YMCA
Child Care
Parent Handbook

General Guidelines of YMCA Policies and Procedures for:

Child Development Centers,
School Age Programs,
& Summer Day Camps

Our program focus, incorporated through curriculum design and staff delivery, is on the five YMCA core values of love, respect, honesty, responsibility and service.

PARENTS PLEASE NOTE:

This handbook is broken into three sections:

Section 1) One is for information shared by all of our programs, regardless of center/location.

Section 2) This specific section is for our Child Development Centers. The Child Development Center locations are listed at the front of this handbook. In cases where a Child Development Center offers programs for school age children (Amberglen, Beaverton, Cedar Hills, CCC, Gladstone, Newberg, SE, and Springfield Meadows) refer to the Child Development Center specific policies.

Section 3) The third section is for School Age/Summer Day Camp Programs operating at local schools/churches through our School Age Program Office.

Please speak to your Center/Region Program Director if you have any questions. While we have attempted to explain each section clearly, the YMCA reserves the right to change and/or apply guidelines from one section to another. In addition, as particular situations arise we may also change our process and procedure to accommodate that specific need.

UPDATES – Updates to this handbook are made throughout the year, at time of re-printing. When significant changes are made as deemed by the YMCA, parents will be notified in a letter.

Welcome to the YMCA

We are glad that you and your child(ren) are members of a YMCA Child Care program. We believe you will see a difference in YMCA programs that don't exist in other organizations. What is that difference?

We base all of our programs on our mission and values. Our core values were derived from our mission statement and are represented in 5 key words: love, respect, honesty, responsibility, and service. Not only are our values displayed in our curriculum/programs, but they are the philosophy behind our daily operations.

The YMCA Values, as displayed by staff, children, and parents/guardians, demonstrate the following characteristics:

Love: We treat each other with compassion and offer a kind word when needed
Respect: The Golden Rule provides us guidance with the words of "do unto others as you have them do unto you." Respect also extends to property, equipment, and facilities.
Honesty: We will be honest in our daily interactions.
Responsibility: We all need to be responsible for our own actions and behavior while also recognizing we have a responsibility to others and our communities.
Service: Service is more than just a word, it is the action we take to make our programs and community a great place for everyone.

We believe that you belong to the YMCA and you can help create the difference. We want you to be engaged in the YMCA and encourage parent input and participation at a variety of levels.

We offer scholarships that can't be matched by any other child care program in the area to families who cannot afford our programs. How do we do this? With the help of our members (people like yourself) and volunteers, we raise money every year so that 400+ families can participate in YMCA Child Care programs.

We set high expectations, not only for ourselves, but for our children and their families. We believe our care-givers must offer high quality care that meets the needs of a variety of children and families while displaying the 5 core values. We ask that our children and their families also display and reinforce the 5 core values on a regular basis.

We believe that every person makes a difference and we can't do it alone! We ask that you contribute your time, your talents, your ideas, your energy, or your 'treasures' to the program that will mean so much to you and your family as your child grows. We also recognize the significant difference a quality program and each YMCA staff person can make in the development of our children. With staff and families working side by side, we can achieve so much more.

Our child care programs belong to you, the children, and the YMCA. We encourage you to get involved, meet your staff members, visit the sites, and share with us your experiences. Together, we can make a difference!

Thank you for choosing the YMCA!

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YMCA reserves the right to make changes at anytime, without notification, of policies in this handbook

YMCA MISSION & VALUES

It is the mission of the YMCA of Columbia-Willamette to put Christian Principles into practice through programs that build a healthy spirit, mind, and body for all through love, respect, honesty, responsibility, and service. Our program focus, incorporated through curriculum design and staff delivery, is on our 5 core values as previously listed.

ABOUT THE YMCA

The YMCA is a not-for-profit organization, and one of the country's largest providers of child care in the nation. The YMCA of Columbia-Willamette Child Care Division operates state licensed child development centers, school age programs, and summer day camp programs throughout the tri-county area of Portland, serving several thousand children daily. Each program is designed to provide a safe, quality, caring and positive atmosphere for children, ages 6 weeks through 12 years. Activities are set up to accommodate both working and non-working parents while offering children a chance to grow and develop in a structured setting, conducive to developing values and assets that help our youth succeed along the way.

The YMCA prides itself on offering children a safe, fun and energetic program that helps in the development of our youth into successful adults. At the core of our activities, lie our values of love, respect, honesty, responsibility, and service. They provide the foundation that allows us to help children: laugh together, learn together, play together, smile together, and most of all support each other. Oh, and have some fun every step of the way!

GOALS OF CHILD CARE

At the YMCA, we build strong kids, strong families, and strong communities by teaching the values of love, respect, honesty, responsibility, and service and by addressing the whole child's spirit, mind and body. It is a part of everything we do and is interwoven into all activities. This emphasis sets us apart from other programs and organizations.

Through our child care programs, we are responding to the complex needs of today's families and acting upon our commitment to kids, families, and communities. We believe that daily practice and interaction with children must reflect the YMCA goals for child care:

To offer a safe, caring, and fun environment for all children,
To help children develop to their fullest potential by utilizing YMCA values and the 40 developmental assets,
To support and strengthen the family unit,
To appreciate the diversity of the community,
To develop new skills,
To have fun.

YMCA programs provide opportunities for children to develop and grow as they learn through socialization, exploration, choice, and creative play.

FINANCIAL ASSISTANCE

The YMCA, with funds contributed by members of our community and United Way, provides financial assistance to low income family households that qualify. Financial Assistance funds are limited and are on a first come, first serve basis through a confidential application process. Please allow two weeks for processing of an application. Under no circumstances will any scholarship monies be awarded prior to the completion of the scholarship application. Call the Child Care Accounting Dept. at Association Services at 503-382-4390 for more information.

PARENT INVOLVEMENT/VOLUNTEERS

As a membership organization, the YMCA views our efforts differently than many "service" organizations. Building strong kids, strong families, and strong communities is not something that the Y can do working alone. To be effective, the YMCA must work with our members (that's you) leading to a point at which members see themselves as co-owners of the YMCA. Co-owners who have a say in how YMCA work is conducted then become co-producers

of our work within the community. When opportunities arise, whether they be volunteering on a field trip, Parent Advisory Committee or on our Community Support Campaign, please consider how you might make a positive difference within the life of your child, your family and your community.

We welcome your advice, participation and support. Please let us know if your needs are not being met. The YMCA Open Door Policy allows for parent visitation at any time. Volunteers are not allowed un-supervised access to the children in our program, unless enrolled on the criminal history registry and approved by authorized staff.

We ask that all participants, including parents and guardians, represent the YMCA values of love, honesty, respect, and responsibility while at our program locations. Please be advised, the YMCA reserves the right to terminate services or set limitations on access for inappropriate behavior of parent or guardians.

FUND RAISING

In order to allow all families access to YMCA programs, financial assistance is given to families who qualify. Annually the YMCA conducts a Community Support Campaign to raise money primarily for financial assistance funds. Each year, your Center Director/Region Program Director will be asking for members of their program to participate as campaigners. We hope you will consider participating and/or making a donation to help in our goal of building strong kids, strong families, and strong communities. It's a great way to get involved with your YMCA program, to have some fun, and to really make a difference in the life of others. Please contact Phil Stuva, Child Care Financial Development Director if you'd like to help in our annual campaign, 503-327-0016.

Did you know……..
In the winter of 2004 the YMCA of Columbia-Willamette Child Care Branch raised $140,000 to provide financial assistance to the families of over 450 children who wouldn't otherwise have been able to afford the full cost of care? With financial assistance, children from low- income families are provided with an environment that helps them grow, develop and achieve success in school. Also, parents in these families are able to pursue their career and provide for their families during this time of temporary financial strain.

PHONES

The contact numbers for the School Age Program Office, Child Development Centers and Child Care Accounting Office are listed as follows. In addition, each school age and camp location is equipped with a phone. Please speak to your Camp Director or School Age Program Office for the phone number of your site/location. These phones are also equipped with voicemail should you need to leave a message. Each site/location has access to leadership staff in the event of an emergency that may occur before or after the Program Office hours of operation.

OFFICE LOCATIONS

CHILD CARE ACCOUNTING DEPT. @ ASSOCIATION SERVICES:

For all program billing information:
Child Care Accounting Dept./ YMCA Association Services
9500 SW Barbur Blvd., Suite #200, Portland, OR 97219
Phone: 503-382-4397 Fax: 503-223-1247
Hours: Monday – Friday 8am - 4:30pm

SCHOOL AGE PROGRAM OFFICE:

School Age/Summer Day Camp Program Office:
9500 SW Barbur Blvd., Suite 310
Portland, OR 97219
Phone: 503-327-0007
Fax: 503-946-5009
Hours: Monday – Friday 8:00am - 5:00pm
Please contact a Membership Services Representative for more information or to register for a School Age program.

CHILD DEVELOPMENT CENTERS:

The YMCA operates Child Development Centers offering care for infants through school age. These state licensed programs offer all day quality care in the greater Portland/Metropolitan Area. Each center varies in the age group they serve, so for more information please contact the center of interest.

