's Youth Protection Board Committee no later than 10-15 days after final letter is received. The committee, will meet with the consumer or parent/guardian to hear their concern and attempt to resolve the complaint within 30 days.

Following that meeting, the committee will provide a written response to the child or parent/guardian who brought the complaint no later than 30 days that includes brief written findings on the issues raised and relief sought.

The Y's Youth Protection Board Committee is the final arbiter of grievance matters at this organization.

Investigation

The CEO, Human Resource Director and/or Y's Youth Protection Board Committee will thoroughly investigate the issues raised in the grievance and will protect the privacy and confidentiality of all parties involved to the extent possible by law. All parties must cooperate with the investigation.

If the organization determines a violation of policy or law has occurred, the organization will take appropriate action, up to and including termination and notification of external authorities.

Retaliation

This organization strictly prohibits retaliation against children and/or parents/guardians for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the organization or a federal or state law enforcement agency or court. Children and/or parents/guardians should report any suspected retaliation to the CEO, Human Resource Director and/or Y's Youth Protection Board Committee immediately after becoming aware of it. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated. If a report of retaliation is found to be valid, the organization will take appropriate remedial action, up to and including discharging the individual(s) responsible. This organization will not retaliate against any child or parent/guardian for raising a complaint and will not knowingly permit retaliation by management or other employees.

Mandated Reporting Policy

YMCA staff are mandated reporters. Anyone who works with children in a professional capacity is required by the Department of Children, Youth and Families (WAC 110-301-0475) to report suspected child abuse or neglect including but not limited to a child's discussion of attempted suicide. In addition, we have been advised to report children left unattended in a car and a parent or authorized guardian or individual picking up a child from our care while under the influence.

ENROLLMENT PROCESS AND EXPECTATIONS

This information will help you understand the enrollment and payment processes.

BEFORE ENROLLING WE SUGGEST:

1. Contact us in the office for questions
2. Review Parent Handbook to ensure that the program is right for your family

Registration Checklist (for a more detailed list, visit our website www.whatcomymca.org)

1. Annual Registration Fee
2. All prior account balances must be paid or be paid at the time of registration
3. CampDoc Digital Registration Emergency Consent (REC) Form (a separate notification for completion will be sent upon registration) with emergency contacts, medical and immunization information
4. Are there any special accommodations, medications or medical conditions? Please contact Program Director before registering at 360-255-0532.
5. Will you be applying for financial aid? If so, you will need your proof of income. Registration fee is still required

Record Keeping

Children's records are kept current when parents re-register each school year school. A new CampDoc/Registration Emergency Consent (REC) form and Immunization record are required (updated annually). Children's records are kept digitally in a password protected device at each site and at the BASE office. Information may be shared with both parents unless the State of Washington has legally altered those parents' rights. Communication with a child's teacher may occur with parent permission. See Parent Contract within registration paperwork.

Schedule Changes

If your child's days of attendance or time of arrival to B.A.S.E. change, for any reason, please notify the office as soon as possible so we can keep accurate records and insure the SAFETY of your child. You can do this by leaving a message at (360) 255-0585 or emailing absences@whatcomymca.org.

Waiting Lists/ Slot Availability

In the event that your child(ren) is placed on a waiting list to either add to their schedule, or to be enrolled or there is limited slot availability, please note that 5 day/week schedules will always be given priority when space is limited. One day per week slots are not available at this time.

FINANCIAL ASSISTANCE & 3RD PARTY CHILD CARE CONTRACTS

The Y is firmly committed to access for all, regardless of family financial situations. The amount of financial assistance awarded each year is dependent on the amount of fundraising and donations received each year.

YMCA Financial Assistance is available for all YMCA programs based on financial need but do not apply to registration fees. Applications for financial assistance are available at the Bellingham YMCA or on our website at whatcomymca.org

PAYMENT NOTES



Registration fee(s) is due upon enrollment.



Payments are due by the 5th of every month. Payment arrangements can be made with our billing office at (360) 255-0585



Payment options: credit card, check, money order or bank or credit card draft; cash payments can be made in-person at the Bellingham YMCA

WHATCOM FAMILY YMCA B.A.S.E. FINANCIAL POLICIES

Effective for the 2023–2024 school year: Registration for Grades K-5 (6th for MBSD only)

REGISTRATION FEE: This \$75 annual, non-refundable fee required to enroll your child(ren) in our programs each year and is applicable for the current school year only. A new registration fee will be due for all programs beginning Fall of each year. This fees apply to all child(ren) in the same family, not household. Additional registration fees may be required for other programs.

MONTHLY FEE: Before & After school programs require a minimum monthly charge of two days per week. Variable schedules are not available at this time but may be reevaluated if space allows. Variable schedules must be billed within either the Full-Time or Part-Time fee schedule. SEE FEE SCHEDULE below. Part-Time fees may not be an option at sites where enrollment is limited. Months with school vacation of 5 or more consecutive days will be charged at $\frac{3}{4}$ of the monthly fee. We reserve the right to increase fees due to school district schedule changes after registration.

LATE FEE: Children must be picked up by 6:00 pm. If not, you will be charged a late fee of \$1 per minute for pickup past 6:05 pm. Continuous late pick-ups may result in termination of care.

