

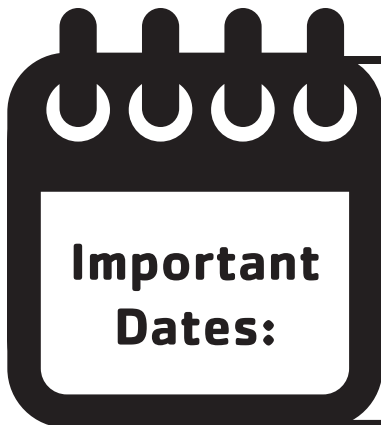
Y'S KIDS SUMMER ENRICHMENT Parent Handbook 2019

Welcome to Y's Kids Summer Enrichment!

Welcome to Y's Kids Summer Enrichment. The Y program will provide hands on educational enrichment activities including a fun approach to learning in math, science and technology, literacy, and physical activity combined with traditional day camp activities in a state licensed program. Field trips, swimming, rock wall climbing, and outside activities offer your child a fun, holistic approach to summer camp with the option of full or part time experience. Children will be divided into 2 different groups with age appropriate field trips and enrichment experiences

CAMP ESSENTIALS

Location: Roosevelt Elementary	Hours: Monday - Friday: 7:00am-6:00pm Drop-off: 7:00-8:30am Pick-up: 4:30-6:00pm	Dates: June 24 - August 23 *No Program June 21 *No Camp July 4 th
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Camp Open House:	Saturday, June 8, 1:00-2:00pm
Camp Begins:	Monday, June 24
End of Camp BBQ:	Thursday, August 22, 11:30am-12:30pm
Camp Ends:	Friday, August 23

The Y is giving kids their best summer ever through a day camp experience with more activities to help them learn and master skills, make friends and feel welcome.

WHAT TO BRING IN YOUR BACKPACK

- Lunch & Drink (frozen juice boxes work great to keep everything cold) **If not using food program.**
- Full water bottle
- Swimsuit & towel with plastic bag for wet items
- Change of clothing
- Sunscreen (SPF 30, **apply the first layer at home**)
- Dress in layers, including outerwear
- Closed toe shoes with back strap (improper footwear may limit your child's participation in all activities). Flip Flops not allowed.
- **Label all items with your child's first and last name**

WHAT NOT TO BRING

- **Soda & Candy are not allowed**
- Cell phones, video or handheld electronic games/devices (ie., MP3 players, Ipods, Ipads, smart watches, etc.)
- Cameras are not allowed.
- Fireworks, matches, or weapons of any kind
- Trading cards (ie., Yu-Gi-Oh, Pokeman, etc.)
- Personal toys, stuffed animals, money or "Heeleys"
- **THE YMCA WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS**
- **NO NUT PRODUCTS!**

Drop-off & Pick-up

1. Children picked up after 6:00pm will be subject to a late fee of \$1 per minute after 6:05pm. Chronic late pick-up is grounds for termination of camp registration.
2. All children must be signed in/out by a parent or pre-authorized person, **16 years of age or older. ALWAYS BRING I.D. WHEN PICKING-UP.** We reserve the right to I.D. anyone we do not recognize. Full signature required on all sign-in/out records.
3. Court issued restraining orders are required for any restrictions regarding your child's pick up by a birth-parent before we can deny access.
4. When you are coming into the building to pick up or drop off your child, we request that you bring in any additional children you may have with you. Due to the potential dangers of leaving a child unattended in a vehicle, we have been advised to call CPS if we are aware of this practice occurring.
5. On field trip days your child must arrive by 8:30am. All other days please drop off by 8:45am.

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.whatomymca.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.**

Breakfast and Lunch

We have collaborated with the Bellingham School District to provide Breakfast and Lunch for your child every day and at no cost to you. The breakfast and lunch provided follows the USDA CACFP guidelines. If you wish to participate in the breakfast program please have your child to camp by 8:15 am. **PARTICIPATION NOT REQUIRED. If not participating, please send a lunch with your 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.

Weekly Notices

Weekly communication will allow families to be kept aware of upcoming events and reminders such as theme days, dress up days, field trip reminders, and any other pertinent information. This communication will be done via email in addition to onsite communication at the sign in table.