Amberglen Child Development Center
2120 NW Amberbrook Dr., Beaverton, OR 97006
Phone: 503-629-9622 Fax: 503-466-2537
6wks – 12yrs
Hours of Operation 6:30am – 6:00pm

Beaverton Child Development Center
15650 NW Blueridge Dr., Beaverton, OR 97006
Phone: 503-466-1312 Fax: 466-2814
6wks – 12yrs
Hours of Operation 6:30am – 6:30pm

Clackamas Community College
19600 South Molalla Ave., Oregon City, OR 97045
Phone: 503-657-9795 Fax: 503-657-9736
6wks – 12yrs
Hours of Operation 6:00am – 6:00pm

Gladstone Child Development Center
17395 Webster Rd., Gladstone, OR 97207
Phone: 503-657-3990 Fax: 503-657-1212
6wks – 12yrs
Hours of Operation 6:00am – 6:00pm

Market St. Child Development Center
1133 SW Market Street, Portland, OR 97201
Phone: 503-657-9795
6wks – 12yrs
Hours of Operation 6:30am – 6:00pm

Monroe Street Child Development Center
2992 SE Monroe Street, Milwaukie, OR 97222
Phone: 503.654.5437
6wks – 12yrs
Hours of Operation 6:30am – 6:30pm

YMCA at Newberg
600 Sitka Ave., Newberg, OR 97132
Phone: 503-537-2621 Fax: 503-538-4797
6wks – 12yrs
Hours of Operation 6:00am – 6:00pm

ODS Towers
601 SW 2nd Ave., Portland, OR 97024
Phone: 503-225-9622 Fax: 503-225-9055
6wks – 5yrs
Hours of Operation 7:00am – 6:00pm

Orchards Child Development Center
10401 NE Fourth Plain Blvd., Vancouver, WA 98662
Phone: 360-213-0051
6wks – 12yrs
Hours of Operation 6:30am – 6:30pm

Providence St. Vincent (The Playground)
9427 SW Barnes Road, Portland, OR 97225
Phone: 503-216-8081 Fax: 503-216-8065
6wks – 5yrs
Hours of Operation 6:00am – 6:00pm

SE YMCA Child Development & Arts Education Center
6036 SE Foster Rd, Portland, OR 97206
Phone: 503-771-0261 Fax: 503-774-3338
6wks – 12yrs
Hours of Operation 6:30am – 6:00pm

Sherwood YMCA Child Development
22280 SW Washington St, Portland, OR 97140
Phone: 503-925-9602 Fax:
6wks – 12yrs
Hours of Operation 6:30am – 6:00pm

St. Anthony's
3740 SE 79th Ave. Portland, OR 97206
Phone: 503-771-7579 Fax: 503-771-7649
6wks – 5yrs
Hours of Operation 6:30am – 6:00pm

YMCA at Springfield Meadows
4317 NE 66th Ave., Vancouver, WA 98661
Phone: 360-695-5770 Fax: 360-695-5797
6wks – 12yrs
Hours of Operation 6:30am – 6:30pm

YMCA at Wilsonville
8406 SW Main St., Suite 100
Wilsonville, OR 97070
Phone: 503-682-1770 Fax: 503-582-0414
6wks – 5yrs
Hours of Operation 6:30am – 6:30pm

Y's Choice
511 SE 60th, Portland, OR 97215
Phone: 503-231-7277 Fax: 232-9973
6wks – 12yrs
Hours of Operation 6:30am – 6:00pm

40 DEVELOPMENTAL ASSETS

Based on Search Institute's study of youth across the nation, it has been proven that the more assets young people experience, the less likely they are to engage in a wide range of risky behaviors and more likely to engage in positive, constructive behaviors. Numerous studies have shown that one key factor in a young person's resiliency is a supportive, mentoring relationship with a non-related adult, which can be a staff person from a youth development program.

The YMCA recognizes its role, along with parents and the rest of the community, in helping children to develop these assets. In our school age programs, we actually measure the impact our programs are having on a child's ability to develop these assets.

The more assets a child reports having, the more likely they are to also report patterns of thriving behavior. The assets are broken down into 8 categories, into different age groups, with "sections" under each category. The 40 Developmental Assets are identified as the following:

Asset	Birth-35 months	Ages 3 to 5	Ages 6 to 11
SUPPORT	1. Family life provides love and support.	1. Family life provides love and support.	1. Family life provides love and support.
	2. Family communication is positive.	2. Family communication is positive.	2. Family communication is positive and open.
	3. Parent(s) has support from other adults.	3. Child receives support from other adults.	3. Child receives support from other adults.
	4. Child experiences caring neighbors.	4. Child experiences caring neighbors.	4. Child experiences caring neighbors.
	5. Child in caring environments outside the home.	5. Child in caring environments outside the home.	5. School provides a caring climate.
	6. Parent(s) helps child succeed when child is away from home.	6. Parent(s) helps child succeed when child is away from home.	6. Parent(s) is involved in child's schooling.
EMPOWERMENT	7. Child is at the center of family life.	7. Parent(s) and other adults appreciate children.	7. Community values children.
	8. Child has a role in family life.	8. Child is taken into account in family decisions.	8. Children have useful roles.
	9. Parent(s) serves other.	9. The family serves others.	9. Child and family serve others.
	10. Home and other settings are safe.	10. Home and other settings are safe.	10. Home, school, and neighborhood are safe.
BOUNDARIES & EXPECTATIONS	11. Family sets appropriate boundaries.	11. Family has rules and consequences.	11. Family sets clear rules and consequences.
	12. Out-of-home settings have clear boundaries.	12. Out-of-home settings provide clear rules and consequences.	12. School sets clear rules and consequences.
	13. Neighbors pay attention to child.	13. Neighbors monitor the child's behavior.	13. Neighbors monitor the child's behavior.
	14. Adults model responsible behavior.	14. Adults model responsible behavior.	14. Adults model responsible behavior.
	15. Child sees other children interact positively.	15.Interactions with other children are encouraged and supervised.	15. Child's friends model responsible behavior.
	16. Parent(s) has realistic expectations.	16. Adults have realistic expectations.	16. Parents and teachers have realistically high expectations.
CONSTRUCTIVE USE OF TIME	17. Child is exposed to creative activities.	17. Child participates in creative activities.	17. Child participates in creative activities.
	18. Child is exposed to out-of-home activities.	18. Child interacts with children outside the family.	18. Child participates in school or community programs.
	19. Family participates in religious community.	19. Family participates in religious community.	19. Family participates in religious community.
	20. Time at home is positive and supervised.	20. Time at home involves predictable, enjoyable routines.	20. Child spends most evenings and weekends at home.

Asset	Birth-35 months	Ages 3 to 5	Ages 6 to 11
COMMITMENT TO LEARNING	21. Family members are motivated to do well.	21. Parent(s) and other adults model an expectation that others will do things well.	21. Child is motivated to do well in school.
	22. Family models engagement in learning and work.	22. Parent(s) models engagement in learning and work.	22. Child is attentive and engaged in learning.
	23. Child has access to stimulating activities.	23. Child has access to stimulating activities.	23. Child does homework when assigned.
	24. Parent(s) enjoys learning.	24. Parent(s) and other adults enjoy learning.	24. Child cares about her or his school.
	25. Child is read to daily.	25. Child is read to daily.	25. Child reads alone and with adults.
POSITIVE VALUES	26. Parent(s) values and models caring.	26. Parent(s) values and encourages expressions of caring.	26. Child cares about others.
	27. Parent(s) values and models equality and social justice.	27. Parent(s) values and models equality and social justice.	27. Child begins valuing equality and social justice.
	28. Parent(s) values and models integrity.	28. Parent(s) values and models integrity.	28. Child begins to act with integrity.
	29. Parent(s) values and models honesty.	29. Child learns the difference between truth and lying.	29. Child values honesty.
	30. Parent(s) values and models responsibility.	30. Child learns that her or his actions affect others.	30. Child accepts appropriate responsibility.
	31. Parent(s) values and models a healthy lifestyle.	31. Parent(s) values and models a healthy lifestyle.	31. Child begins to value good health habits.
SOCIAL COMPETENCIES	32. Parent(s) practices good planning and decision-making.	32. Child makes simple choices and decisions.	32. Child develops simple planning and decision-making skills.
	33. Parent(s) interacts with others in positive ways.	33. Child interacts well with other children and adults.	33. Child interacts well with other children and adults.
	34. Parent(s) is comfortable with diverse people.	34. Child is exposed to different cultures.	34. Child is comfortable with people from different cultures.
	35. Parent(s) models resistance skills.	35. Child is taught to avoid dangerous situations.	35. Child learns how to resist negative pressure from others.
	36. Parent(s) models peaceful conflict resolution.	36. Child is taught how to deal nonviolently with challenges and frustrations.	36. Child attempts to solve conflicts nonviolently.
POSITIVE IDENTITY	37. Parent(s) has personal power and models coping skills.	37. Parent(s) has personal power and models coping skills.	37. Child feels he or she has some control over things that happen.
	38. Parent(s) creates an environment that nurtures self-esteem.	38. Parent(s) models high self-esteem.	38. Child has high self-esteem.
	39. Parent(s) has a sense of purpose.	39. Parent(s) has a sense of purpose and models these beliefs.	39. Child has sense of purpose.
	40. Parent(s) has a positive view of the future.	40. Parent(s) has a positive view of the future.	40. Child is optimistic about her or his own future.

