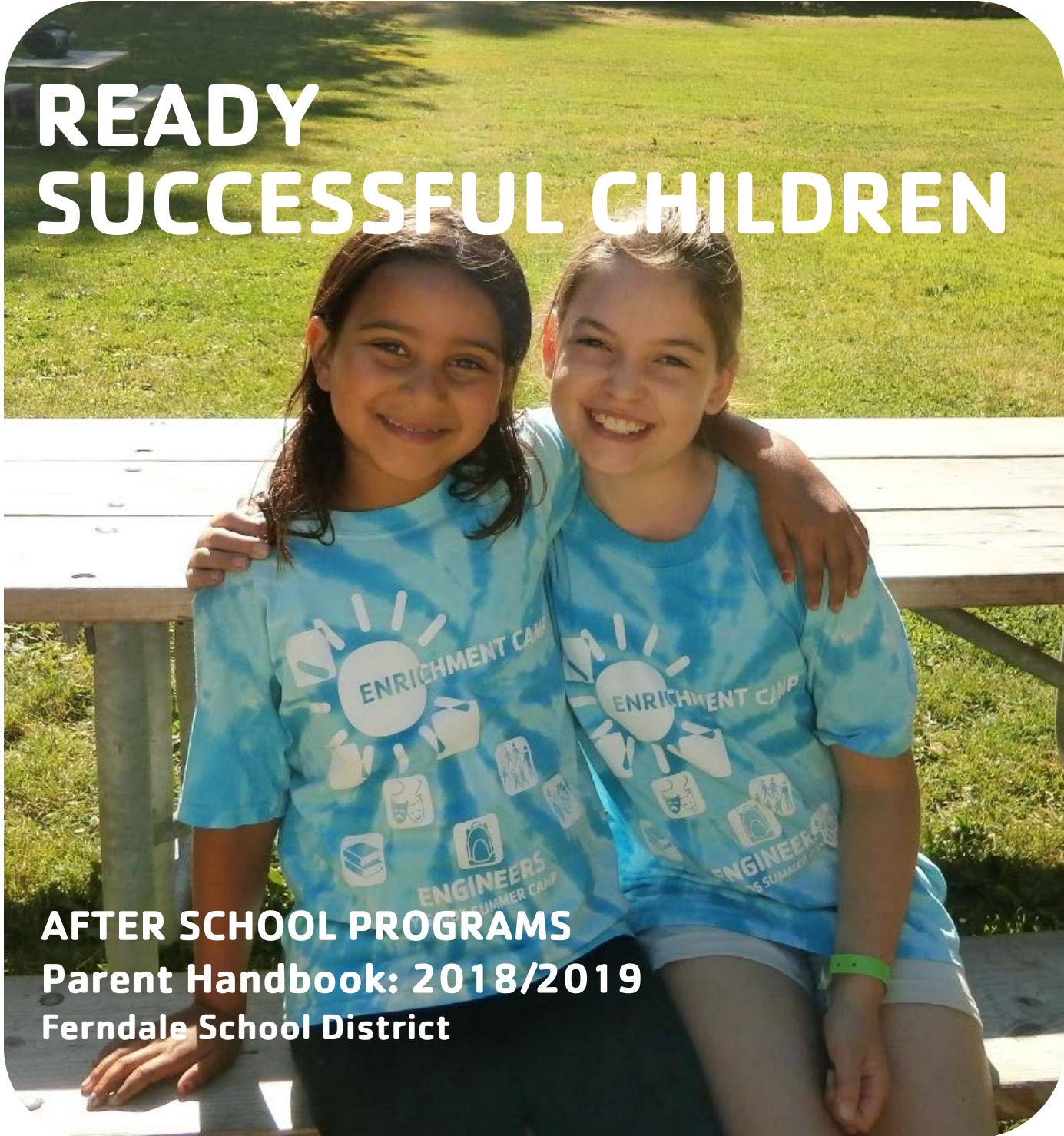




FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# READY SUCCESSFUL CHILDREN



**AFTER SCHOOL PROGRAMS**  
**Parent Handbook: 2018/2019**  
**Ferndale School District**

**Whatcom Family YMCA**  
1256 N. State Street, Bellingham, WA 98225  
360 733 8630 [www.whatcomymca.org](http://www.whatcomymca.org)

## **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, Healthy Living, and Social Responsibility**

**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.

# FAMILY ENRICHMENT PROGRAMS

Welcome to the Whatcom Family YMCA Family Enrichment Program. Please use this Handbook to guide you in registration and to answer questions regarding policy and procedure for the Before and After School Enrichment program. In addition, you can find information regarding other Y program options for school age children.

