THE Building A Bright *Futures* PLACE

Before and After-School Enrichment 2026-2027 Handbook

Why Choose the Y?

- Caring, trusted staff
- Learning support and enrichment
- Active play and healthy habits

Make this place your place for helping kids thrive beyond the school day.

Whatcom Family YMCA
360-733-8630 ▶ whatcomymca.org

Revised:
May 15, 2026

WELCOME

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

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

OUR PARTNERSHIP WITH YOU

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

OUR FOCUS

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

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

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

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

Positive relationships among children, staff and parents are critical for each child's healthy development and social growth. YMCA BASE Programs work with families to respond to each individual child's feelings, needs, abilities, and cultures. We thank you in advance for your continued support and welcome you to our Y family. Your child's Y journey begins here!

The Whatcom Family YMCA BASE Team

TABLE OF CONTENTS

Welcome to the YMCA
- General Information
- The Goals of the Y
- Areas of Focus
- Schools Served

Out of School Programs
- No School/Adventure Days
- Winter & Spring Break
- Summer Adventure Camp
- Snow Days Programs
- Overnight Adventures
- Other Youth Programs

Changes to School Schedule
- Inclement Weather Policy
- Holiday Closures

BASE
- About the Program
- Daily Routine
- SCALED® Learning Curriculum

Program Policies
- Sign In/Out Procedures
- Authorized Pick Ups
- Unattended Children in Vehicles
- Parenting Plans/Court Orders
- Volunteering/Visiting
- Babysitting/Nannying
- Personal Belongings
- Consistent Care
- Non-Discrimination
- Holidays & Cultural Celebrations
- Smoke/Drug/Weapon Free
- Emergency Preparedness
- Animals
- Transportation & Field Trips
- Water Activities
- Snacks & YMCA HEPA Standards
- Screen-Time Policy
- Staff Training & Ratios

Family Engagement
- Parent Communication
- Parent Code of Conduct
- Photography

Guidance, Discipline & Special Needs
- Behavior Guidance Practices
- Program Rules
- Participant Code of Conduct
- Bullying & Harassment
- Classroom Aides & IEP's
- Special Needs
- Rest Room Needs

Illness/Injuries/Medications
- Illness
- Return to Care
- Prevention of Bloodborne Pathogens
- Head Lice/Nit Policy
- Immunizations
- Special Medical Needs
- Injuries and Medical Emergencies
- Concussion Policy
- Medications

Child Abuse Prevention
- Know · See · Respond
- Child Abuse Prevention Policy
- Grievance Policy
- Reporting to DCYF

Enrollment Process
- Registration Checklist
- Financial Policies
- Cancellation Policies
- Subsidy Payments
- Rates

GENERAL INFO

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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.

THEY STANDS FOR

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

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

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

Whatcom County Schools Served

(2026-2027 school year)

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

BELLINGHAM SCHOOL DISTRICT

Hours of Operation: 2:30pm-6pm and early release days (No AM Care Available)

Alderwood Elementary
3400 Hollywood Ave
Location: Cafeteria

Birchwood Elementary
3200 Pinewood Ave
Location: Cafeteria

Carl Cozier Elementary
1330 Lincoln Street
Location: Cafeteria

Columbia Elementary
2508 Utter Street
Location: Cafeteria

Cordata Elementary
4420 Aldrich Road
Location: Cafeteria

Geneva Elementary
1401 Geneva Street
Location: Cafeteria

Happy Valley Elementary
1041 24th Street
Location: Cafeteria

Lowell Elementary
935 14th Street
Location: Cafeteria

Northern Heights
4000 Magrath Road
Location: Cafeteria

Parkview Elementary
3003 Cornwall Ave
Location: Cafeteria

Roosevelt Elementary
2900 Yew Street
Location: Cafeteria

Silver Beach Elementary
4101 Silver Beach Dr
Location: Cafeteria

Sunnyland Elementary
2800 James Street
Location: Cafeteria

Wade King Elementary
2155 Yew Street Road
Location: Cafeteria

FERNDALE SCHOOL DISTRICT

Hours of Operation: 7am-9am and 3:30pm-6pm; scheduled early release days

Cascadia Elementary
6175 Church Road
Location: Cafeteria

Eagleridge Elementary
2651 Thornton Road
Location: Cafeteria

Skyline Elementary
2225 Thornton Road
Location: West Solarium

LYNDEN SCHOOL DISTRICT

**As of May 2026, we are currently determining our ability to provide programs for the 2026-2027 school year. Please check the website for updates.