In our every day activities, we strive to make a difference by building on these essential assets. As an adult, a parent, a guardian, or community member we all play a role in helping our kids develop into successful young adults. We can make a difference by taking action on a daily basis to build assets in kids. To find more information about the 40 Developmental Assets, go to their website at www.seach-institute.org

GENERAL POLICY INFORMATION

All of these policies have been carefully written to ensure that each child is safe, healthy and happy in YMCA programs. We are proud of our high standard of care, our enriching programs, our dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions in regard to our policies, please contact the Center/Region Program Office or Child Care Accounting Dept. While we have tried to list our most important policies and procedures, please note that the YMCA reserves the right to make decisions not covered in this handbook as deemed necessary for the safety and welfare of all children and the program.

Failure to follow these procedures may be grounds for dismissal from any of our YMCA programs.

DAY AND HOURS

DAYS AND TIMES:
Programs operate Monday through Friday, but hours vary by location. Contact the Center/Region Program Office for the exact times.

HOLIDAYS:
Please refer to Child Development Center or School Age/Summer Day Camp sections.

EMERGENCY CLOSURES (SNOW, ICE, ETC):
Please refer to Child Development or School Age sections.

STAFFING

Each program is staffed by a supervisor/director whose responsibility is the operation of that particular program, including but not limited to the supervision of children and staff, program planning and implementation, communication and parent relations. The director is supported by additional staff based on the needs and size of that program. Personnel are trained in CPR/First Aid and receive a minimum of 15 hours of on-going training. Some examples of the trainings staff receive are: Child Abuse Prevention, Safety procedures, Curriculum Development, and Child Development Behaviors.

Staff are not only trained and expected to carry out the policies and procedures of the YMCA in order to keep children safe and have fun, but also to concentrate on the individual child. The YMCA understands the role every adult plays in the life of a child and expects all staff to serve as a role model for the children and families.

Reference checks are done prior to hire, and all staff must be listed on the State of Oregon Criminal History Registry. In addition, the YMCA conducts a separate criminal records check. Drug testing and fingerprinting are required for some employees as mandated by state regulations or YMCA policies for certain positions.

The YMCA has a zero tolerance stance on drug and alcohol use. The YMCA conducts both random and reasonable cause drug testing.

To assure that YMCA and state licensing standards, policies, program quality, and staff performance are being maintained, administrative staff make unannounced visits to each site.

In accordance with state requirements, our school age programs are operated at a ratio of 1 staff per 15 children. Child Development centers vary by center and age range with their staff to child ratios, also in accordance with state regulations. Please contact each center directly for more information on their ratios.

PROGRAM LICENSING

All YMCA Child Care Programs are licensed by the State of Oregon/Washington, as is applicable. Copies of reports from the Fire Marshall, County Sanitation, and the Oregon/Washington State Child Care Division are available for

your review. Should you feel the YMCA is in violation of state requirements, you may contact the Oregon State Child Care Division at (503) 731-3386, and Washington Office of Child Care Policy at (360) 993-7946.

CHILD ABUSE PREVENTION

The safety and well being of every child in our program is always our first concern. As licensed child care providers, by law, all of our YMCA child care staff must report any suspicion or knowledge of child abuse to the state.
It is always a difficult situation for staff and families, but we have to remember that our children and their safety must be our top priority and that we must also follow the guidelines set by the state. When there is suspicion of abuse, or when staff observes actions that are in their judgment abusive, the YMCA must and will follow the procedures outlined by state authorities.

The YMCA is committed to protecting the children in our program and the following are examples of our practices and procedures to prevent child abuse:

- We complete criminal background checks as required by the state.
- Staff are trained on recognizing child abuse and reporting procedures.
- Each program location is supervised and monitored through a variety of manners (site visits, parent evaluations, etc.)
- Parent involvement is encouraged to work with every family's individual situation
- Policies and practices of the YMCA do not permit staff to discipline a child in a way that may physically or emotionally harm the child.
- Staff are not allowed to babysit for families in our programs nor are they allowed personal relationships with these families.
- Staff are not allowed to transport a child in their personal vehicle.
- Supervisors have regular visits, both scheduled and unannounced, to our program sites.
- All staff sign a code of conduct for appropriate behavior as a YMCA staff member.

ARRIVAL & DEPARTURE

All children must be accompanied to the program area and signed in by an adult.
(To sign in, we ask that you put the time of arrival and your initial in the day of attendance, next to your child's name)
Each child **must be signed in and out daily** by a parent or authorized adult. The adult must stay with the child until received by YMCA staff.
When children arrive to the YMCA program directly from school, YMCA staff will sign the child into the program. Upon pick-up, authorized parent/guardian must sign (same process as signing your child in) your child out of the program.
Should a child be scheduled to attend the YMCA After School program, directly from school, but does not show, the YMCA staff will take the following steps:

- Upon arrival at site, all staff check their voicemail for any messages left regarding absenteeism. If your child is to be absent from our program, please leave a message with your site staff at the YMCA. (You must leave a message with both the school and YMCA as messages left with one are not necessarily transferred to the other).
- All children are signed in by site staff as they report to the YMCA from their class.
- If a child does not come to the program, but is scheduled to do so, site staff will contact the parents/guardian as outlined in the child's authorization form. All numbers will be utilized (work home, cell, etc.)
- Should we be unable to reach a parent/guardian, we will then attempt to contact the emergency contacts as listed on the child's authorization form.
- When possible, site staff will also contact the child's school for information regarding the child's attendance. However, the YMCA will continue to try and make contact with the parent/guardian.
- When deemed necessary, the YMCA will contact local authorities for assistance in locating a child.

Please be sure to provide accurate contact information, updating it on a regular basis, which allows staff to contact you quickly.
The pick-up system is designed to protect your child. It is the parent's responsibility to provide the staff with a list of those authorized to pick up your child(ren).

Children will be released only to persons authorized on the Information Form and picture ID is required.
No child will be released to an unknown adult without the individual showing proper identification and he/she must be listed on the Information Form.

It is important to <u>be prepared to show ID on a daily basis</u>.

Should a person arrive to pick up a child who appears to be under the influence of alcohol or drugs, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

Oregon State law allows either custodial parent or guardian to pick up child unless a restraining order is on file at the center/site.

INJURY

In the event of an accidental injury to your child(ren) when participating in YMCA activities, the staff will take whatever steps necessary to obtain medical care.

Minor injuries will be treated as needed, including washing, applying Band-Aids or ice packs. Parents will be notified upon pick-up and may be asked to sign a "Band-Aid log" or their child's daily report.

In the event of a major injury/emergency, the site supervisor will assess the situation and make the appropriate contact to obtain appropriate medical attention. This may include calling an ambulance to transport the child to the hospital. When possible, staff will make contact with the parent allowing a parent to decide what the next step may be. However, per your authorized health form, in the event of an emergency, staff may first contact 911 or other appropriate persons (such as your child's dentist) depending upon the situation. Staff will be in contact with their Program/Center Director during the event. Once the situation is under control, the supervisor or other YMCA staff member will contact the parent and following state licensing regulations, may contact the local certifier at the state Child Care Division. If a child is taken to the hospital, a YMCA staff person will accompany the child until the parent or emergency contact arrives. All medical expenses, including transportation, are the responsibility of the parent/guardian.

If a child is injured and clothing is contaminated by a blood spill, they will need to be picked up from the program or brought a change of clothing in order to eliminate possible exposure to bloodborne pathogens for all participants.

ILLNESS/MEDICATION

<u>ILLNESS:</u>

If your child is ill, DO NOT SEND him/her to child care.

If your child is sent home with a fever, diarrhea or other contagious illness, they may not return until they are free of such illness or no longer contagious. A written release from a health officer may be required before your child can attend the program if symptoms/signs of an illness are still present.

Please notify the Center/Region Program Office, if your child is ill and will not attend the program.

If your child becomes ill while attending the program, a parent will be contacted and asked to pick up their child <u>immediately</u>. You will be asked to pick up your child if any of the following are true (but not limited to):

- -child has 2 loose stools
- -child has green discharge from nose or eyes
- -child vomits
- -child has a temperature of 100.5 degrees or above
- -child has chicken pox, scabies or any other contagious disease
- -child has head lice, child must be nit-free to return to the center

The child will be isolated, within sight and hearing distance of an adult, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person listed on the child's enrollment form.

The YMCA is not licensed to provide care for sick children. Parents or emergency contacts are requested to pick up the ill child within 1 hour of being contacted.

<u>MEDICATION:</u>

A Medication Authorization Form must be completed and signed by the parent or guardian in order for any medication to be administered. See the form for details.

Medication which needs to be administered must be brought directly to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. In addition, a Medication Authorization Form must be completed by the parent that includes the time for and/or directions for administration. Over the counter medications, this includes sunscreen, must also be in the original container and labeled with the child's name, dosage, time and/or directions for distribution and accompany a Medication Authorization Form.

In situations where administration of medication requires specific training, please contact your Program Director to determine if a specific plan can be developed that will ensure the safety of your child.

Children are not allowed to self-administer medication; all medicine must be given to the site staff.