## The Y is there for you.....

1. When school is in session
  - a. Before and After School Enrichment
  - b. Adventure Club
2. When school is out
  - a. Y's Kids Enrichment Days
  - b. Adventure Days
  - c. Overnight Adventures
  - d. Severe Weather Closures
  - e. Summer Adventure Camps
  - f. Y's Kids Summer Enrichment
  - g. Winter & Spring Break Enrichment & Adventure Camps

## WHEN SCHOOL IS IN SESSION

### Before School Enrichment

Before School Enrichment is located in your school and will release children to their classrooms or the playground as per school policy.

The opening times are as follows:

#### 6:45 am:

Skyline elementary

#### 7:00 am:

Cascadia

Eagleridge

### After School Enrichment

Begins when children are released from their classrooms until 6pm. This program includes care on Early Release days when your child's schedule includes that day.

### After School Adventure Club

Offered at select county locations until 6:30pm when school is in session.

# WHEN SCHOOL IS NOT IN SESSION

When school is not in session due to teacher workdays, semester breaks, holidays and winter/spring/summer breaks, 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 required and separate forms may be required. Space can be limited.

## Y's Kids Enrichment Days

Operate when school is not in session for one day only for Holidays, Teacher In Service etc. This licensed program (DSHS accepted with pre-authorization) provides fun activities and learning from 7:00 am-6:00 pm and is generally located at a local elementary school or at the Bellingham YMCA Program Center. For grades K-6.

## Adventure Days

Also in operation on selected days when school is not in session during one day school closures. These days of Adventure operate 7:00 am-6:00 pm with drop off and pick up at the Bellingham YMCA Program Center. For grades K-8.

## Adventure Weekends & Overnight Adventures

These special overnight programs are offered throughout the year. Keep an eye out for information in Our Voice, the monthly newsletter in the Before & After School bill or refer to our website at [www.whatcomymca.org](http://www.whatcomymca.org).

## Severe Weather Closures

When school is not in session due to severe weather, whenever possible, all day programs for elementary age students is offered. See further information within this handbook.

## Summer Adventure Camp

A summer camp offered on a weekly basis with multiple drop-off and pick-up locations for delivery to a school home base. Campers will explore the outdoors, build self-esteem and develop interpersonal skills while experiencing skill building activities and field trips. Hours are 7am-6pm. For campers entering 1<sup>st</sup> through 8<sup>th</sup> grades.

## Y's Kids Summer Enrichment

Y's Kids Summer Enrichment offers enrollment for the whole summer with a full (5 days/week) or part time (3 days/week) at a local elementary school for children entering 1<sup>st</sup> through 6<sup>th</sup> grades. Activities include daily STEAM projects and learning combined with traditional camp team building, field trips and FUN. Hours are 7am-6pm. Monthly Billing.

## Winter & Spring Enrichment & Adventure Camps

Choose from Y's Kids Winter & Spring Enrichment (Licensed & DSHS Accepted) or Adventure Camps during School District Winter and Spring Breaks. Both programs offer the option of choosing one or all days throughout the break and operate 7:00 am-6:00 pm. Y's Kids Enrichment is usually located at a local elementary school and Adventure Camp at the Bellingham YMCA Program Center. Pre-registration and payment required.

## Programs Offered

Enrichment Days and/or Adventure Camps available on the following days:

- Veterans Day
- Semester Breaks/Teacher Work Days
- Martin Luther King Day
- President's Day/Mid-Winter Break
- Winter Break/Spring Break/ Summer

## Program Closures

Programs are not available on the following days:

- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- The Day After Christmas
- New Year's Day
- Memorial Day
- Fourth of July
- When the Y is closed due to extreme weather resulting in lack of power or running water
- 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 & the first day of school.

## Other Youth Development Programs at the Y

- Girls on the Run
- Trail Blazers
- Swim Lessons
- Swim Team
- Child Watch
- Infant, Toddler, Preschool , Pre-K & Early Learning
- Teen Camps and Caravans
- Y Adventure School
- Birthday Parties at the Y
- ACT! Actively Changing Together
- And more.....at the Bellingham, Ferndale, Lynden and/or Sudden Valley Program Centers
- Climbing Programs
- Gymnastics & Dance
- Futsal
- Youth Sports
- Birthday Parties & Rentals

Contact the Y at 360-733-8630 (Welcome Desk) for more information or see our website at [whatcomymca.org](http://whatcomymca.org) .

