



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# READY SUCCESSFUL CHILDREN

## BEFORE & AFTER SCHOOL PROGRAMS

Parent Handbook: 2019-2020  
Ferndale School District

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

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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, 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.

# **ENROLLMENT**

## **Registration Checklist**

1. Annual registration fee of \$75 for first child, \$20 for the second, and \$10 for all additional children, required for online and in-person registration
  - ◇ In Person registration does not always require above fees if you are using subsidized care (ie: DSHS, DCFS, etc); if registering online, payments will go towards future co-payments or refunded if no copay required
  - ◇ \*In-person registration requires registration form and immunization record if not previously on file
2. All prior account balances must be paid or be paid at the time of registration, according to financial policies in the parent handbook
3. Emergency Contact information for at least 2 people that are not a parent or guardian
4. Medical insurance information
5. Address and phone number for physician dentist of choice in case of emergency.
6. Immunizations records can be uploaded online:
  - ◇ FOR NEW REGISTRATIONS ONLY please submit online
  - ◇ FAMILIES CURRENTLY REGISTERED through the 2018-2019 school year, your immunizations are on file.
7. Are there any special accommodations, medications or medical conditions? Please contact Program Director before registering at 360-255-0532.
8. Will you be applying for financial aid? If so, you will need your proof of income.

Youth Membership is included with Y's Kids enrollment.

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 any YMCA branch or on our website at [whatcomymca.org](http://whatcomymca.org)



## ONLINE REGISTRATION

### Accessing Your Online Account

1. Go to [www.whatcomymca.org](http://www.whatcomymca.org) → Programs → Before & After School

◇ **SIGN-IN TO ACCOUNT** - Use this if you previously used this online account to register for any program

I want to sign in to my account

Email Address

Password

[Forgot your password?](#)

◇ **FIND ACCOUNT** - If your child is a current member of the YMCA, use this option to find your account

- » Make sure all children are linked together for a smoother process

I want to set up online access for my account

If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events.

◇ **DON'T HAVE AN ACCOUNT** - Use this option if you have NEVER been a member of the YMCA; you will need to sign up for a Community Membership in order to create your account for the first time and access Before and After School registration.

I don't have an account, but I want to create one

If you've never been a member or enrolled in any of our programs or classes, select this option to create an online account. You can use your online account to register for classes, programs and events.

If you experience trouble logging into your account OR cannot see all children on your profile, please contact 360-255-0585 for assistance.

## IN-PERSON REGISTRATION

### Visit any of our Welcome Desks for registration (Bellingham, Ferndale or Lynden)

1. Download and fill out registration forms
2. Use registration checklist as a guide for information requested
3. Turn in to Bellingham, Ferndale or Lynden YMCA Welcome Desks
4. Please have payment ready

# FAMILY ENRICHMENT PROGRAMS

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

## THE Y IS HERE FOR YOU . . .

1. When school is in session
  - a. 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

\*\*\*Licensed by the State of Washington and billable to DSHS.

## WHEN SCHOOL IS IN SESSION

### **After School Enrichment**

After school programs begin when children are released from their classrooms until 6:00 pm. 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 6:00pm 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. For grades K-6. This option also offered at multiple school locations for scheduled "Purple Fridays" in Bellingham School District.

### **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 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 7:00am-6:00pm. Pre-registration and payment required.

## Holiday Programs

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
- Bellingham School District Purple Fridays

## Holiday 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

- Girls on the Run
- Trail Blazers
- Swim Lessons
- Swim Team
- Child Watch
- Climbing Programs
- Gymnastics & Dance
- Futsal
- Youth Sports
- Birthday Parties & Rentals
- 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, and/or Lynden Program Centers

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

# BEFORE & AFTER SCHOOL ENRICHMENT

## CHANGES TO SCHOOL SCHEDULE

### **Inclement Weather Policy**

We make every attempt to provide care during periods of inclement weather. Our first concern is the safety of the children in our care and staff safely arriving to work. Decisions on care are made on a day-to-day basis based on condition. If no school is scheduled (winter break, etc), we will post decision by 6:00am.

Please keep an eye on our website and Facebook for the most up-to-date information. Download our mobile app to receive Push Notifications of any closures or late openings due to inclement weather.

If Bellingham Public Schools are closed, YMCA Before and After School Programs will be cancelled. Y's Kids Snow Days are available if staff can make it to the facility safely.

If Bellingham Public School are on delayed start, we will start AT LEAST 1 hour late provided staff can arrive safely. Program closure is possible. Please have a BACK UP plan for your child.

Program closure is also possible once the school day or the After School program has started. In the event of prolonged electrical outage or in the absence of running water at your child's school location, the Y after School Program may be forced to close, as per Department of Children, Youth and Families (DCYF) policy. In this case, we would contact you to come and pick up your child. The safety of our staff is also of the utmost importance so please have a BACK UP PLAN for alternate care for your child.

### **Y's Kids Snow**

In the event that Bellingham Public Schools are closed 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 facility hours, but we will make every attempt to open by 7:00am. Programs run until 6:00pm. Separate payment for the day required. If your child is in 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.

### **Early Release/Conference 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 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 DCYF 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 110-305-6475 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.

# STAFFING AND COMMUNICATION

## Staff Ratio

State licensing mandates that staff ratio for school age children is 1:15. 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 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 individual and group training as per licensing requirements. This training continues throughout out the year.

## Communication with the Y

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. 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).
2. Contact the Y whenever your child will be absent from a scheduled after school day or when school is not in session and you have scheduled your child to attend an alternative program. Email us at [absences@whatcomymca.org](mailto: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.
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. 1107, 1118 or 1124. We always appreciate the opportunity to speak to our families directly.
7. We use an app (like REMIND) 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.