MT BAKER SCHOOL DISTRICT

Hours of Operation: 7:15am-9:05am (Late Arrival days until 10:15 am) and 3:30pm- 6pm (and early release days)

Harmony Elementary
5060 Sand Road
Location: Portable B

Kendall Elementary
7547 Kendall Road
Location: Portable #216

NOOKSACK VALLEY SCHOOL DISTRICT

Hours of Operation: Early Release Days only from dismissal until 5:30 pm; care will be provided at Nooksack Elementary; Everson and Sumas students will be transported by NVSD to Nooksack.

Nooksack Elementary
3333 Breckenridge Road
Location: Cafeteria/Multipurpose gym

OUT OF SCHOOL ENRICHMENT PROGRAMS

LICENCED PROGRAMS WHEN SCHOOL IS NOT IN SESSION

No School Discovery Days*

When school is not in session for Teacher work days, the Y offers choices to meet the needs of your family. Programs may include organized projects, physical activity, healthy snacks, swimming, rock wall climbing, field trips and more. All programs cultivate values, exploration through play and social interaction. Pre-registration is required with limited space. Locations will vary and each day is subject to minimum enrollment.

Winter & Spring Break Camps*

Winter and Spring Adventure Camp operates during School District Winter and Spring Breaks. Pre-registration is required with limited space. Each day is subject to minimum enrollment. Visit our website for the most up to date information.

Summer Discovery Camp*

Our Discovery Camp offers week by week registration at multiple locations. Campers will build self-esteem and develop interpersonal skills while experiencing skill building activities and field trips. For campers entering 1st through 5th grades.

*The above programs are generally located at select local elementary schools with the possibility for local field trips for youth in grades K-5. Locations will vary by school district.

Snow Day Closures

When school is closed for more than 3 days due to snow, all day programs for elementary age students may be offered for an additional fee. Pre-registration is required with limited space. Each day is subject to minimum enrollment.

OTHER YOUTH DEVELOPMENT PROGRAMS

- Birthday Parties at the Y
- Climbing Programs
- Early Learning: Infant, Toddler, Preschool, Pre-K
- Girls on the Run
- Middle & High School Programs
- Swim Lessons
- Swim Team
- Trailblazers
- Youth Sports
- Youth Institute (HS Summer Program)

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

CHANGES TO SCHOOL SCHEDULE

Early Release Days

On early release days, the Y staff will arrive at the scheduled early dismissal times. If you are registered to attend on that day, your child's care is covered. If it is not your normally scheduled day, please contact the BASE Enrichment Registrar at (360) 255-0585 to determine if extra space is available. Extra fees may apply.

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

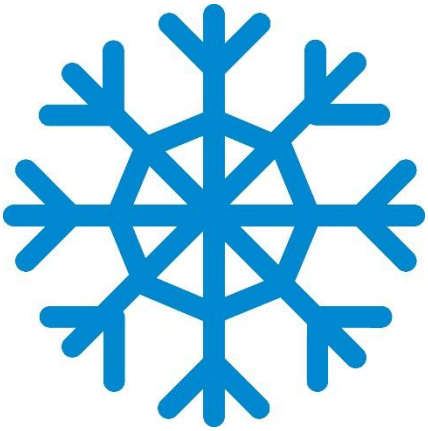
Extreme Weather Program Closure & Delayed Start Policy

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

Closure Before School Day Starts

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

Delayed Starts



In the event the school district implements a delayed start before the school day begins, we will operate on the same delayed start schedule for any operational morning program. (i.e. 1 hour delayed start =YMCA starting 1 hour later than normal). If schools announce a delayed start after Before School programming begins, we will make every attempt to schedule staff to stay for the duration. We may be forced to release students to the school if YMCA staff cannot stay later.

If a school closure is announced after the Before School program has started the YMCA onsite program will also close. You will be asked to pick up your child or send an approved alternative pick up person. Alternative all day programming will be made based on the current conditions and be announced on our website.

Unscheduled Early Release School Closure

If your school district implements an unscheduled early release due to extreme conditions, our after school programs may not operate due to staff availability. We will make every attempt to operate as normal, however, program closure or early pick up is possible. Please keep an eye on our website, email and Class Dojo app for the most up-to-date information. Credits will not be given related to extreme weather events. Make-Up days added later in the school year will not be added to your bill.

Program & Holiday Closures Dates

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

Labor Day
Veteran's Day (Staff In-Service)
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day
The Day After Christmas
New Year's Day
MLK Day (Staff In-Service)
President's Day (Staff In-Service)
Memorial Day Fourth & Fifth of July

Programs may shut down for 1-3 days at the end of the school year and/or the end of summer for site preparation and staff training. Notice of the specific dates will be provided at least 6 weeks prior to the closures. Subject to change if the school calendar changes. Continually monitor our website for updates.