# CHANGES TO SCHOOL SCHEDULE

## Inclement Weather Days

In the event that schools close due to severe weather, the Y opens its doors for care whenever possible and until we fill to capacity. Opening hours may vary depending on **staff availability**, but we will make every attempt to open by 7:00 am. Programs run until 6:00 pm. **Separate payment for the day required.** If your child is in Before & After School Enrichment, you will still be asked to pay the Enrichment Day rate for an Inclement Weather Day and credit for the school day will be directed to your June bill, when the school district assigns the snow make up days. **Credit for State Waiver days will not be available.**

## Severe Weather Closure

Program closure is also possible once the school day or the Before or After School program has started. In the event of prolonged electrical outage or in the absence of running water at your child's school, the Y program may be forced to close, as per Department of Early Learning policy. In this case, we would contact you to come and pick up your child. If your child's school starts late or closes early due to weather the YMCA will make every attempt to adjust our hours of operation, however, the safety of our staff is also of the utmost importance so please have a **BACK UP PLAN** for alternate care for your child.

## Early Release/Conference Days

On these 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 Family Enrichment office at ext 1107, 1118 or 1124 to schedule after school care. Space will be limited. See fee schedule.

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

# ABOUT THE PROGRAM

## Parent Participation

Parent participation is welcome. If you would like to schedule a day to share a particular skill or interest with your child's before or after school site, please contact the Director of Family Enrichment. Also, please see Volunteering/Visitation section in this handbook.

## After School Daily Activities

All Y After School Programs contain a number of elements. A healthy snack, and outside play occur on a daily basis. In addition, the balance between structured and choice activities is essential to creating a nurturing environment during those after school hours when they have been engaged in structure for most of the day. Time to spend on homework/literacy, games that encourage cognitive activity, STEM projects, group games and time for choice, all contribute to the social-emotional, physical and educational growth and development of the whole child.

## Snacks & YMCA HEPA Standards

The Whatcom Family YMCA strives to meet all HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) standards. As a result, children in the after school setting receive daily snacks that not only meet DEL licensing Standards, but those based on the Institute of Medicine's Early Childhood Obesity Prevention Policies. All snacks served to children enrolled in after school care are offered snack with whole grains, low or absent of sugar and fruits and vegetables. Water is available to children at all times and when milk is served, it is 1% and unflavored.

If supplemental or alternative snacks are sent from home, we ask they 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 also have a **NO PEANUT PRODUCT** policy.

Food preferences will be respected and no child will be punished or humiliated for refusing to eat or try certain foods. 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 Registration Emergency Consent (REC) form but please also contact the office to ensure collaboration and your child's safety.



## **Transportation and Field Trips**

Our certified van drivers transport children in either a YMCA van or bus when program transportation is needed. Public 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 170-297-675 will be followed.

### **Parent Note**

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

## **Licensed Site Location Changes**

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

# **POLICIES AND PROCEDURES**

## **Staff Ratio**

State licensing mandates that staff ratio for school age children is 1:15. Before and After School Enrichment will provide at least 2 staff at each site unless the enrollment requires a 3<sup>rd</sup> or 4<sup>th</sup> staff to maintain ratio.

## **Staff Training**

All YMCA School Age staff goes 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 individual and group training as per licensing requirements. This training continues throughout out the year.

## **Communication with the Y**

Communication between parents 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. Read your monthly newsletter, Our Voice, emailed to you at the end of each month for the following month, or you can view it at [whatcomymca.org](http://whatcomymca.org) (select Childcare and then School Age Enrichment) or you can pick up a hard copy at your Y site.
2. Contact the Y ext. 1107, 1118 or 1124 whenever your child will be absent from a scheduled after school day or a day when school is not in session and you have arranged for your child to attend one of our alternative programs.
3. Take a moment to chat with the Y staff at your site as often as possible at drop-off or pick-up.
4. Complete and return any surveys when received.
5. 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.
6. Call us if you have any questions or concerns or for general program information visit our website noted above. If you do call, please speak to our department at ext. 1106, 1107, 1118 or 1124. We always appreciate the opportunity to speak to our families directly.