## 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 on our website: [www.whatcomymca.org/ys-kids-school-enrichment](http://www.whatcomymca.org/ys-kids-school-enrichment).

## Schedule Changes

If your child's days of attendance for after school care 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.** Also, if your child will arrive late to after school care due to participation in a school sponsored activity, it is crucial, for your child's safety, to inform the office. Please call when the activity begins and ends so we always know your child's arrival time.

## 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.

# PROGRAM PRACTICES

## Personal Belongings

Please clearly mark all personal items such as clothing, lunch boxes, water bottles and backpacks. Please do not send money, Heelies (wheeled shoes), video games, trading cards or iPods.

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.

## 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.**

## 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 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.

## Reporting to DCYF

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 110-305-2300 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 and a parent or 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 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.

## **Rights of the Children**

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. All adults are expected to demonstrate positive interactions with children, including their own, and other adults when children are present and within hearing range. This includes the use of appropriate language. WAC 110-305-6000.

Parents who are unable to comply with the above are at risk of termination of enrollment.

## **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 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:**

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

Please note that DCYF 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	Cancer	Epilepsy	Heart Condition
Asthma	Diabetes	Food Allergy	

## 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.
4. **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

## 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.cdc.gov/concussion/Heads UP/youth.html>.

## 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.

## Non-Discrimination

It is the policy of the YMCA that no person shall be subjected to discrimination because of race, color, national origin, gender, 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/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.

## **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, due to our Child Abuse Prevention Policy, 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.

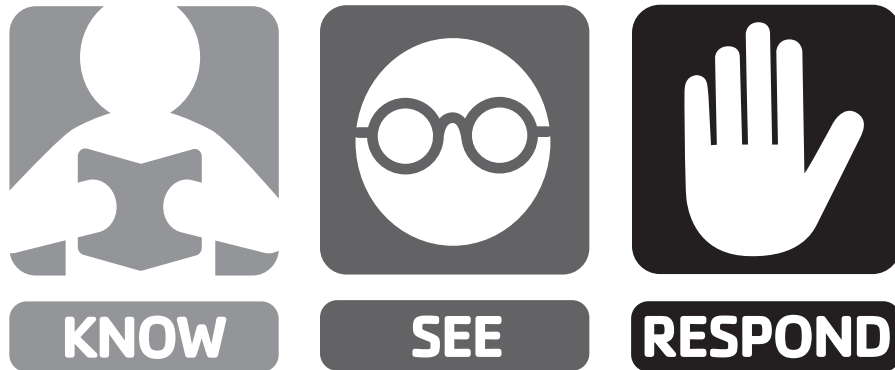


# **KNOW • SEE • RESPOND**

## **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 POLICIES

## 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.

**Monthly Fees:** After school programs require a minimum monthly charge of one day per week. Variable schedules must be billed within either the Full-Time or Part-Time fee schedule. SEE FEE SCHEDULE in back of this handbook. 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 for pickup past 6:00 pm. Continuous late pick-ups may result in termination of care and/or increased 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).
- 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 due to illness, behavior issues or other unforeseen circumstances do not result in financial credit or make-up time..

## **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 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 Family Enrichment Office. Discontinued attendance without prior notice of cancellation will not result in credit. Cancellation after the first day of the month requires two week's 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 Business Desk.

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

# **PAYMENTS FROM THIRD PARTY SUBSIDY**

## **(DSHS Working Connections, DCFS or Other)**

The YMCA welcomes participants paid through Working Connections, DCFS or other 3<sup>rd</sup> party options. Licensed Programs that are billable to a third party subsidy include:

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

## **Registration**

Registration can be completed on-line or in person. On-line registrations do require that the participant pay the registration fee. However, if the 3<sup>rd</sup> party pays the registration fee, the amount paid by the participant will be credited towards the first month of 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 due by the 5<sup>th</sup> day of the month of service unless other payment arrangements have been made with the YMCA the Childcare Administrative Coordinator.

## **Termination or Interruption of Authorization**

If valid 3<sup>rd</sup> 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.

## **Deposits for Enrichment Days**

When current authorization is on file with this YMCA, and you would like to register for a Y's Kids Enrichment Day, due to extensive wait lists, you will be charged a \$5/day/child holding fee. If your child attends on the registered day, that amount will be credited towards your most recent co-pay. If your child does not attend and we do not receive 24 hours notice (not including the weekend), that fee becomes non-refundable.

Please feel free to contact us if explanation or clarification of any of the above is needed.

A Parent Handbook Supplement and Health Care Policy regarding licensed programs is in compliance with WAC 10-305-2375 and available upon request, or at [whatcomymca.org](http://whatcomymca.org).



# Ferndale School District

## Feeder Chart 2019 - 2020

### FERNDALE SCHOOL DISTRICT:

School	Abbreviation	AM Site	PM Site	Location
Eagleridge	ERE	Eagleridge	Eagleridge	Cafeteria
Skyline	SKE	Skyline	Skyline	West Solarium
Cascadia	CSE	Cascadia	Cascadia	Cafeteria

## MONTHLY FEE SCHEDULE

Effective September 2019

### 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 School District Grades K-5\*

	Full Time (4-5 Days/Week)	Part Time (2-3 Days/Week)	Drop -In (1 Day/Week)
Before School	\$186	\$147	\$104
After School (3:30 pm)	\$296	\$236	\$129

- 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.
- Weekly Early Release Days included in Bellingham School District 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 in this handbook subject to change after May 15, 2019 due to school district schedule change.