Credit will not be issued for absence.

COMMUNICABLE DISEASE

If a child has been sent home with a communicable disease, the child will not be readmitted until it is determined that the child is no longer contagious. A doctor's release form may be requested before the child can be readmitted.

When a child is known to have a communicable disease, parents of the children who have been in contact with the ill child will be notified according to recommendations and/or regulations set by the County Health and Sanitation Department. In the case of food poisoning the Health Department will be contacted.

EMERGENCY PROCEDURES

The YMCA has certified First Aid/CPR staff on site at all times and all YMCA staff are trained in procedures for an emergency. Each emergency is different and varies by situation, however standard YMCA procedures are set. Staff are trained in these procedures and for those that are applicable, practiced at site. Examples of safety procedures are listed but please note, this is not a complete list of our procedures. For more information, please contact your Center or School Age Program Office.

Emergency drills: including fire, earthquake, lock downs.

Field Trip: Procedures and standards for head counts, roll call, and behavior.

Emergency Equipment: Standard list of what is needed is for all sites and vehicles.

Transportation: Including arrival and departure procedures, driving standards, and accident procedures.

Information: Staff have immediate access at all times to child's forms including health information, adults authorized to pick up each child, and signed release for medical treatment.

Health and Safety: Each staff is certified in CPR/First Aid, procedures for injuries and illness.

Attendance: Staff are trained on roll call procedures, head counts, and plans for both field trips and on-site to guarantee that the location of each child is known at all times.

Programming: Staff are trained in the activities and structure of our programs, as well as what is appropriate for working with children of varying age levels.

Each facility has an emergency/disaster plan based on their particular lay-out. Please speak to your site staff or center director about the procedures for your program.

INCLUSION POLICY

The YMCA does not discriminate against any child on the basis of race, religion, color, national origin, sex, age, disability, marital status of the parent, or because of a need for special care.

Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

The YMCA complies with the Americans with Disabilities Act and applicable Federal, State or local law in providing services to children with special needs of disabilities. Each child brings his or her own uniqueness of the program. We will consider the application of any child.

Children with special needs will be considered for admission to the program on a case by case basis. If your child will require special services or additional accommodations are requested, please contact a YMCA staff supervisor so that we may set up a plan to best serve your child's needs.

The YMCA staff member will meet with parents/guardians before enrollment to assess the child's individual care needs, Upon enrollment, a written care plan will be developed between the parent and the program (and possibly with outside specialists), on specifics relating to the care of the child. Staff and parents will continue to meet regularly to monitor the child's progress.

It is sometimes necessary to redirect children with special needs, especially if we do not have the facilities or staff to help that child. Children who pose an actual direct risk of harm to others or who cannot be accommodated safely will not be admitted/continue in the program.

FIELD TRIPS

Programming may include field trips or walking field trips through the neighborhood. Parents will be informed in writing at least one week prior to scheduled trips. Information of approximate departure and return times, along with the destination, will be included with the trip permission form. The written authorization must be completed and returned prior to departure. The YMCA reserves the right to alter the destination or cancel trips due to inclement weather, safety reasons, or other unforeseen factors. Please see the Summer Day Camp section for field trip information that is relevant to that program.

TRANSPORTATION

The YMCA Vehicle & Transportation Policy requires drivers to maintain a current state license, meet the YMCA insurability standards, successfully complete a road test (for 15 passenger vehicles) , pass a drug test, and participate in vehicle orientation prior to operation of any vehicle. Additional trip checks are mandated for all vehicles.

When and where accessible, public transportation such as Max and Tri-Met are utilized and encouraged as part of community involvement.

When transportation is provided between the program and your child's school or other destination, parents must put in writing their acknowledgement of the time of day their child is picked up and/or delivered by the program. Please see your center director or Membership Services Representative for specific information. Please see Summer Day Camp for specific transportation information about that program.

PARENT COMMUNICATIONS

Communication between parents, staff, and children is vital to creating a quality program. Parents are encouraged to talk with their child care provider on a regular basis. Each center or program will have their own process for communicating with parents and distributing information, based on their particular situation. Examples of communication include:

- Parent Newsletters
- E-Mail lists
- Daily activity charts
- Parent conferences

Quality Surveys: Each year (or program cycle) the YMCA will distribute a parent evaluation. We ask you to please take the time to complete this evaluation. Again, it is your input that helps us to create a program to better meet your needs. But please, if you should have any concerns or questions, don't hesitate to contact your YMCA staff at any time during the year.

PROGRAM QUESTIONS AND CONCERNS

The YMCA encourages constant communication between parents, staff, and children to assure everyone's needs are being met. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.
Should you ever have a problem, concern, or question about your program, staff, or YMCA practices, we encourage you take the following steps:

1. Please talk directly to your child's teacher, especially if your concern be about the activities in that classroom/program.
2. Should they not be able to meet your needs or you need further assistance, please contact your Center/Region Director, at the number listed in this handbook. If you should still have concerns and questions that are not resolved, you may call the YMCA Child Care Office at 503-946-5437 for assistance.

While we have universal standards, procedures, and policies for our programs, each of our programs also operate independently and uniquely to meet the needs of their communities and families. We encourage you to always make first contact with the staff at your center or program as they can best accommodate your needs. However, should you continue to have questions or concerns, you are more than welcome to contact the director and then child care office.

The YMCA has an open door policy allowing parents/guardians to visit at any time.

NUTRITION

As a participant in the United States Department of Agriculture (USDA) Food Program, the YMCA will make meals available to enrolled children without regard to race, color, national origin, sex, age, or disability. Appropriate snacks/meals are provided at centers/sites following USDA guidelines. Menus are posted on the program information board for your convenience.

Parents are responsible for alerting the center staff about any dietary allergies or dietary restrictions their children may have. If your child has special dietary needs that require substitutions to the normal Center menu, you are requested to submit a completed Medical Statement for Food Substitutions signed by one of the following: Licensed physicians (MD), Physician's Assistants (PA), Registered Dietitians (RD), Nurse Practitioners (NP), Registered Nurses (RN), Naturopathic Physician (NP), Doctor of Osteopathy (DO) or Naturopathic Doctor of Osteopathy (NDO). Please ask the center staff for this form.

If families have specific dietary requests related to culture values or practices, the YMCA will make reasonable efforts to accommodate individual family requests. Reasonable request is when the requested food is readily available and does not exceed the normal cost of a Center provided meal.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

ENROLLMENT & REGISTRATION
FOR SCHOOL AGE & CHILD DEVELOPMENT CENTERS
Please see summer day camp for specific enrollment information

Initial registration with applicable fees (registration fee & 1st months payment) need to be completed at the Child Development Center or School Age Program Office (locations listed at the front of this book). Registrations are not accepted at school based sites.

PARENTS PLEASE NOTE:

Depending upon your particular registration process, enrollment forms may be enclosed in this parent handbook. These forms must be returned to the Center/School Age Program Office prior to your child's first day of attendance. Children will not be allowed to stay at program locations without all of the emergency information completed. In addition, all registrations must be approved by the Center/School Age Program Office prior to attendance.

REGISTRATION FEE & EARLY REGISTRATION

A 48-hour notice for registration is required before your child's 1st day of attendance. When possible you may be able to register with less notification, however an additional "Rush" fee of $30 may be charged in order to process the registration that quickly. This time is needed in order for the YMCA School Age Program Office to get proper notification and paperwork to the site location, for the safety of your child. In addition, staff changes may need to be made a center or program in order to accommodate your registration. A non-refundable registration fee is required for all participants. Please refer to the Center/School Age Program Office for more information.

SCHOOL AGE:

Registration for the School Age Care programs (Before & After School) begins in the spring. In order to guarantee placement in the fall, early registration is encouraged as space is limited. With the payment of the registration fee and completion of the enrollment forms, a spot will be held for your child in the fall. The fee for the first month of care is then due by August 15th. After August 15th, registrations must include the registration fee, payment for the first month of care, and completion of all enrollment forms.

LEVEL 1 (Year Round) participants must re-register in order to continue service into September. Otherwise, without registration, service will be cancelled at the end of the summer program. Year round participants who re-register will continue on their monthly payment cycle, with any changes in rate to correspond with attendance schedule starting the new school year.

ENROLLMENT FORMS

The forms listed below must be completed in full prior to your child(ren)s attendance. Updating all information on the form is the responsibility of the parent. Please notify the Center/School Age Program Office of changes after registration.

ENROLLMENT FORMS:

1. Parent Confirmation and Agreement
2. Health Form
3. Payment Policy & Agreement
4. USDA Form (where applicable)
5. Immunization Records (for Child Development Centers and state of Washington school age programs only)
6. Handbook & Center specific policies may be available

The following forms are optional depending upon each situation and is available through the Center/School Age Program Office:

1. Medication Release Form (if applicable)
2. Child Care Third Party Billing Agreement (if applicable)
3. Data Change Form (if applicable)
4. Financial Assistance Form
5. Bank/CC Draft Form

CHILD CARE ACCOUNTING/BILLING INFORMATION

Please see Summer Day Camp information for day camp billing

All YMCA Child Care Billing is handled through our Child Care Accounting Dept. Please contact them at 503-382-4397 or at the address listed under "Office Locations".