RELATIONSHIPS

Staff

Staff is the most vital component to a successful summer camp, and we carefully select camp staff that embodies the YMCA values of caring, honesty, respect, and responsibility. We choose individuals that have the experience, training and ability to positively relate with children, make sound decisions concerning safety and program content and provide a positive role model for children.

The On-Site Camp Director is responsible for the direct operation and leadership at the site. Counselors are responsible for a small group of children, planning and implementing activities, group management and safety. A certified lifeguard supervises all waterfront and/or pool activities.

Age Groups

Inventors & Engineers

Campers will be divided into counselor/family groups by Inventors & Engineers. Inventors will be children entering first and second grades. Engineers will be children entering into third grade through sixth grade. Each group will have the opportunity to swim at the Y, climb on the rock wall, go on field trips and visit local parks. Our goal is provide each camper with the best experience possible through carefully chosen age-appropriate activities. These activities and field trips may happen on different days and the groups may travel separately.

Y Values

The Y values will be a main focus of the summer programming: Honesty, Caring, Respect, and Responsibility. Some examples of this include, encouraging fair play in camp games (honesty); rewarding kids for showing compassion towards other campers (caring); expecting children to listen to their counselors and leave nature where they found it (respect); and asking children to clean up the camp site, including but not limited to, picking up trash and disposing of it, cleaning up after craft and snack activities (responsibility).

Tech Free Zone

YMCA Camp Directors recognize that kids need time away from technology to build friendships, explore the outside world, and experience new adventures. Each YMCA Camp is a "Tech-Free Zone" in which we ask campers not to bring cell phones, portable music or video players or video games.

ACHIEVEMENT

Summer Learning Loss

The YMCA Summer Enrichment is committed to providing hands on educational activities during the morning hours that will include math, literacy, and science. Our goal is to combat the learning loss that happens during the summer months. In addition to the above focus areas, we will be participating in a summer reading.

Field Trips

1. Transportation for field trips will be provided by the YMCA vehicles, rented school buses, public transit, or staff guided walks. Behavior guidelines will be enforced during all trips. Privileges may be terminated if safety is compromised or if there is a concern during any camp activity, field trip and/or camp attendance.
2. Field trips may be altered or changed due to uncontrollable circumstances such as severe weather or transportation limitations.
3. Activities will continue in light rain. Please send appropriate clothing.

Swimming

The lifeguards will swim test each camper on the first day we visit the pool. Your child will be placed at a specific swim level depending on their abilities and will be required to follow that level's restrictions.

Red - Non-Swimmers:

Child must stay in small pool or wear a life vest in the large pool or water over 3½ feet.

Blue - Novice:

Child may swim in the small pool or shallow area, must wear a life vest in water over 5 feet.

Green:

Child must wear a life vest when the wave pool is in operation, may have additional restrictions when swimming in the lake.

A child may choose to retake their swim test if they feel that they are ready to move up a level. **SAFETY AROUND WATER** will be offered during our Bellingham Program Center pool time.

Smoky Days

If we have poor air quality we will do our best to minimize outside exposure, but since our camp is based outside most of the time, we will have limited resources to move camp inside the entire time. You will need to make other arrangements if you do not want your child outside at all when the air quality becomes poor.

BELONGING

Behavior Expectations

The YMCA expects every camper to be Caring, Honest, Respectful, and Responsible. Staff work closely with children to build relationships that foster trust and mutual respect. A variety of techniques are used to both prevent and correct undesired behavior. These may include role-modeling, redirection, positive reinforcement, accommodations such as changes to the environment, and natural or logical consequences. If the child's behavior is not acceptable and attempts at guidance have been unsuccessful, our procedures are as follows:

1. When inappropriate behaviors occur we will: redirect behavior, discuss the problem with the child to determine the causes and help find ways to learn from the incident. We will work together with the child and family to resolve the current issue and help avoid future conflicts. The goal of these measures will be to maintain the child's self-esteem and build confidence through learning to handle conflict.
2. If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others or otherwise conflicts with the program rules and guidelines, a Level Three Behavior Warning will be issued and a conference will be scheduled with parents. Immediate suspension and/or dismissal may follow.
3. A Three Level Behavior Warning System will be used to handle ongoing behavior issues.
4. For the safety of all children, the YMCA reserves the right to suspend and/or dismiss any child who cannot, or does not, adhere to the rules.
5. Chronic behavior problems or those that jeopardize the safety of any child or staff will lead to an immediate Level Three Behavior Warning and dismissal/suspension from the program. These behaviors include but are not limited to:
 - Leaving the established boundaries, unsupervised.
 - Lashing out physically or attempting to cause emotional harm.
 - Inappropriate language or discussions. (including but not limited to mature topics of conversations)
 - Throwing any item that endangers the safety of any child or staff.
 - Threatening/Bullying of any kind.
6. Any child who, while attending Y's Kids, vandalizes, damages or otherwise destroys YMCA or host site facilities, equipment and/or supplies WILL BE HELD RESPONSIBLE for making the appropriate repairs and financial amends.
7. No one, including parents and/or staff will be allowed to use corporal punishment, humiliation or threats towards campers in our care.

No Tolerance Policy

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring. The following will NOT be tolerated at YMCA facilities and in YMCA programs:

- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA or school property
- Possession, sale, use, or being under the influence of alcohol or illegal drugs
- Offensive or unlawful conduct
- Purposely leaving the designated area unsupervised
- Improper exposure

Failure to follow this code of conduct will result in disciplinary action, which may include a one to three day suspension or removal from the program. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the Program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our Program.

Bullying Policy

Bullying is a behavior that we take very seriously and is not tolerated at camp. We ask that parents talk to their campers about bullying before camp begins. Encourage them to tell a staff member if they are having problems, and be respectful of other campers. To ensure the emotional and physical well-being of all campers, parents or guardians will be contacted immediately to help assist with any bully issues. Disciplinary actions including suspension may result.

Definition of Bullying

Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power. For instance, a group of children can gang up on another child, or someone who is physically bigger or more aggressive can intimidate someone else.

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion, or other personal traits), shoving, hitting, verbal and physical threats, excluding someone or gossiping about someone.

Bullying can cause a child to feel upset, afraid, ashamed, embarrassed and anxious. It can involve children of any age, including younger elementary grade students and even Kindergarteners. Bullying behavior is frequently repeated unless there is intervention.

Special Needs, Classroom Aides and Behavioral IEP's

The Y's Kids Summer Enrichment Camp provides a group setting with a ratio that may reach as high as 1 counselor to 15 children. If your child has an ongoing IEP, Individualized Education Plan, for behavior OR has an established Behavior Plan with the YMCA After School Programs, a meeting will be required to establish a plan of care prior to enrollment. If your child participates in a classroom that offers Specialized Instruction during the school year, your child may be required to have a one-on-one aide in summer camp at the family's expense. This allows the opportunity to provide consistency between the classroom and YMCA programs, therefore increasing your child's opportunity for success. The Whatcom Family YMCA will work with families to make a reasonable effort to accommodate the special, physical or emotional needs of your child. This will be done on a case by case basis. All children will need to be able to attend to their own bathroom needs and not wander or deliberately leave the group or designated program area.

Quality Control

We invite parents and campers to complete a program evaluation of each camp program. Your input on program quality is vital to the continued improvement of our program. If you ever have a concern or recommendation, please do not hesitate to discuss the issue with the Y's Kids Enrichment Director, on-site director or camp counselors.

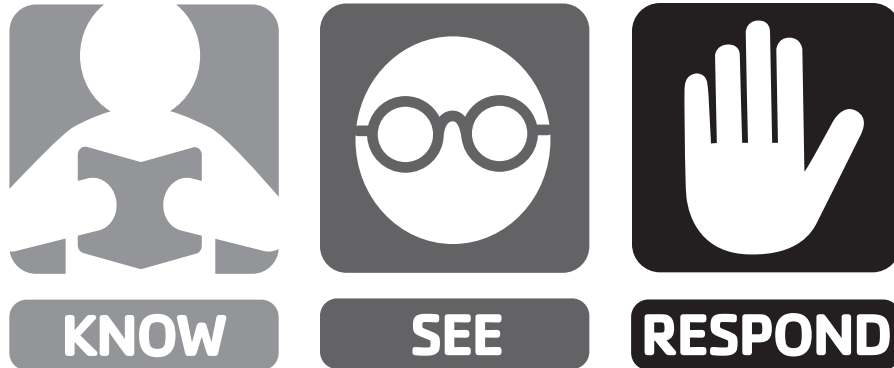
BELONGING:

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.