WHAT TO EXPECT

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

TYPICAL DAILY SCHEDULE*

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

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

YMCA CORE VALUES

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

CARING:

Interest and concern: including compassion, friendliness, generosity, kindness, and love.

HONESTY:

Fairness of conduct and adherence to facts: including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness.

RESPECT:

Special regard for others: including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.

RESPONSIBILITY:

Moral, legal and mental accountability: including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.

CURRICULUM INCLUDES

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

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

STEM

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

CAREER-CONNECTED LEARNING

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

ART

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

LITERACY

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

EDUCATION

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

DIVERSITY & GLOBAL LEARNING

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

PROGRAM POLICIES

GENERAL POLICIES

Daily Sign In/Out Procedures

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

Pick Up Authorization

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

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

Parental Rights/Parenting Plans/Court Orders

The Whatcom Family YMCA supports the right of access to information regarding their child to both legal parents unless the court alters or abolishes those rights. **Restraining Orders or Court Orders requiring supervised visits only will limit the parent's access to information.** Current documentation of Court Orders must be provided to Y administration before any parental rights will be modified by this organization. Parenting Plans will be considered an arrangement between parents and will not be the responsibility of YMCA staff. Any problems that arise regarding items outlined in the plan will be seen as an issue between the parents and therefore, a family matter. The Whatcom Family YMCA maintains the position that our role is to care for the child, not monitor or be involved in disputes or misunderstandings between parents. For example, if a parent comes to pick up a child at a time outside of the time outlined in the Parenting Plan, we will release to that parent. The rights of both parents, including access, will remain equal for both parents named in a Parenting Plan. All financial information will be provided to both parents unless the courts alter the right to that information, regardless of who registers the child. In the event that parents from two separate households have a differing need for care, the Y will defer to the registering parent for decisions regarding schedule changes and/or cancellation of reserved space.

Volunteering/Visitation**

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

Children in Vehicles Unattended

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.

Babysitting/Nannying

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

Personal Belongings & Extra Clothing

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

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

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

Consistent Care

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

Non-Discrimination

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

Holidays and Cultural Celebrations

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

Smoke, Drugs, Alcohol and Weapons

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

Emergency Preparedness Plan

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

ACTIVITY AND MEAL POLICIES

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

Transportation and Field Trips
Our certified drivers transport children using YMCA vans or school buses whenever transportation is needed. Depending on the activity or destination, programs may also use public transportation, school district transportation, or walking for field trips and special events. Consent is given upon registration, however, families will be notified in advance when permission slips are required for participation in off-site activities. When children are transported, WAC110-301-0480 will be followed. Children must use safety restraints and/or booster seats and follow bus safety rules. At each transition, attendance is taken, and vehicles are checked to ensure all children have evacuated prior to the driver leaving the vehicle.
Note: We reserve the right to deny transportation for a child if their behavior compromises the safety of transport.

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

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

We work collaboratively with our School District partners in our food/snack procurement. When supplemental or alternative snacks are sent from home, we ask that those choices also reflect HEPA standards. Soda, candy, fried foods, gum, juices or any food containing more than 8 grams of sugar per serving are not allowed.

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

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

STAFFING POLICIES

Staff Training
All YMCA BASE staff complete a comprehensive onboarding and site-based training process before working with children, including ongoing training required by state licensing. Staff are selected through a thorough hiring process that considers education, experience, and training in youth development. Team members maintain current certifications in CPR, First Aid, Food Handler permits, Child Abuse Prevention, and other required trainings. All staff and volunteers are carefully screened and regularly evaluated to ensure safe, high-quality care for children.

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

FAMILY ENGAGEMENT

Communications with the YMCA

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

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

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

Behavior Related Communication

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

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

If needed, a written plan will be compiled by Y program staff in collaboration with the parent and sometimes the child to ensure a consistent plan of action to further the success of the child and/or to increase the understanding or expectations within a group setting. Social media is not an acceptable way to communicate with YMCA staff.

PARENT/GUARDIAN CODE OF CONDUCT

The YMCA values strong partnerships with families. This Parent/Guardian Code of Conduct explains the standards for how parents and guardians engage with staff, participants, and the program community to help ensure a respectful and supportive environment for everyone. Failure to uphold these standards may result in the inability to be the primary pick up for your child and/or suspension from YMCA programs.

Parents/Guardians are expected to:

- Demonstrate the YMCA's four core values: **Caring, Honesty, Respect, and Responsibility** in all interactions.
- Use respectful language at all times while at a YMCA program location.
- Treat all YMCA staff, participants, and other parents/guardians with courtesy and refrain from any derogatory or inappropriate conduct.
- Refrain from using or being under the influence of drugs or alcohol while on YMCA property or at YMCA programs.
- Avoid taking photos or videos of any participants or YMCA programs other than their own child(ren).
- Cooperate with staff requests, including providing photo identification when asked.