MONTHLY FEES

Fees are based on monthly usage. Please see specific enrollment option for details on monthly payments. Refunds and/or credits will not be granted for partial months of attendance or absenteeism. Please speak to your Center/School Age Program Office for specific rate information.

PAYMENT BOOKLETS

All monthly payments are handled through the YMCA Child Care Accounting Dept. **T*he YMCA does not issue monthly bills***. A payment coupon book for the year is issued upon new enrollment. A payment coupon must accompany each payment in order to assure proper credit to your account.

PAYMENTS & LATE FEE

Full payment must be made in the Child Care Accounting Dept. by the 1st business day of the month for which service is being provided. i.e., September 1st for the month of September. Failure to comply will result in discontinuance of child care services.

A late fee of $35 will be assessed on the 7th of each month if payment is not received in the Child Care Accounting Dept. Returned drafts and/or checks will be assessed a $25 return item charge, plus late fee if applicable.

Payment cannot be made at any site or center locations. All payments may be mailed or hand delivered to:

YMCA Association Services
Child Care Accounting Dept.
9500 SW Barbur Blvd., suite 200
Portland, OR 97219-5426
503-382-4397
Monday – Friday 8:00am – 4:30pm

ADULT AND FAMILY SERVICES (AFS) AND 3RD PARTY BILLINGS

AFS and 3rd party billing questions should be referred to the Child Care Accounting Dept. at Association Services at 503-382-4398. Parents are responsible for notifying their caseworker that the YMCA will be their child care provider. The caseworker needs to confirm eligibility by contacting the YMCA directly at 503-382-4398. Third party eligibility and billing arrangements need to be confirmed prior to child care services being provided. Please allow two weeks for this process. Parent co-payment and/or additional payment after third party assistance, is due on the 1st of each month.

FINANCIAL ASSISTANCE

The YMCA, with funds contributed by members of our community, provides financial assistance to low- income family households that qualify. Financial assistance is available through a confidential application process. The YMCA awards assistance anywhere from 10%-45% of the program fee. Please allow two weeks for processing of an application. Under no circumstances will any scholarship monies be awarded prior to the completion of the scholarship application. For more information or to apply, contact the child care accounting department at 503-382-4390.

CHANGES/WITHDRAWAL

In order to assure accurate processing, 14 days written notice is required for changes such as: payment option, schedule (days of attendance), care package option, or any others resulting in a fee change, including withdrawing from the program. All requests for changes must be made in writing or on the Data Change Form and submitted to each Center/Region Program Office for proper processing. **Please note: It is your responsibility to inform the Center/School Age Program Office of any changes, and not that of the child care classroom/site staff.**

Additional Days: Additional days of care may be available depending upon program space. Contact each Center/School Age Program Office for specific information, including payment and availability.

Reminder: A 14 day written notice is required for withdrawal and changes as previously noted.

LATE PICK UP FEES

Please refer to Child Development Center or School Age/Summer Day Camp sections.

FAMILY BENEFITS

YMCA HEALTH & FITNESS FACILITY FEE REDUCTION FOR CHILD CARE PARTICIPANTS

Looking for something to do with your family? Want to workout on a regular basis?

Join a local YMCA facility at a reduced rate! Swimming, cardio, weights, family programming and more are offered at our various facilities. And the best part is that you get a huge discount on your monthly rate.

The YMCA offers a reduced rate for a health and fitness membership for those enrolled in any licensed YMCA child care program. Please check with your nearest Heath and Wellness facility for discounts. In addition, the membership joining fee will be waived.

Any YMCA of Columbia-Willamette facility and membership option can be chosen.

YMCA HEALTH AND FITNESS FACILITY LOCATIONS

Sherwood Family YMCA: 23000 SW Pacific Hwy, Sherwood 503- 625-9622

Clark County Family YMCA: 11324 NE 51st Circle, Vancouver 360-885-9622

Beaverton Hoop YMCA: 9685 SW Harvest Court, Beaverton 503-644-2191

YMCA RESIDENT CAMP (CAMP COLLINS)

Our YMCA residential camp is located off of the Sandy River in Gresham. At this beautiful location, resident campers enjoy the horses, sports fields, swimming pool, crafts lodge, and campfire circle. Exciting programs are also offered for youth in middle and high school. For more information, contact the Camp Collins staff at 663-5813. Child care participants can be eligible for 50% off of one week of resident camp at Camp Collins (certain restrictions may apply). YMCA Camp Collins, 3001 SE Oxbow Parkway, Gresham.

OTHER YMCA PROGRAMS

The YMCA is working hard in your area to build strong kids, strong families, and strong communities. The following are some of the other programs offered by the YMCA. For specific information, please contact the YMCA nearest you.

SUMMER DAY CAMP, WINTER & SPRING BREAK PROGRAMS

When school is out, come join the fun at one of our many locations. A variety of activities are included in the Spring/Winter break and Summer Day Camp programs. Activities such as arts 'n crafts, sports, games, and field trips are offered. These programs are designed to fit the various needs of families by offering daily and weekly options during spring/winter break, with weekly options available during Summer Day Camp.
Space is limited in these programs, so watch for flyers announcing registration at your child(ren's) site. ***Year round participants must complete a registration form for each program, but your care is included in your Level 1 (Year Round) enrollment package.***

YMCA YOUTH SPORTS AND COMMUNITY DEVELOPMENT

The YMCA operates programs that are unique to each area, matching programs with the needs of the community. Some of these programs include Youth Sports, Family Resource Centers, Middle School Drop-In Recreation, and teen programs. Call your local YMCA and discover the programs currently offered in your area:

Clark County Family YMCA: 11324 NE 51st Circle, Vancouver	360-885-9622
Eastside Youth Sports: 223 Buxton Ave., Troutdale	503-492-9890
Westside Youth Sports: 9685 SW Harvest Court., Beaverton	503-644-2191

SE YMCA ARTS EDUCATION CENTER

As a recreational facility, the Southeast Family YMCA has served the neighborhood well since 1957. Today, however, while other recreational opportunities have increased in the area, cultural opportunities have declined. Youth, in particular, have suffered as budget restraints have forced local schools to slash funding for fine and performing arts instruction. To fill this cultural gap, the Southeast Family YMCA has converted its recreational facility into an arts education center.

Programs at the Arts Education Center are focused on: ceramic/pottery, painting/drawing and drama/theater for youth and adults. Experiences in digital photography will be added soon. Classes are taught by practicing art professionals through Young Audiences of Oregon, with tiered levels designed to encourage building skills and developing an appreciation for the arts. Open lab time and performance/exhibition opportunities are also offered.

Y Child Care families receive discounts on classes. Program fees are based on family income.

For a program schedule or more information call (503) 771-0261.

YMCA web page: www.ymcacw.org

Child Development Center Specific Information

Amberglen Child Development Center
2120 NW Amberbrook Dr., Beaverton, OR 97006

Beaverton Child Development Center
15650 NW Blueridge Dr., Beaverton, OR 97006

Clackamas Community College
19600 South Molalla Ave., Oregon City, OR 97045

Gladstone Child Development Center
17395 Webster Rd., Gladstone, OR 97207

Market St Child Development Center
1133 SW Market St, Portland, OR 97201

Monroe Street Child Development Center
2992 SE Monroe Street, Milwaukie, OR 97222

YMCA at Newberg
600 Sitka Ave., Newberg, OR 97132

ODS Towers
601 SW 2nd Ave., Portland, OR 97024

Orchards Child Development Center
10401 NE Fourth Plain Blvd., Vancouver, WA 98662

Pro*vidence St. Vincent (The Playground)*
9427 SW Barnes Road, Portland, OR 97225

SE YMCA Child Development & Arts Education Center
6036 SE Foster Rd., Portland, OR 97206

Sherwood YMCA Child Development Center
22280 SW Washington St., Sherwood, OR 97140

St. Anthony's Child Development Center
3740 SE 79th Ave. Portland, OR 97206

YMCA at Springfield Meadows
4317 NE 66th Ave., Vancouver, WA 98661

YMCA at Wilsonville
8406 SW Main St., Suite 100, Wilsonville, OR 97070

Y's Choice Child Development Center
511 SE 60th, Portland, OR 97215

****Find complete list of address and phone numbers on pg. 4 of handbook***

CLOSURES

HOLIDAYS:

Centers with the exception of Providence/St. Vincent's are closed for the following holidays (or observed day if actual Holiday falls on a weekend): Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Independence Day. Programs located in state, federal, and school buildings are closed in accordance with holidays recognized by the particular governmental agency or school. Centers close at 3pm on Christmas Eve and New Years Eve.

SNOW & ICE CLOSURES:

Every effort will be made to provide care during inclement weather, while maintaining the safety of staff and participants. At times, centers may have a delayed opening or close early. Please speak to your Center Director regarding specific closure information for your center. Due to the diversity of our geographic areas, the YMCA may operate differently at each center. For this reason, we encourage you to call your center each day during inclement weather as a recording will be placed with information regarding opening and closing. Should we close early, we of course, will not do so until each child in our program is safely picked up.

Credit is not given for days missed due to snow and ice closures.