SAFETY & EMERGENCY PROCEDURES

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 and a parent or authorized guardian or individual picking up a child from our care while under the influence.

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.

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.

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

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/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.

Health, Illness, Medications & Concussions

1. Sick children should not be brought to camp for their benefit as well as that of the other participants. If a child arrives at camp ill or becomes ill at camp, the parent, or otherwise authorized individual will be contacted immediately to pick up the child within one hour.
2. Please notify your camp director should your child contract a contagious condition or illness (ie. lice, pinkeye, flu, etc.)
3. Y's Kids Summer Enrichment Program has a **NO NIT POLICY**. If head lice/nits are discovered, all children will be screened. Any children with head lice symptoms will be asked to be picked up and are not eligible to return until the child is nit free.
4. YMCA staff will administer prescription and non-prescription medication with a completed **YMCA MEDICATION RELEASE FORM** only. All medication needs to be clearly labeled by 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 a staff member. Please make sure you pick up any remaining medication from the staff at the end of the week.
5. If your child has asthma, allergies to bee stings or foods, a Classroom Health Plan will be required. Other medical conditions may apply.
6. Anyone who is showing one or more symptoms of a concussion after a head injury at camp shall be removed from the program at that time and may not return to camp until the participant is evaluated by a licensed health care provider trained in the evaluation and management of concussions and received written clearance to return from that health care provider. You should also inform your child's camp counselor if you think that your child may have a concussion. Remember that it is better to miss one day of camp than miss the entire week. **WHEN IN DOUBT, THE PARTICIPANTS SITS OUT.** For more information go to <http://www.ede.gov/concussion/HeadsUP/youth.html>.

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.

Emergency Procedures

The following procedures will be followed in an emergency situation:

- ◆ A staff member will administer First Aid.
- ◆ A staff member will notify parent/guardian.
- ◆ If transportation to the hospital is necessary, a staff member will accompany the child to the hospital and stay until the parent/guardian or otherwise authorized adult arrives.
- ◆ An incident report will be completed and kept on file at the YMCA office.

Financial Policies

When you register for camp, you are reserving a position for your child including supplies, staffing and transportation; therefore refunds are not given for vacations or days missed at camp.

- ♦ There is a minimum charge of 2-3 days/week. Variable schedules are not available due to transportation restrictions.
- ♦ Fees for the month of June will be due no later than the first day of camp. Fees for July and August are due no later than the 1st day of the month. Invoices will be emailed to primary address on file. If registering after invoices have been generated, payment will be due at time of registration for the following month.
- ♦ Payment for your registered slot is due until **WRITTEN** notice of cancellation is received by the Y's Kids Enrichment Office. Discontinued attendance without cancellation does not result in credit.
- ♦ Cancellation after the first day of the month requires 2-week notice to the Y's Kids Enrichment Office.
- ♦ Absences due to illness, behavior issues, or other unforeseen circumstances do not result in credit or make-up time. Credit for vacation will not be available.
- ♦ Fees for temporary care are due in full at the time of registration and are non-refundable.
- ♦ Program participants through DSHS are responsible for all of the above policies. Full authorization from DSHS will be required BEFORE Summer Enrichment attendance can begin.

How to apply for Financial Assistance

Scholarships are available through our Open Doors Program. Applications are available at the Whatcom Family YMCA Business Desk or online at www.whatcomymca.org.

Department of Social & Health Services (DSHS) Recipients

Licensed Programs that are billable to DSHS include:

- Y's Kids 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 5th 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 Supplement regarding licensed programs is in compliance with WAC 170-297-2375 and available:

- at whatcomymca.org.
- at the Bellingham Program Center Welcome Desk.
- upon request.