GUIDANCE & DISCIPLINE POLICY

BEHAVIOR GUIDANCE PRACTICES

Philosophy

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

TO ENCOURAGE POSITIVE CHOICES STAFF WILL:

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

PROGRAM RULES

All children, team members and parents should be following the Y's four core values of caring, honesty, respect and responsibility. Because the overall safety of all children in the program is our highest priority, the following rules are in place to help keep everyone safe.

1. Follow directions/the group plan.
2. Respect self, others, and property.
3. Use appropriate verbal and body language.
4. Maintain a calm and respectful body.
5. Stay with the group and within staff sight and hearing supervision at all times.

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

PROCESS

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

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

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

DISCIPLINE

No one at any site location, including parents and/or staff, shall use corporal punishment, humiliation, or threats towards the children in our care. The methods of discipline employed at the BASE programs take corrective steps designed to retain the child's feeling of self-worth while realizing that inappropriate behavior needs to be corrected and is a vehicle for learning. Site rules are set and clearly explained. Parent and staff communication is encouraged for ongoing concerns. One of three levels of Behavior Notifications may be given depending on the intensity and frequency of a child's behavior. Parent meetings with the Program Supervisor and After School & Camp Director may be arranged to decide the course of action to help guide the child with their behavior. If further progress cannot be made, the child may be removed from the program. Care will be canceled without warning if the behavior is considered a safety issue to themselves, other children or Y staff. Also please note that if we determine that your child's behavior is an ongoing disruption to the group, we reserve the right to discontinue childcare with minimal notice. In addition, all participants will be expected to respect school and facility property and rules during their time in Y programs.

PARTICIPANT CODE OF CONDUCT

PARTICIPANTS ARE EXPECTED TO:

- Demonstrate the YMCA core values of Respect, Responsibility, Honesty, and Caring.
- Treat others with kindness by avoiding any derogatory or unwelcome comments, conduct, or actions — including those of a sexual nature or based on sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected status.
- Follow the Whatcom Family YMCA Child Abuse Prevention Policies outlined in the BASE Handbook.
- Cooperate with and follow directions from YMCA staff and volunteers.
- Stay within the designated program areas, remaining in sight and sound supervision at all times.
- Participate in activities and follow the group plan.
- Follow all school rules when the program is held on school property.

We take a progressive approach to discipline, with the goal of teaching and reinforcing positive behaviors. However, certain behaviors are considered Low Tolerance or No Tolerance and may result in loss of program privileges, suspension, or dismissal.

Low Tolerance Behaviors

(These are serious concerns. We will address them with the child and family, and corrective steps will be required to remain in the program.)

- Leaving the program area without permission.
- Engaging in rough or unsafe play (such as headlocks, tackling, or other actions that could cause harm).
- Throwing objects in a way that could hurt someone, especially when done deliberately or repeatedly.
- Creating drawings, images, or other materials that contain inappropriate content.
- Using YMCA technology or equipment inappropriately, including taking or using YMCA-issued electronics without permission.

No Tolerance Behaviors

(These actions pose an immediate safety or well-being risk and will result in immediate removal from the program and re-evaluation of care.)

- Hiding in a location where staff cannot see or hear the child.
- Targeted bullying, harassment, intimidation, or any behavior involving weapons, including the possession, threat of use, or use of a weapon, toward participants or staff.
- Physical or verbal aggression toward staff or participants, including spitting or the use of foul language.
- Intentionally damaging YMCA or school property.
- Exposing oneself or displaying any form of sexual or inappropriate exposure.
- Possessing or using drugs, alcohol, or weapons of any kind.

BULLYING/HARASSMENT

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

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

Failure to follow this code of conduct will result in disciplinary action which may include being sent home early, suspension or removal from the program. The overall integrity and quality of Y programs is of utmost importance, and we will take the steps necessary to ensure both. Due to the wide variety of behaviors that children display, the Y reserves the right to make the decision to suspend or expel a child based on physical or emotional safety of the child, other children in the program and the staff.

SPECIAL NEEDS POLICY

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

Due to limited staff availability, the Y will not always be able to provide a staff designated as a one-on-one aide. If a YMCA/DCYF qualified staff is available, payment for their wages is 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 Before and After School Enrichment office as soon as it is complete and available to you. The YMCA will support all students that are dual language learners through collaboration with the family, school and district, and community resources. We will provide staff that can speak that same language, when possible.