ACTIVITIES

All program activities are designed according to YMCA Child Care Standards and State of Oregon Rules for the Certification of Child Care Centers. Age appropriate activities make up a balanced curriculum which meets the physical, social, emotional, and cognitive needs of the individual child. Children ages 6 wks – 5 yrs within our centers are engaged with their teachers in program framework called "Creative Curriculum".

The Creative Curriculum is an early childhood development approach that is rooted in educational philosophy and theory as well as in practice. The framework for this curriculum takes advantage of a child's natural curiosity to explore the world around them and is composed of the following four aspects of a child's development: Social/Emotional Development, Physical Development, Cognitive Development and Language Development.

GUIDANCE

All children will be treated equally and with dignity and respect. Social and emotional growth is an important part of our curriculum. This is achieved through positive and humane interaction with the children and modeling of appropriate behavior.

Limits are set in each classroom to ensure that each child is physically and emotionally safe. Every effort is made by staff to prevent children from going beyond the limits. Should infractions occur, the following steps will be taken: redirection, verbal counsel, parent and staff conference.

Should a child be deemed unsafe to himself or others, he/she may be asked to leave the program without notice.

At no time will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents. In addition, the YMCA strictly enforces all rules and regulations of each school and/or building where programs are conducted.

LATE PICK UP FEES

Late fees will be charged for each child picked up after the scheduled closing time. Fees are $1 per minute, per child.

Payment is due at the Center the evening of the late pick up or before your child/ren can return to the center. Child may not return for care until payment is made.

15 minutes after scheduled center closures all emergency numbers will be called by staff. If no one can be reached by 7:00pm, YMCA staff reserve the right to contact the police to escort your child/ren to Protective Services for child abandonment. Please note, that the staff will do everything in their power to make contact with parents, guardians, and those listed on the authorization form. Calling the police will be a very last resort. This must be our policy to protect both staff and children.

SCHOOL AGE & SUMMER DAY CAMP

SPECIFIC INFORMATION

Not applicable to
School Age/Summer Programs
Listed In Previous Section
(Those ran out of our Child Development Centers)

SCHOOL AGE PROGRAM LOCATIONS

To register for a School Age program, please contact our Member Service Representative at the School Age Program Office as listed at the front of this handbook.

Each school age program meets daily in a designated location within the local elementary school. Where space is not available, transportation is provided from schools to a YMCA site. For more information on the schools where transportation is provided, please call the School Age Program Office.

SITE LOCATIONS

East Region

***Portland Public School District Elementary Schools**:*

Alameda, Arleta, Beach, Faubion, Grout, Harvey Scott, Hollyrood, Humboldt, King, Laurelhurst, Lewis, Llewellyn, Richmond, Rigler, Tabor Heights (Glencoe), Vestal, Vernon, Woodlawn, Woodstock

Parkrose School District School:

Parkrose United Methodist, *Russel, *MLA, *Menlo Park

Private Elementary School:

Portland Lutheran, Trinity Lutheran, Arthur Academy-David Douglas, Arthur Academy-Portland

***Reynolds School District**:*

Wilkes, Troutdale

West Region

Beaverton School District Elementary School:

Fir Grove

Canby School District:

Carus, Eccles, Trost, Knight

***Hillsboro School District Elementary Schools**:*

Brookwood, Eastwood, Farmington View, Lenox, McKinney, *Minter Bridge, *Mooberry, *Peter Boscow, West Union

Sherwood School District:

*Hopkins, *Archer Glenn, *Middleton

Tigard/Tualatin School District Elementary Schools:

Alberta Rider, Deer Creek, Metzger

***West Linn/Wilsonville School District Elementary Schools**:*

Boeckman Creek, Bolton, Boones Ferry, Cedar Oak Park, Stafford, Sunset, Willamette

SW Portland Schools:

Smith

**Transportation from schools may be available depending on need and current route, please call program office for information and schools served.*

Please note: Additional programs may be added or programs combined after this printing. Please call the School Age Program Office for the current list of program locations and availability.

CLOSURES

HOLIDAYS - During the School Year:

Each program follows the school district calendar beginning the first day of student attendance and ending the last day of student attendance. At times, districts designate in-service days prior to the first day of school or after the last day of school. The YMCA will do its best to offer in-service care, but it is not guaranteed. Please contact your Member Services Representative in the School Age Program Office for clarification on these days in your child's school. The school age program runs only the duration of the school year, from the first day to the last day of attendance.

All programs are closed for the following Holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Independence Day. ***The YMCA is also closed on Veterans' Day, Presidents' Day, Friday before Labor Day and the Friday following Thanksgiving.**

*Alternate programs may be available for an additional fee for Veterans' Day, Presidents' Day, and the Friday following Thanksgiving based on need and the availability of space. Your program site will have information regarding these days throughout the school year. Care may also be available at one of our YMCA Child Development Centers, please contact the School Age Program Office for more information on these options. C*are on these days has* **not** been *figured into any of the rate structures (basic, school year, or year round), as service cannot be guaranteed. Therefore, participation requires an additional fee from all participants.*

EMERGENCY SCHOOL CLOSURES (SNOW, ICE, ETC):

The YMCA operates according to the school districts in regard to closures due to inclement weather.

All Day Closure: If school is closed for the day due to inclement weather, the YMCA program is also closed. Please look for your child(ren)'s school or school district on the local news for closure announcements.

Early Closure*:* If school closes early due to inclement weather, the YMCA program is cancelled for remainder of the day.

Late Opening*:* If school starts late due to inclement weather, the YMCA before school program is closed. Where applicable, the AM Extended Kindergarten Program starts when school starts. The after school program will then operate as normal.

Refunds and/or credit will not be issued for days closed due to inclement weather or emergencies.

Please contact the Region Program Office for information about alternate locations that may be available through the YMCA during inclement weather.

IN-SERVICE/EARLY DISMISSALS

The YMCA offers care on teacher in-service, early dismissal and late starts as outlined in our "Package Options." Please note, that due to staff scheduling, in order to offer a variety of activities, and availability of space, some of our programs may be combined on these days. For all day programs, or dismissals in which the school is not offering lunch, you will need to bring a sack lunch for your child.

Parents are asked to sign up for these days of care in advance, so that we know the number of children in attendance in order to staff according to state ratios. Participants in the Year Round and School Year Program have these days covered in their monthly rates, but still need to sign up when attending. Those families in the basic package may add these days for an extra fee on a space available basis only, with prior approval from the Region Program Office.

BEFORE & AFTER SCHOOL ACTIVITIES

One of the primary objectives of program planning in school age care is to support the natural play that children initiate and engage in spontaneously. This involves two key components: a rich environment filled with variety of materials and the freedom of children to make their own choices.

The YMCA provides activities through diverse categories such as:

Science & Discovery	Character Development & Service Learning
Arts and Humanities	Health, Wellness, and Fitness
Homework Support	Team Building
Games	

Each program area or Interest Center allows children the opportunity to develop individually through structured play. Additional structured activities are planned to promote teamwork and the values of love, respect, honesty, responsibility and service. Our programs are designed to balance a child's day after being in school, with opportunities to learn from socialization, exploration, choice, and creative play. The program varies at each site as reflected in the needs of the children and their families.

All program areas are designed according to our YMCA Child Care Beliefs and State of Oregon/Washington Rules for the Certification of Child Care Centers.

AFTER SCHOOL ACTIVIITIES/RELEASE FROM YMCA PROGRAMS

Children who will be staying after school for tutoring, special classes, teacher assistance or any other school activity must sign in upon entering the YMCA After School program. Parents must authorize (and complete an authorization form) for their children to participate in these activities. In addition, should children be asked to be released from a YMCA program to join another activity, an authorization form also needs to be completed by the parent prior to the start of the activity.

TOYS AT SITE

We will have plenty of activities for your child to do! The YMCA asks that children leave their toys and other personal objects at home. Often times, items brought from home may become damaged, broken, or cause a disruption in the program. Toy guns or weapons of any type are not allowed in the program. If a personal item is brought to site, the child assumes all responsibility for that item and the YMCA is not able to replace the item.

BEHAVIOR EXPECTATIONS/MANAGEMENT PROCEDURES

It is the goal of our YMCA to provide a healthy, safe, and secure environment for all participants. The YMCA teaches the core values of love, respect, honesty, responsibility, and service. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting. Please review the following expectations with your child prior to their first day of attendance.

Behavior Guidelines:

Love: We will love ourselves and those around us.
Respect: We respect each other and the environment.
Honesty: Honesty will be the basis for all relationships and interactions.
Responsibility: We are responsible for our own actions.
Service: We are committed to serving those who may need an extra hand.

Methods of discipline are corrective steps designed to retain the child's feelings of self worth, while realizing that inappropriate behavior needs to be corrected. Discipline shall not damage the child's self-image or embarrass the child. Some of the techniques used at the YMCA are as follows:

Guiding children by setting clear, consistent, fair limits, while teaching them how to set limits for themselves.
Redirecting children to more acceptable behavior or activity.
Guide children to resolve conflicts and modeling skills that help children to solve their own problems.
Natural consequences and removal from the activity.

Every child's level of development is taken into consideration when implementing discipline or evaluating a child's behavior. Disciplinary action is to be carried out only by YMCA staff, not other parents, volunteers, etc.