## Monthly Parent Newsletter

A newsletter, Our Voice, will be emailed to you monthly. The newsletter will contain DATES TO REMEMBER and other information that is pertinent to your child's care and potential changes that are important to note. Parents are responsible for the information contained in the newsletter and encouraged to contact the school age office with any questions regarding the information. You can also access the newsletter [www.whatcomymca.org/uploads/Childcare/CC\\_News.pdf](http://www.whatcomymca.org/uploads/Childcare/CC_News.pdf).

## Schedule Changes

If your child's days of attendance change, for any reason, please notify the **Bellingham YMCA** 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 with the school age department at extension 1107, 1118 or 1124.**

## 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.

## Personal Belongings

Please clearly mark all personal items such as clothing, lunch boxes and backpacks and **do not send money, toys, Heelies (wheeled shoes) or valuables (video games, trading cards, IPODs, cell phones\* etc).** 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 lost and found items that are marked but as the amount of items grows, it is transferred to the Bellingham Program Center where it stays for 1 week, and then it is donated to a worthy cause.

**\*PLEASE NOTE THAT CHILDREN IN Y PROGRAMS ARE NOT ALLOWED TO HAVE CELL PHONES. THEREFORE, THEY ARE NOT ALLOWED TO SEND OR RECEIVE CALLS OR TEXTS.**

## Daily Sign In/Out Procedures

Parents or authorized adults must sign their child in for before school and out from after school care each day. Children are not allowed to leave the program unless signed out to a pre-authorized adult.

**As of July 1, 2018, the State of Washington Department of Early Learning is requiring that all licensed child care programs use electronic sign-in/out.** Each person authorized to sign out will need to be pre-entered into the system and may need a designated number. Unfortunately, this could possibly limit some of our previous ability to be flexible with last minute changes to your child's pick up. Please refer to our website at [www.whatcomymca.org](http://www.whatcomymca.org) for further information as we develop and implement this new requirement

## **Pick Up Authorization**

Only responsible adults (16 or older), authorized by the parent/guardian, are allowed to pick up your child. This is for your child's protection. Staff will question ANYONE with whom they are unfamiliar and check for picture identification. If they do not have proper authorization, they will be denied access to your child. Be sure to complete this section of the Registration/Emergency/Consent Form completely and notify us of any changes as they apply. 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 in this handbook.

## **For the Safety of your Family**

When you are coming into the school or Y location 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.

## **Reporting to DSHS Children's Administration**

Y Family Enrichment staff are mandated reporters. Anyone who works with children in a professional capacity is required by the Department of Early Learning WAC 170-297-2300 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 or a parent, authorized guardian or individual picking up a child from our care while under the influence.

## **Photography**

All photography of children participating in YMCA programs requires prior authorization from Y administration.

## **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 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 Before and After School 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.

## **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 policed by 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. This 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.

## **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 Y's Kids 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. Staff will use reasoning and redirection as the first efforts. Parent and staff communication is encouraged for ongoing concerns. One of three levels of Behavior Notifications may be given if a child's behavior warrants it. These notices are used as another form of communication. With a Level 3 Notification, the child may be asked to miss up to 5 days of care (program credit not applicable in this case). Parent meetings with the Program Director or Associate Director may be arranged to decide the course of action to help guide the child with his/her behavior. If further progress cannot be made the child may be removed from the program. Care will be cancelled 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.

## **School Suspension Policy**

Based on School District Policy and our collaboration efforts, any child suspended from school will not be allowed on school property or allowed to attend care at the YMCA for that same period of time. Please inform us if your child will not attend Before &/or After School Enrichment due to suspension. No refund available.

## Illness

Because infections spread easily from one child to another, we will send your child home or ask you to **keep your child home, if he/she has any of the following symptoms:**

Fever	Sore Throat
Eye Discharge	Head Lice or Nits
Not Feeling Good	Vomiting
Diarrhea	
Rash	

Please note that DSHS or YMCA Health Care Policy may differ from that of the School district. If we have been informed that a child in Y care has head lice, or we feel that it is a possibility due to symptoms displayed, the Y staff may check your child for nits or lice. Health Care Policy is available at your child's site or upon request.

### 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.

## Special Medical Needs

A Classroom Health Plan (form provided by YMCA) is required to be signed by your physician and on file at your child's site for any, but not limited to the following conditions:

Allergy to bee sting	Diabetes	Heart Condition
Food Allergy	Cancer	
Asthma	Epilepsy	

## Babysitting

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

## Medication

If your child is to receive medication while in our care, Washington State Law requires:

1. A completed YMCA MEDICATION FORM for parental written permission;
2. That all medication must be in their ORIGINAL CONTAINERS with the child's first and last name and instruction for use and;
3. A written record of all medications given.