Special Needs
At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment. Generally, we are unable to meet the needs of a child who requires a ratio of lower than one staff to six students (most group sizes are one staff to twelve students). These needs include social, emotional, cognitive, language and/or motor development growth. Decisions are made on a per case basis. If during the academic year your child needs additional or increased wrap around support your child may not be ready for the Before and/or After School program. In addition, the high levels of activity, noises, varying schedule of activities and routines may be an indicator to consider that your child is not ready for the Before and/or After School program. For further questions, please schedule a time to consult with a Y Program Director and to take a tour of the program site BEFORE registration and enrollment.

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

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

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

HEALTH CARE POLICY

ILLNESS A CHILD SHOULD STAY HOME IF EXPERIENCING:

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

- COVID-19 symptoms
- Diarrhea
- Fever
- Not Feeling Good
- Sore throat
- Eye discharge
- Head lice or nits
- Rash
- Vomiting
- Communicable diseases

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

Have a plan for sick days . . .

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

Daily Illness Observations

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

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

Health Emergencies

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

Return to Care After Illness

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

Prevention of Bloodborne Pathogen Exposure

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

Handwashing Procedures

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

Hands should be washed:

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

Hand Sanitizer Use

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

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

Contagious Disease Notification

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

During the case of a highly infectious illness within the community (i.e. COVID-19, etc.), the YMCA will follow all recommended guidelines from the CDC and State and Local Health Departments to ensure that every possible measures are taken for everyone's safety.

Head Lice/Nit Policy

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

HEALTH RECORDKEEPING

Health Records

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

Immunizations

To protect all children and staff, each child in our center is required to have a completed WA State Certificate of Immunization Status (CIS) on file. Upon registration a consent will be signed giving the YMCA permission to view your CIS through the WA State Immunization database. If your child is out of WA State, you will be required to provide proof of immunization status. If a parent or guardian chooses to exempt their child from the immunization requirements, a CIS form must be completed and reviewed by a physician.

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

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

Special Medical Needs

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

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

INJURY PREVENTION & TREATMENT

Injury Prevention

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

First Aid

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

MEDICAL EMERGENCIES & INJURY TREATMENT

Medical Emergencies & Reporting

1. **Minor Emergency: (ex: cuts, bruises, bumps, illnesses, broken bones, etc.)**
    a. Staff trained in first aid will take appropriate steps in caring for the injury. YMCA will notify all non-urgent injuries to the parent upon pick up.
    b. Non-porous gloves are always used when blood or wound drainage is present.
    c. YMCA staff will recommend the parent to follow-up with doctor visit.
    d. All minor emergencies will be recorded on an ouch report and reported to the parent. All completed ouch reports will be kept in the onsite child files.

2. **Life- threatening Emergency: (ex: loss of breathing, consciousness, excessive bleeding, etc.)**
    a. One person will take charge and assign someone to call 911 and take the other children away from the incident. The YMCA staff in charge will stay with an injured/ill child including transport to a hospital until the parent arrives.
    b. The other YMCA Staff will contact a Program Supervisor for replacement staff as soon as possible and the Program Supervisor or other administrative staff will notify parents.
    c. The YMCA Staff will administer appropriate first aid and **WILL NOT MOVE** the victim (unless location jeopardizes the safety of the victim).
    d. If transporting the child to a local hospital, the child's forms must accompany the child. Child can only be transported via ambulance only.
    e. YMCA staff are required to fully complete the DCYF Incident Report, with parent signature, for all major emergencies and turn into Program Supervisor by 12:00 pm the following day. A copy of the completed form will be given to parent and filed on site. Serious injury or hospitalization will be reported to the DCYF Licensor and Child Protective Services.
3. **Emergency Procedures If Parents Cannot Be Contacted:**
    a. Emergency will be assessed as Minor or Life threatening and proceed as stated above. Emergency phone numbers from child's Medical Forms will be contacted. Continue to try to contact parents. YMCA staff can do this.

Concussion Policy

In case of a head injury without loss of consciousness or bleeding, staff will notify parents and a Program Supervisor as soon as possible and monitor for signs of concussion. Signs of concussion include: confusion; difficulty in walking, speaking or balancing; pale and sweaty skin; severe headache; blurred vision; nausea or vomiting. The student will not be allowed to participate in physical activities if there is reason to suspect concussion. Staff will recommend that parents seek follow up medical attention and request that parents inform us if the child sees a physician due to the injury. A child who is showing one or more symptoms of a concussion after a head injury while participating in BASE programs shall be removed from the program at that time and may not return to programming until evaluated by a licensed health care provider trained in the evaluation and management of concussions. Written clearance from that health care provider must be received in order to return to care. You should also inform your child's Y counselor if you think that your child may have a concussion. Remember that it is better to miss one day of care rather than a week. **WHEN IN DOUBT, THE CHILD SITS OUT**. For more information go to https://www.cdc.gov/TraumaticBrainInjury.