In the event that chronic behavior problems develop and a child does not respond to the techniques above, the following may be implemented depending upon the situation:

Incidents will be documented and communicated to the parent on a regular basis.

Parent conferences with site and leadership staff may occur.
Implementation of specific behavior plans or incentives for your child may be introduced
Suspension from the program may occur
Removal from the YMCA program

The following behaviors are not acceptable and may result in the immediate suspension or dismissal from the program:

Endangering the health and safety of children and/or staff, members, and volunteers.
Stealing or damaging YMCA, host site, or property.
Leaving the program or boundaries as set by staff, without permission.
Continuing to disrupt the program.
Refusing to follow the behavior guidelines or program rules.
Using profanity, vulgarity, or obscenity frequently.
Acting in a lewd manner or exhibiting sexual behavior that is not age appropriate.

Staff will work with parents to determine the outcome that is best for the child involved and the program.

The YMCA does not make it a practice to suspend or remove children from our programs. However, the YMCA reserves the right to do so if the behavior is not conducive to the safety and well being of other children in the program or your child's own personal safety.

Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives, or are putting themselves, other children, or staff in immediate danger.

While the before mentioned is the general outline of procedures, the YMCA reserves the right to ask parents to find alternative child care arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the before mentioned behaviors.

At no time will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents. In addition, the YMCA strictly enforces all rules and regulations set by local school districts or "host" sites.

FEES

SCHOOL AGE (Before & After School) ENROLLMENT OPTIONS

For School Age Programs operated through Child Development Centers please contact your individual Centers for Enrollment Options.

LEVEL 1 (Year-Round Care) - This 12 month program includes care on all school days, *in-service days, Winter Break, Spring Break and Summer Day Camp. By utilizing the Year Round program, your monthly child care fee stays consistent the entire year. In addition, deposits for summer day camp are not needed and there is no summer day camp registration fee. Monthly fees are calculated on a level pay plan for the 12 month period from the first to the last day of school and the entire summer day camp program.

While the year round program includes care on spring, winter, and summer breaks, parents need to complete each registration form (see School Age Program Office for details) as they become available and return them to the School Age Program Office to verify days of attendance and choice of location.

Please note: As availability for space may change for different programs, care may not be available at every location during winter, spring, summer, and teacher in-service/early dismissals. As a year round participant, your space is guaranteed, but not the location. Your completed and approved registration for programs is needed to verify attendance. Upon the new school year, parents must also register again.

Credits are not issued and funds are non-transferable for those who withdraw prior to the end of summer. In addition, no credit or refund is provided for days of service that are not utilized during any program.

LEVEL 2 (School Year) - Includes care before and/or after school for all days when school is in session including *in-service days, late starts and early dismissals. Care may be available for holidays and vacation days at an extra cost and on a space available basis. ** All rates are monthly with ¾ monthly fees in December and March and ½ months fee in June.
*Please refer to the specific fee schedule for your school as some districts will vary.

LEVEL 3 (Basic) - Includes care for before and/or after school **only when school is in session for a full day**. Care may be available for *in-service days, holidays and vacation days at an extra cost and on a space available basis. **All rates are monthly with ¾ monthly fees in December and March and ½ months fee in June.

FOR ALL ENROLLMENT OPTIONS, THE FOLLOWING APPLIES:

Care on in-service days, winter, spring, and summer day camp, may be held at a combined location where space is available and may not be provided directly at each site.

Fees have been based on the calendar as produced by the school district before the start of the school year. Should the school district make any changes to the schedule, for example: adding additional in-service days, additional fees may be required should you choose to participate.

While the YMCA strives to meet the needs of families by offering services as consistently as possible throughout the year, at times, there may be days in which we are not able to offer programs. For example, the Holidays as listed in this handbook or any lapse between the last day of school and the start of summer day camp**.**

*In-service care may not be available prior to the first day of school or after the last day of school, (based on children's attendance and package option).

LATE PICK-UP FEES

Late fees will be charged for each child picked up after the scheduled closing time. Payment is due at the School Age Program Office within 24 hours of accrual. Failure to pay may result in termination of care. Late fees are as follows:

MINUTES	LATE FEE
1 - 15 minutes	$10 per child

each minute following the first 15, is $1 per minute, per child

Chronically late pick-ups will be grounds for dismissal.

15 minutes after scheduled center closures all emergency numbers will be called by staff. If no one can be reached by 7:00pm, YMCA staff reserve the right to contact the police to escort your child/ren to Protective Services for child abandonment. Please note, the staff will do everything in their power to contact emergency numbers. Calling the police will be a very last resort. This must be our policy to protect both staff and children.

YMCA SUMMER DAY CAMP

GOALS OF SUMMER DAY CAMP

MEMORIES: Ten years from now, it is our hope your child will remember that special day at camp, that crazy art project that came out something like how you imagined it, or the wonderful trip to the zoo. But most importantly, remember the caring camp counselor that took the time to make them feel special.

FUN: What is summer without fun?! The YMCA is a strong believer in the value of fun and will offer a variety of opportunities for kids to be kids and just have some plain old fun.

GROWTH: They grow so quickly! As each day passes we will help children grow to their fullest potential. Through specific skills development, team work, sportsmanship, and value centered programming, we support the growth of healthy children in spirit, mind, and body.

VALUES: The YMCA is a values driven organization with a mission that is defined by five key principles: Love, Respect, Honesty, Responsibility, and Service. All activities, programs, and staff reflect these values.

SAFETY: In daily programming, the YMCA puts safety as the top priority. Safety includes not only physical safety, but also the security in knowing every child is welcomed and nurtured. Policies, procedures, and trainings are all established in order to keep each child in our program safe.

DAY CAMP ENROLLMENT AND REGISTRATION

INITIAL REGISTRATION:

The registration and applicable payment must be completed in full prior to attendance. Please complete the Registration form and return it to the School Age Program Office. Space is limited and on a first come, first served basis. Please see the day camp brochure for required information and for deposits/payments required.

UPDATED INFORMATION:

Providing updated information to the YMCA (change of address, telephone numbers, family information, etc.) is the responsibility of the parent and we request that you notify us at the time of the change.

PROCESSING:

Once a registration is received and processed by the School Age Program Office, parents are sent a confirmation of registration from the day camp accounting office. Additional information may be needed by the program office; please contact them if any of the situations below pertain to your family:

1. Medication Authorization: to administer medication to your child during the program.
2. Add/Drop: Please contact the program office if you need to add or drop a week, a two week notice is needed.
3. AFS/3rd Party Billing Form: This is needed for all Third Party payments.
4. Financial Assistance Application: Allow 2 weeks to process.

DAY CAMP DAYS AND HOURS

Days: Monday through Friday **Hours:** *6:30am-6:00pm **Day Camp components & field trips:** 9:00am - 4:00pm

Be sure to have your camper at site by 9:00am in order to participate in all camp activities and field trips. Late participants will not have alternate care available at the program should we be off-site for the days activities. We will make every effort to return to site by 4:00pm. Should there be a trip in which these hours differ, you will be notified by your camp director and through your weekly itinerary.

CLOSURES:

Camp will be closed on July 4th (or observed day) in honor of the Independence Day Holiday.

Day camp programs operated in some school districts (such as Portland Public Schools and Canby at the time of this printing) will be closed on the last Friday of the last week of camp.. Please contact your program office if you have any questions or refer to the summer day camp brochure.

**Program hours may vary by location, please contact the School Age Program Office for more information.*

CAMP START DATE:
Each school district varies in their last day of attendance for the school year. Please look closely at the weeks of camp you are registering for to be sure to coordinate with your child's school schedule. In addition, camps are not available every week at every location, so please be sure to confirm your weeks needed with the locations offered.

DAY CAMP PART-TIME OPTIONS

Day camp programs are designed on a 5-day per week participation schedule. Limited part-time spaces may be available after the early registration deadline. For part-time participation, the days chosen to attend must be established before camp begins. Various activities, including field trips, differ at each location and those choosing the part-time option may miss some field trip opportunities. Days of attendance must be established before camp begins. Please contact the School Age Program Office for more information, availability, and rates.

DAY CAMP ACTIVITIES

YMCA Summer Day Camps are programmed to meet the needs of children at various age levels and with differing interests. Each week the program curriculum is designed according to the weekly theme. On-site activities and field trips will coordinate with the theme. A weekly itinerary will be available the Thursday prior to each week.

ADVENTURE DAY CAMP WEEKLY ACTIVITIES

YMCA Adventure Day Camp is for children entering grades 1st-5th in the fall. Each exciting week, is programmed with activities and field trips based on that particular theme. A week at camp may include arts & crafts, games, field trips, outdoor adventures, guest presenters, and more. Each week at camp we will participate in the activities listed below. Be sure to get the exact schedule from your registered location, as each site will participate on different days.

FIELD TRIPS:
Field Trips: Getting out and about in the summer months has been a long tradition of the YMCA. Each week we will be on the go as we explore some of the great activities in our area. During the week, we will have one all day field trip, with previous trips including the Oregon Zoo, a fish farm, The Aurora Colony Museum, and the Tillamook Dairy. Particular all day trips for this summer are detailed in the day camp brochure. Additional part-day field trips such as park visits, swimming, or bowling are also offered throughout the summer.