NO CALL FEE: We require notification of your child’s absence by 11:00 am. There is a no call fee of \$5.00 per day if we are not notified.

ENRICHMENT DAY/CAMP CANCELLATION: Due to extended wait lists, requests for cancellation of Enrichment Days/Camp must be received by the Before and After School Enrichment office 48 hours in advance (not counting the weekend). All cancellations will be charged a \$5 holding fee.

SCHEDULE CHANGE FEE: For safety reasons, each time you make a change to your child’s permanent schedule, a variety of record keeping processes are necessary. As a result, schedule changes more than once a month, will result in a \$10.00 fee. This fee does not apply to temporary (one week only) changes.

RETURNED CHECKS: There is a \$5.00 charge on all returned checks. Care may be suspended until NSF fees are paid in cash or by money order.

Fee Schedule as of May 2023

Days added beyond those scheduled will result in additional charge. Fees and information in this handbook subject to change after September 1, 2022 due to school district schedule change.

	Bellingham Schools			County Schools (at select locations)		
	Full Month	Dec/Apr	June	Full Month	Dec/Apr	June
AM Care (select schools)	AM programs not available in Bellingham			\$275	\$206	\$138
Full Time (M thru F)	\$480	\$360	\$240	\$420	\$315	\$210
Part Time (3 Days per week)	\$288	\$216	\$144	\$252	\$189	\$126
Part Time (2 Days per week)	\$192	\$144	\$96	\$168	\$126	\$84

FINANCIAL POLICIES CONTINUED

PAYMENT: Invoices are emailed around the 20th of the month for the next month of service. Fees are due by the 5th of the month (ie: a bill for September will be emailed around August 20 and payment is due by September 5). You are responsible for payment even if you do not receive a bill. Accounts not paid within two weeks of the due date may result in your child care being discontinued. When an account is outstanding for 90 days, it will be sent to collections and access to future Y programs will be denied

Payment options: credit card, check, money order or bank or credit card draft; cash payments can be made in-person at the Bellingham YMCA. NO PAYMENTS CAN BE ACCEPTED BY THE STAFF AT SCHOOL LOCATIONS.

TEMPORARY OR SHORT TERM CARE: Fees for temporary or short-term care are due in full upon registration and are non-refundable.

CREDITS FOR ABSENCES: Your monthly program fee pays for the direct operating cost of our program, such as staff, snacks and materials. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing and provisions for your child whether the child attends or not. For these reasons, absences due to illness, behavior issues or other unforeseen circumstances do not result in financial credit or make-up time.

VACATIONS: Credits for vacation (up to one week of registered days) may be arranged if we have two weeks notice in writing. This will be credited to the next billing month and is available once per school year.

MEMBERSHIP: A free youth membership is provided for all participants in Before and After School programs. Membership to the YMCA opens many doors for your child, including member rates for all our programs and use of the facility throughout the year. Contact the Welcome Desk for information on how to activate your child's Youth Membership or to inquire about Family Memberships

WITHDRAWAL FROM PROGRAM: Payment for your registered slot is due until written notice of cancellation is received by the BASE Office. Discontinued attendance without prior notice of cancellation will not result in credit. Cancellation after the first day of the month requires two weeks notice in order to receive billing credit.

OPEN DOORS PROGRAM: The YMCA welcomes people from all socio-economic backgrounds. Financial assistance is available for membership and in all program areas for those who can demonstrate financial needs. Applications for assistance are available at our Welcome Desk or at whatcomymca.org

PAYMENTS FROM THIRD PARTY SUBSIDY

(DSHS WORKING CONNECTIONS, DCYF FOR OTHER): The YMCA welcomes participants paid through Working Connections, DCYF or other 3rd party options.

REGISTRATION: Registration can be completed on-line or over the phone. On-line registrations do require that the participant pay the registration fee. However, if the 3rd party pays the registration fee, the amount paid by the participant will be credited towards the future co-pay or refunded if the YMCA is not assigned the responsibility of collecting a co-payment.

Completed registration forms and written authorization of appropriate payment from 3rd party is required before a start date can be determined. PLEASE NOTE: All policies regarding schedule changes, cancellation and no call fees apply and are not the responsibility of the 3rd party.

CO-PAY: Co-payments must be made monthly; failure to make monthly payments may result in termination of program space. In addition, you will be responsible for the co-payment that is determined by the 3rd party, even if it is not reflected on your monthly statements, as we do not always receive notification of additions or changes until after statements have been emailed. Payments are due by the 5th day of the month of service unless other payment arrangements have been made with the Childcare Administrative Coordinator.

TERMINATION OR INTERRUPTION OF AUTHORIZATION: If valid 3rd party authorization is terminated, interrupted or cannot be confirmed by the YMCA, even if you are in the process of re-application, the Y will require you to pay the full fee until authorization is received, in writing. If authorization is retroactive to the first day after the interruption, we will be happy to issue a full refund (minus co-pay) in a timely manner. If you choose to end care while eligibility is being determined, we will hold your space for one week. If authorization not received within a week's time, and if requested by the parent, your name will be placed on the wait list for any sites where space is limited.

We reserve the right to require monthly auto draft payments.