MEDICATION MANAGEMENT

Medication Policy

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

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

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

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

Medication Administration Procedure

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

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

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

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

Child Self Administration

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

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

DISASTER & EMERGENCY PLAN

EMERGENCY PHONE NUMBERS

Fire, Police, Ambulance	911
Washington Poison Center	1 800 222 1222
Whatcom County Health & Community Services	360 778 6000
St Joseph's Hospital	360 734 5000
CPS Reporting	866 823 2153
Ashleigh Anselment, Licensor	425 327 8644

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

FIRE

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

GAS LEAK

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

POWER OUTAGE

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

EARTHQUAKE

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

SHELTER IN PLACE/INTRUDER IN THE BUILDING

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

EMERGENCY LOCKDOWN PROCEDURE

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

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

BUILDING EVACUATION PLAN

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

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

EMERGENCY DURATION

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

AFTER INCIDENT PROTOCOL

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

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

CHILD ABUSE PREVENTION POLICIES FOR STAFF & VOLUNTEERS

A foundational commitment of the YMCA is to provide a healthy atmosphere for the growth and development of children. Thus, the abuse, mistreatment or neglect of children and the resulting severe effects are of primary concern to the Y. Child abuse is mistreatment or neglect of a child by parent(s) or others, including Y employees or volunteers, resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children, the Y has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees and volunteers are screened, and a background check is conducted upon hiring, rehiring or at any time the Y desires to do so. All employees or volunteers will also receive training in recognizing signs that a child is being groomed for abuse. This policy is intended to protect any Y participant under 18 and participants may be referred to as children, child, youth, teen, and the like. The policies employees and volunteers are expected to follow include:

General Guidelines:

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

Working with Children Guidelines:

- You will avoid being alone with a single child unless you are supervising your own child.
- In the rare occasion that you are forced to be in a situation where you are one-on-one with a child, you must follow the following guidelines:
    - Notify other employees or volunteers that you are alone with a child.
    - Remain in full view of others and if a room, leave the door open.
    - Ensure physical and verbal interactions align with our established policies and are limited to the task at hand.
    - Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
- Staff and volunteers must not develop a one-on-one relationship or have one on one contact with children who participate in YMCA programs outside of approved YMCA activities without the advanced written approval of your supervisor or volunteer coordinator; for example, babysitting, weekend trips, foster care, etc. are not permitted. Prior relationships with participants will be documented and brought to the attention of the supervisor or volunteer coordinator and/or CEO.

Child Abuse Prevention Policies Continued…

- Dating a program participant under age 18 is not allowed.
- Staff and volunteers may not transport youth participants to and from YMCA activities/programs in their own vehicles, unless they are your own child or family member, without prior written approval from your supervisor/CEO or volunteer coordinator.
- Giving gifts to children in Y programs is not allowed.
- Children shall not be disciplined by use of physical punishment or by failing to provide the necessities of care in any circumstance.
- Employees and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees or volunteers must not initiate sexually oriented conversations or discuss their own sexual activities with participants. Discussions in front of children should never include content regarding the personal life of staff, volunteers, or other program participants.
- All physical contact between staff or volunteers and youth will promote a positive, nurturing environment while protecting youth, employees, and volunteers, and will be defined according to the age group. Staff and volunteers are expected to respect children's wishes and boundaries regarding any physical contact.
    - Children have the right to say "no" to physical contact unless such contact is related to the child's physical, health and safety or safety of other participants.
    - Affection shown should never be done in isolated areas where staff or volunteers are not visible to other adults.
    - Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
    - In addition, children must be informed in a manner that is age appropriate to the group, of their right to set their own "touching" limits.

  Any inappropriate physical contact by employees or volunteers towards children in our programs will result in disciplinary action, up to and including termination of employment.

Social Media Guidelines:

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

Program Guidelines:

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

Reporting Suspicious or Inappropriate Behaviors or Policy Violations:

- Because our organization is dedicated to maintaining zero tolerance of abuse, it is imperative that every staff member actively participates in the protection of youth. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at our organization, the policies apply to everyone.

- Examples of suspicious or inappropriate behaviors between staff and youth
  - Violation of the abuse prevention policies described above.
  - Seeking private time or one-on-one time with youth.
  - Buying gifts for individual youth.
  - Making suggestive comments to youth.
  - Picking favorites.
- If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:
  - Interrupt the behavior.
  - Report the behavior to a supervisor, director, or other authority.
  - If you are not comfortable making the report directly you are able to call the Fraud Hotline and make it anonymously.
  - If the report is about a supervisor or administrator, contact the next level of management.
  - Document the report but do not conduct an investigation.
  - Keep reporting until the appropriate action is taken.