Your site staff will keep you posted on the weekly schedule of activities and field trips. This will also include scheduled departure and arrival times. We ask that your child be at site by 9am and we will do our best to get back by 4pm. Please keep an eye out at your site for notices from staff in case that schedule changes for specific trips and activities.

The YMCA will utilize buses and vans for the majority of these trips. On occasion, public transportation may also be utilized. As field trips are a major portion of our day camp program, we may not be able to accommodate your child should you choose not to give us permission to transport. This permission is listed on your registration form.

Nature Zone: Summer is no time to stay indoors! Outside is where we will be. Even if it rains? Of course, it is Oregon after all. We will explore the wonders of nature all around us!

ON-SITE ACTIVITIES:
Part of the week will be at our home base site, but don't plan on sitting around. With our weekly themes, we will keep the fun and excitement coming. Our on-site activities will include:

Sports & Games: Run, jump, twist, shout….we will do it all! Each day we will work off some of that energy with fun sports and games. Of course, this is the YMCA, so don't be surprised if our games are a bit goofy and crazy!

Arts & Crafts: It's time to get messy! There is no other way to create than to jump right into each project. Whether you like to draw, paint, or something in between, there will be plenty for you to do!

Songs & Skits: Tune up those vocal cords, 'cause we will need to hear you loud and clear as we sing each day away! You will also be a star in your own right, as we perform skits and other shows.

Guest Speakers: You never know who will show up at site! So, keep on the look out for some special guest speakers and presenters as they share some exciting activities that relate to our themes.

Reading: It's important to take a break in a busy day with a good book! Our Kidz-Lit program allows campers to not only read a good book, but then to do arts, crafts, drama, or other activities based on issues these books raise.

BREAKAWAY WEEKLY ACTIVITIES

The Breakaways really do Break-Away! Designed for youth entering 6th-8th grade in the Fall, on a daily basis, this group is out and about the Portland Metropolitan area. Leaving site about 9am, they won't return until about 4pm after a day of exciting activities and challenges. The Breakaway program exists of the following components:

Field Trips: Throughout the summer the Breakaways will experience a variety of activities including bowling, swimming, mini-golf and more as they venture out every day.

Outdoor Activities*:* At least one day out the week our Breakers will be hiking or exploring the wonders of nature in a variety of local and state parks.

Community Service: In a commitment to our values, the YMCA sets up opportunities for this group to service the community. This is done once a week and has included such activities as delivering food for a local food bank, park beautification projects, and collecting pet food for an animal shelter.

Leadership Skills: Throughout the week, games and sports will be played that not only allow for fun and skill development, but also concentrate on developing leadership skills.

For all summer programs and attendance options:

The YMCA reserves the right to alter all program activities and field trips. Activities may vary by program location. All field trips and activities are subject to change, and alternative programming will be offered.

No full refunds will be issued unless a program is closed.

SNACK & SACK LUNCH

The YMCA will provide 2 snacks daily.

Each child is to bring their own sack lunch, as lunch is **NOT** provided by the YMCA. We ask parents to please provide a nutritionally balanced lunch that does not require refrigeration. Lunches should include an adequate amount of food and beverages to fuel a busy camper! Sandwiches, fruits, vegetables and other nutritious foods will keep a camper going all day long.

WHAT TO WEAR/BRING

Be sure to label all items with your camper's first and last name.

Lunch - Please send a sack lunch daily that is clearly marked with your camper's name. Glass items are not acceptable at camp and refrigeration will not be available.

Casual Clothes – **We May Get Dirty!** The majority of activities are held outdoors. Many involve physically active games and in the summer we may just get wet. Casual play clothes and **tennis shoes** are strongly recommended.

Swimsuits and Towels - For days specified by each site's weekly itinerary.

YMCA Camp T-shirts - With the registration of camp, each child will receive a free camp T-shirt. We ask that your child wear their shirt on their "All day field trip." This day will vary by location, so please check with your site's weekly itinerary for this information. Additional T-shirts can be purchased for $10 per shirt at the School Age Program Office. Your child's initial T-shirt will be available the first day of camp at their site.

Water Bottle - On warm days, campers are encouraged to bring their own water bottle. Please be sure it is marked with your camper's name.

No Personal Items - Camp programming is designed to offer many choices for each child. In order to make the most of this setting, we request that all personal items (or toys) such as electronic games and radios be left at home. In addition, any child bearing knives, guns (toy or real), ammunition, cigarettes or alcohol will be immediately dismissed from camp. Refunds will not be granted in this event.

Lost and Found - The YMCA is not responsible for lost or stolen items. **All unclaimed items will be held for 2 weeks following the session.**

Money - It is not necessary, nor recommended, to bring money as field trip admissions are paid for by the YMCA.

Sunscreen/Medication- Don't forget to bring these items, if applicable! A medication authorization form needs to be completed in order for staff to administer medication and sunscreen.

DAY CAMP BILLING/ACCOUNTING INFORMATION

All YMCA Summer Day Camp Billing is handled through our Child Care Accounting Dept. For account status, please contact the child care accounting department at the phone numbers listed. For schedule and program information, please contact your Region Program Office.

CAMP FEES AND PAYMENTS

There is a camp registration fee for the summer of $30 for one child and $50 for two or more.
A deposit of $25 per child per session is required upon registration. This deposit will be applied to the corresponding weekly fee.

All deposits are non-refundable and non-transferable.

The remaining balance is due 14 days prior to the start of the weekly session. **Should payment not be received by this time, your child's space will be forfeited without further notice.** If this should happen and you would still like to attend that week of camp, you will be charged a $10 late fee per week/per family and is dependent upon space being available in the program.
A 10% discount will be given to each additional child, and applied to the child with the lesser fee.
A $25 fee will be charged for returned checks.
There is a $15 fee reduction for week #3 as the YMCA is closed on July 4th (or observed day) in observance of Independence Day.
The Portland Public Schools and Canby are closed on the last Friday of the last week of camp as we do not have access to the facilities. There will be a $15 fee reduction for those participating that week, at these locations.
Payments can be made by check, credit card, money order or cash.

CONFIRMATION AND PAYMENT BOOKLET

You will receive from the accounting office a confirmation letter that lists the balance and date payment is due for each registered session. **No bills will be issued for the summer session**. **Full payment must be received 14 days prior in order to guarantee your child's attendance.**

A Payment Booklet of payment coupons will also be sent for new YMCA participants. A payment coupon, with your child's first and last name, must accompany each payment in order to assure proper credit to your account. Please disregard those coupons for weeks you are not attending.

PAYMENT DUE DATE

All payments after initial registration are handled through the Child Care Accounting Dept. Your initial registration is handled through the Region Program Office. **The weekly session balance is due in the Child Care Accounting Dept., 14 days prior to the first day of the applicable session.** If full payment is not received by the payment due date, you will forfeit your space.

A *sample* schedule from Summer 2004 is a follows:

Session #	Session Dates	Payment due no later than:	
Session #1	June 14-June 18	May 31	
Session #2	June 21-June 25	June 7	
Session #3	June 28-July 2	June 14	
Session #4	July 6-July 9	June 21	Note: YMCA closed July 5th
Session #5	July 12-July 16	July 28	
Session #6	July 19-July 23	July 5	
Session #7	July 26-July 30	July 12	
Session #8	August 2-August 6	July 19	
Session #9	August 9-August 13	July 26	
Session #10	August 16-August 20	August 2	
Session #11	August 23-August 27	August 9	
Session #12	August 30-September 3	August 16	Note: Some sites closed Sept 3rd

SAMPLE

*ADDING A SESSION (Contact School Age Program Office)

Should you choose to add a session after initial registration, you must receive approval from the School Age Program Office and is dependent upon availability of space. In order to process your request, a $25 deposit per child per session must be included. In order to transfer a balance from a previous week, a 14 day notice is required and the initial $25 deposit is not transferable. Should the request fall less than 14 days prior to the start of a session, payment in full is due at that time.

*CANCELING A SESSION (Contact School Age Program Office)

Written notification must be received in the Region Program Office 14 days prior to the start of the session. No refund will be issued if this notification is not received within this time frame. With a 14-day notice, balances of a session may be transferred to another week, with approval from the Region Program Office. Any refunds issued will not include the initial $25 deposit, only the balance paid on the account should all other stipulations be met.

*REMINDER: All deposits are non-refundable and non-transferable.

FREE YMCA HEALTH & FITNESS FACILITY PASSES

GUEST PASSES:
For every week of camp registered, you will receive one family guest day pass to use at any YMCA facility. Limit of one pass per family, per week. Your confirmation letter will allow you a guest pass to a facility. Please read the information that will be on your confirmation letter.

FREE MONTH MEMBERSHIP:
If you sign up for at least 8 weeks of camp and PAY IN FULL (registration fee, deposits, and balance) before early bird registration, you will get a free family pass to any YMCA recreational facility for one month (June, July, or August). After the registration deadline has passed, you will receive a letter stating your qualifications and how to make arrangements for your month of free membership.

HEALTH & FITNESS RATE REDUCTION:
For families utilizing our rate reduction program, your rate will not be changed in the summer months. Your rate is based on your school year/regular fees, not seasonal programming such as summer day camp.