**NOTE:** We 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 is allergic to bee stings, has food allergies or asthma, a Health Plan from your physician will be required. See Special Medical Needs above

## Injuries

If your child is injured while in our care, staff will do the following:

1. Minor injuries: Apply first aid and complete an Accident Report.
2. More serious injuries: Apply first aid as necessary, attempt to reach parent/guardian or others listed on the Emergency Information Form to discuss further action taken. Complete an Accident Report.
3. If we cannot reach the parent/guardian, or other designated people and the staff feels the situation warrants it, 911 will be called.

## Concussion Policy

A child who is showing one or more symptoms of a concussion after a head injury while participating in Family Enrichment 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 and has received written clearance to return from that health care provider. 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 <http://www.ede.gov/concussion/HeadsUP/youth.html>.

## Non-Discrimination

It is the policy of the YMCA that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled veteran or Vietnam era veteran status, or the presence of any physical, mental or sensory handicap.

## **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 Family Enrichment staff prior to enrollment in any Y's Kids enrichment or Adventure program is requested 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/DEL 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.

## **Special Needs**

The Whatcom Family YMCA 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 by case basis.

## **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, Y staff will not be able to give one on one attention to individual bathroom needs.

## **Religious Activity**

The YMCA is a Christian based organization. When our programs are housed in a school facility, we respect the policies of that school district. When located in a facility other than a public school, we reserve the right to acknowledge religious holidays.

## **Pets**

The Whatcom Family YMCA will follow the school district policy applicable to each location regarding pets on the premises.



## BELONGING:

Our camps create a sense of community where kids feel safe, welcome and can express their individuality. **Three Habits IN 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
- Interact appropriately and safely with youth at their Y
- Recognize appropriate and inappropriate interactions between adults and 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 the YMCA’s policies— and ensure that others also follow the policies
- Notice and help when staff or volunteers need assistance with a child’s behavior
- 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 their Y when they have a concern
- Can make a report to child protective services and/or police when they suspect child abuse.

### For more information

If you have any questions about our Child Abuse Prevention practices or **KNOW, SEE and RESPOND**, please feel free to contact Lynda Purdie, 360-733-8630 ext. 1106.

# FINANCIAL PROCEDURES

## Fee Schedule

See our current FEE SCHEDULE located at the back of this handbook.

## Other Fees

**Registration Fee:** This is an annual, non-refundable fee required to enroll your child in our programs each year and is applicable from September to August. A new registration fee will be due for all programs beginning Fall of each year. Cost is \$75 for one child and \$20 for a second child and \$10 for any additional children in the same family.

**Late Fee:** Children must be picked up by 6:00 pm. If not, you will be charged a late fee for pickup past 6:00 pm. Continuous late pick-ups may result in termination of care and/or increased late fees.

**No Call Fee:** We require notification of your child's absence by 1:00 pm on a schedule day. There is a no call fee of \$5.00 per day if we are not notified. These steps are necessary to help us maintain your child's whereabouts at all times.

**Y's Kids Enrichment Day Cancellation:** Due to extended wait lists, refunds for cancellation of Y's Kids Enrichment Days must be received by the Family Enrichment office 24 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.

## Payment

Bills are emailed around the 20<sup>th</sup> of the month for the next month of service. **Fees are due by the 5<sup>th</sup> 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. Payments may be made:

- At any YMCA Program Center (Bellingham, Ferndale & Lynden) Welcome Desk.
- By mail using envelope enclosed in billing.
- Over the phone with Credit Card.
- On our website at [whatcomymca.org](http://whatcomymca.org).
- A payment box is available at the Bellingham Business Desk during regular activity hours.
- EFT: Electronic Funds Transfer

**NO PAYMENTS CAN BE ACCEPTED BY THE STAFF AT BEFORE OR AFTER SCHOOL LOCATIONS.**

Please put your child's name in the memo section of the check.

## August/September Fees

Fees will be pro-rated based on the first day of school rather than your child's first day of care. If your child is beginning care after the first day of school and you choose not to pay August or September fees, your space will not be held.

For example: If the first day of school is August 23 and you want your child to begin care on September 8, fees for August and September must be paid to reserve your child's spot.