Child Abuse Prevention Policies Continued…

Reporting Suspected Abuse Guidelines:

- Any information regarding abuse or potential abuse must be documented in writing. All staff and volunteers are required to sign a statement informing them of their legal and ethical duty to report suspected child abuse or neglect.
- As required by mandated reporting laws, employee and volunteers must report any and all disclosures or suspected abuse or neglect, whether on or off property, to state authorities. In addition, any suspected or known abuse or neglect will be reported to the department supervisor or a member of management within 12 hours. Failure to do so will be grounds for termination.
- In the event that the YMCA has reason to believe that a staff or volunteer member abused a child, his or her conduct will be reported to the appropriate authorities including the Bellingham Police Department and Child Protective Services. The employee will be separated from any possible contact with children.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and CEO/Executive Director, designated staff or volunteers or member(s) and legal counsel.
- Employees and volunteers are required to fully cooperate with an investigation by the YMCA, any law enforcement agency, or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination, or ineligibility to volunteer.
- Any form of abuse or mistreatment of one youth to another will be reported to a supervisor and taken seriously and appropriate action will follow.
- There will be no retaliation against an employee who, in good faith, reports suspected abuse.

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

All staff and volunteers are required to sign a statement indicating that they have read and agree to comply with all organizational policies as outlined in the Whatcom Family YMCA Employee or Volunteer Handbook.

Review of all youth abuse prevention policies for relevance, utility, necessity and modifications or deletions, as appropriate, will be conducted annually. All staff and volunteers will be systematically notified of any changes as they are implemented.

Mandated Reporting Policy

YMCA staff are mandated reporters. Anyone who works with children in a professional capacity is required by the Department of Children, Youth and Families (WAC110-301-0475) to report suspected child abuse or neglect including but not limited to a child's discussion of attempted suicide. In addition, we have been advised to report children left unattended in a car and a parent or authorized guardian or individual picking up a child from our care while under the influence.

KNOW • SEE • RESPOND

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

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

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

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

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

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

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

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

ANNUAL ENROLLMENT PROCESS

Before enrolling your child, please review the BASE handbook (updated annually) and contact our registrar's office with any questions. Registration can be completed online or over the phone. **Your child's registration will be considered complete once all required forms have been fully completed and submitted to our office, including but not limited to any applicable financial, medical and care support request forms.**

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

1. Pay annual registration fee.
2. Any account balances must be paid at the time of registration or have a payment plan in place. Families with a payment plan may be asked to do a phone in registration.
3. Complete or update the Child Profile Form, including emergency contacts, authorized pick-up information, medical details prior to the child's first day of attendance.
4. Complete WA State Certificate of Immunization Status Record (CIS) on file. Upon registration a consent will be signed giving the YMCA permission to view your CIS through the WA State Immunization database. If your child is out of WA State, you will be required to provide proof of immunization status.
5. Any special accommodation, medications, or medical conditions? Please contact the BASE office after registering at 360.255.0532 for more information.
6. In need of financial assistance? Fill out our scholarship application after registration. You can find our form on our website.

PLEASE NOTE: Separate registration required for all No School/Adventure Day programs and not included in monthly BASE fees.

Current Care Options & Slot Availability

We offer full-time (5 days per week) and part-time (1, 2-3 days per week) registration options. Each school location has a daily capacity determined by DCYF square footage requirements. Part-time schedule availability will vary by school and may not be available at some locations. If your child is placed on a waiting list, our registrar will contact you when spaces become available.

Changes to Care Options

When a full-time child cancels care, we will fill that space with the next full-time child on the waiting list. When a participant wishes to move from full-time to part-time, this is considered a change in registration options and requires that child to be unenrolled in one and re-enrolled in the other. This may cause the participant to be placed on a waiting list pending available space and current waiting list registrants.

PAYMENT NOTES	
	Registration fees are due upon enrollment
25	Payments are due no later than the 25th of the month prior to care
	Autopayment required

Absences

Site staff are expected to follow up when your child does not arrive on a scheduled day. If your child will be absent for any reason, please notify the BASE office as soon as possible so we can keep accurate records and ensure the SAFETY of your child. Email absences@whatcomymca.org or call (360) 255-0585 to record your child's absence including their school and the date. Failure to notify us may result in $5.00 no call fee.

Record Keeping

Children's records are kept digitally in a password protected device at each site and at the BASE office. Information may be shared with both parents unless the State of Washington has legally altered those parents' rights.

Financial Assistance & 3rd Party Subsidy Contracts

The Y is firmly committed to access for all, regardless of family financial situations. We welcome Working Child Care Connections subsidy payments and offer YMCA Financial Assistance for all YMCA programs but does not apply to registration fees. Please use our **BASE/CAMP Scholarship Form** on our website to apply and/or visit our website for more information.