If fees are not paid, your child will be placed on the waitlist for that location. You will be contacted if space becomes available. Care beginning after September will be pro-rated based on the start date of care, unless space is limited and fees need to be collected to hold the spot.

## 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 do not result in a credit or refund of child care fees.

## Vacations

Credits for vacation (5 or more consecutive days within a school year) may be arranged if we have **two weeks' notice** in writing. This will be credited to the next billing month.

## Membership

A free youth membership is provided for all participants in Before School 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

Written notice two weeks in advance is necessary for any credit or withdrawal from the program. This notice must be received by the School Age Child care office. Discontinued attendance without written notice will not result in a 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 Business Desk.

**We reserve the right to require monthly automatic withdrawal for before and after school payments.**

## Department of Social & Health Services (DSHS) Recipients

Licensed Programs that are billable to DSHS include:

- Y's Kids Before and After School Enrichment
- Y's Kids Enrichment Days
- Y's Kids Winter, Spring and Summer Enrichment

The YMCA welcomes participants paid by DSHS on a space available basis. Completed registration forms and written authorization of appropriate payment from DSHS is required before a start date can be determined. PLEASE NOTE: All policies regarding schedule changes, cancellation, and no call and late fees still apply and are not the responsibility of the Department of Social & Health Services.

Co-payments must be paid monthly; failure to make monthly payments may result in termination of child care. In addition, you will be responsible for the co-payment that is determined by DSHS, even if it is not reflected on your monthly statements, as we do not always receive notification of co-payment changes until after statements have been sent. (Co-payments assigned by DSHS are due by the 5<sup>th</sup> day of the month of service.)

If child care authorization is interrupted or terminated, even if you are in the process of re-application, the Y will require you to pay the full fee until authorization in writing is received from DSHS to the YMCA. If DSHS provides authorization retroactive to the first day after the termination date, we will be happy to issue a full refund (minus co-pay amount) in a timely manner. If you choose to end care while eligibility is determined, we will hold your space for one week. Beyond that week and if requested by parent, we will put your name on the wait list for any sites where space is limited.

If you have current authorization on file with this Y, and you would like to register for all Y's Kids Enrichment Days, due to extended wait lists, you will be charged a \$5/day holding fee. If your child attends, that amount will be credited towards your copay. If your child does not attend and we do not receive 24 hour notice (not counting the weekend), that fee will not be refunded.

Please feel free to contact us if explanation of the above policies is needed.

A Parent Handbook Supplemental regarding licensed programs is in compliance with WAC 170-297-2375 and available:

- at [whatcomymca.org](http://whatcomymca.org).
- at the Bellingham Program Center Welcome Desk.
- upon request

**Ferndale School District  
 Feeder Chart 2018 – 2019  
 WHATCOM FAMILY YMCA**

**FERNDALE SCHOOL DISTRICT:**

<b>School</b>	<b>Abbreviation</b>	<b>AM Site</b>	<b>PM Site</b>	<b>Location</b>
Eagleridge	ERE	Eagleridge	Eagleridge	Cafeteria
Skyline	SKE	Skyline	Skyline	West Solarium
Cascadia	CSE	Cascadia	Cascadia	Cafeteria

# MONTHLY FEE SCHEDULE

Effective September 2018

## Registration

Due once per year (within each new school year) and is non-refundable. Your child's spot is not reserved until registration forms are turn in and payment for care must begin when registration is submitted or at the start of the school year. See Financial Policies in this handbook.

\$75 First Child

\$20 Second Child in Family

\$10 Each Additional Child in Family

## Ferndale K-5\*

	<b>Full Time</b> (4-5 Days/Week)	<b>Part Time</b> (2-3 Days/Week)	<b>Drop -In</b> (1 Day/Week)
<b>Before School</b>	\$179	\$141	\$100
<b>After School (3:30 pm)</b>	\$285	\$227	\$124

- All fees are monthly and include a free Youth Membership (if activated at YMCA Business Desk).
- Days added beyond those scheduled will result in additional charge. Pro-rated Early Release days will be charged at a higher rate.
- Months containing school holidays of 5 or more consecutive days will be billed at  $\frac{3}{4}$  of usual monthly fees.
- Variable and/or part-time schedules MAY require payment for Full-Time Slot at locations where space is limited due to high demand, and may not be available at some sites.
- Early Release Days included in After School rates.

**Enrichment Days (all day program when school's out): \$42 per day (if youth membership activated). Separate registration and payment required.**

**\*Fees and information subject to change after May 15, 2018 due to school district schedule change.**