Temporary or Short-Term Care Options

At schools where we have space, we can offer temporary/short term options for care. All fees associated with the temporary/short-term care are due in full upon registration and are non-refundable.

BASE FINANCIAL POLICIES

Effective for the 2026-2027 school year: Registration for Grades K-5 (6th for MBSD only)

Registration Fee

All tuition/care options require a non-refundable, non-transferable registration fee of $50 per child per year. Additional registration fees may be required for other programs.

Tuition

Monthly tuition fees are based on the 180 day school year and averaged across 10 months and equally spread for those 10 months for the ease of families. This will reflect all scheduled closure dates. All planned closure dates will be posted on the BASE website. August may be charged differently for school districts that start in August.

- Registrations starting between 1st-14th of any month will be charged the full months fees.
- Registrations starting between 15th-end of the month will be charged 50% monthly tuition.

We reserve the right to increase fees due to school district schedule changes after registration opens. Fees are not waived at the start of the school year due to delayed class start dates. (i.e. Kindergartners, last minute vacations, etc.)

Payment

Tuition payments are due on the 25th of the prior month of care. Care will be paused on the 1st of the month until payment is made in full or payment arrangements can be made. Past due accounts over 30 days are subject to collections and inability to register for other YMCA programs.

Payment options

Autopayment is required for all tuition payments. Please contact our registrar's office if you need to make alternative arrangements. We accept credit/debit cards or bank draft over the phone or via the parent portal. **PAYMENTS CAN NOT BE ACCEPTED BY THE STAFF AT SCHOOL LOCATIONS.**

Invoices

When autopayment is enabled, families will not receive a monthly invoice. Once a payment is processed, we are happy to send copies of receipts.

Schedule Options

We require a minimum monthly charge of 1-3 days (part time) per week. Part-Time fees may not be an option at sites where enrollment is limited and will be evaluated on a yearly basis. Variable schedules (i.e. every other week) must be billed within either the Full-Time or Part-Time fee schedule; may not be available at all locations.

Late Pick Up Fee

Children must be picked up by 6:00 PM. A late fee of $1.00 per minute will be charged for pick-ups occurring after 6:05 PM. For programs with an earlier scheduled end time (such as 5:30 PM), late fees will begin 5 minutes after the program ends. Late fees are automatically applied to your Parent Portal account. Repeated late pick-ups may result in the suspension or termination of care services.

No Call Fee

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

Returned Payments

There is a $5.00 charge on all returned payments. Care may be suspended until NSF fees are paid in full.

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.

CANCELLATION POLICY

Payment for your registered slot is due until written notice of cancellation is received. Discontinued attendance without prior notice of cancellation will not result in credit. Requests can be submitted via the CHANGE FORM on the BASE website.

BASE Program	Cancellations must be received by the 20th of month prior to avoid next month's charges. Once a month has started: • 50% refund for cancellations received on or before the 1st-14th of that month. • No refund for cancellations received on or after the 15th-end of the same month.
No School Days Cancellation (Discovery Days, Winter/Spring Break, etc.)	• No refund for cancellations received within 3 business days of registered day. • 50% refund for cancellation received within 4-7 business days. • 100% refund for cancellation received more than 7+ business days in advance. Credits will be applied to your child's account.

PAYMENTS FROM THIRD PARTY SUBSIDY

Our BASE programs are licensed by Washington State DCYF (Department of Children, Youth, and Families) and accept state subsidy paid through Working Connections, DCYF or other 3rd party options.

Registration	All families using DSHS/DCYF subsidy are subject to the same registration process. Families can ask for a registration discount code for the registration fee by emailing us registrar@whatcomymca.org; Proof of current authorization is required to receive a discount code. NOTE: Registrations are not considered complete until written authorization with correct SSPS/Provider number and co-payments are made on the account.
Fees Not Paid by DSHS/DCYF	All policies regarding schedule changes, cancellation and no call fees apply and are not the responsibility of the 3rd party.
Not Currently Authorized Families	Families not currently authorized with us are subject to all registration and tuition fees at the time of registration. Once written authorization is received, fees will be credited/refunded as determined by the authorization.
Co-Payments	Co-payments are considered your assigned tuition and must be made monthly. Failure to make monthly payments according to the financial policy may result in termination from the program. In additional, you will be responsible for the co-payment that is determined by the 3rd party, even if it is not reflected on your monthly statements, as we do not always receive notification of additions or changes until after statements have been emailed.
Termination or Interruption of Authorization:	If 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 apply refund credits (minus co-pay) to your account. 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.