



Albany YMCA Y-KIDS PROGRAM

2019-2020
PARENT
HANDBOOK

Albany YMCA
921 Kains Avenue, Albany, CA 94706
(510) 525-1130

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YMCA of the EAST BAY
Y-KIDS PROGRAM

I. YMCA of the EAST BAY AREA BACKGROUND

A. MISSION OF THE YMCA

Empower Youth. Advance Health. Strengthen Communities.

B. GOALS

The Albany YMCA will provide and promote its programs and services to its diverse community and will create opportunities that help individuals of all ages to:

- Recognize that health of mind, body, and spirit is a gift and that physical fitness and mental well-being are conditions to be achieved and maintained;
- Develop self-confidence and self-respect and an appreciation of their worth as individuals;
- Develop capabilities for responsible leadership and group participation;
- Recognize the worth of all persons and work for interracial and intergroup understanding;
- Strengthen the family and enhance the quality of family life;
- Develop a sense of world-mindedness and work for global understanding;
- Develop values, ethics and standards for daily living, and grow as responsible members of the community;
- Appreciate the beauty, diversity, and interdependence of all forms of life and resources in the world.

C. OUR VALUES

While the mission, supporting goals, specific objectives and programs are important in defining where we wish to go as an Association of Members, we believe that the way in which we organize, and the way we operate the organization, are equally important. Thus, the YMCA of the East Bay is committed to making these fundamental beliefs a foundation for the day-to-day decisions and actions which are necessary for us to achieve our mission, goals, and objectives:

- Everything we do will be guided by our Mission and the fundamental values we hold.
- We will strive for excellence in member service and be recognized as the best in providing high quality programs.
- All people have value and worth, are basically good, and want to reach their highest potential. Our programs will be widely available to people in our communities.
- We will assure safe programs of top quality at affordable prices.
- We will constantly check for member, volunteer and staff satisfaction with our programs, services and operating methods and immediately correct any deficiencies which we find.
- Volunteer leaders and staff members are our most valuable resources. Decisions will be most effective when accomplished through a strong volunteer/staff partnership.
- Clean, safe, attractive and comfortable facilities will be maintained and are important to the achievement of our goals.
- We will operate the YMCA in a fiscally responsible manner with adequate reserves to allow for adverse times or unexpected situations.
- We want everyone who is involved with us to enjoy their involvement.

II. Y-KIDS

A. THE PROGRAM AND ITS GOALS

Y-Kids is a before- and after-school child care program, operated by the Albany YMCA. It is for children entering kindergarten through fifth grade (children approximately 4.9 to 11 years old.) Over two hundred families in Albany and surrounding areas are served at two different sites.

Y-Kids is a recreational-based program, based on the YMCA philosophy which strives to enhance each child's mind, body, and spirit. The children are encouraged to participate in the activities which will aid in their individual growth. The program generally includes creative arts (music, drama, dance, arts, cooking, and crafts) sports, indoor and outdoor games, imaginative play, environmental education, swimming and field trips. It is well supervised and licensed by the State of California. The program is provided by the YMCA in response to the great need of many local families for safe, affordable, child care. Children will be provided time to work on their homework.

The program is operated by the Albany YMCA, 921 Kains Avenue, Albany, CA, 94706; 510-525-1130. The program is organized by the administrative staff under the direction of the volunteer Board of Managers. Staff for each Y-Kids site are hired and trained by the administrative staff. All staff members will serve as positive role models and will respect each child and help him or her to feel that each is a valued member of the community. The staff will assist all children in learning how to: get along with others, follow directions and routines, and play and have fun in individual activities and in recreational programs with other children.

Y-Kids is ideally geared to supplement and support each child's experience at home and at school. The relationship between the Albany YMCA and the families is one of partnership. The child care service is more than a purchased service; it also requires interaction and clear communication between YMCA staff and parents. The YMCA encourages you to talk with and get to know your site staff. The YMCA also encourages parent participation on site, in fund raisers, on surveys, and in discussions on how to improve the service. Together, we can create the best possible environment for our children.

B. OUR STAFF

Y-Kids takes pride in the high quality of its leadership. Each staff member is carefully screened to pass our health, education, and experience requirements. Y-Kids is a licensed child care program; all of our staff must pass a fingerprint and criminal records clearance and participate in an ongoing training program which focuses on group dynamics, child development, communication skills, discipline, safety and activity planning.

Staff are placed at sites based on qualifications, interests and skills. Our goal is to provide a balanced staff with a variety of program expertise. We encourage you to get to know your site staff and bring any concerns to their attention. Your interaction and feedback are essential to maintaining communication, your child's care, and our staff's ability to meet your needs.

Y-Kids operates on a budget that is designed to keep cost to parents as low as possible. Occasionally it is necessary to close a site that has low enrollment. The administrative staff will attempt to place children in other convenient Y-Kids locations that will cause the least amount of disruption to children, parents, and staff. As in any organization, staff members come and go due to individual needs. Site staff are sometimes moved by the administrative staff to best meet the needs of the overall program.

SPECIAL NOTICE

Our staff are selected on their ability to work with groups of children. For the protection of all of our participants, the Albany YMCA has a child abuse prevention policy which prohibits our staff from being alone with YMCA participants outside of YMCA programs (babysitting, sleepovers, etc.). Please do not ask YMCA staff to jeopardize their employment by violating our policy.

III. POLICIES, PROCEDURES, AND BILLING INFORMATION

A. ENROLLMENT PROCEDURE

1. Parent comes in person to the Albany YMCA during scheduled times to complete licensing/registration packet that includes, but is not limited to, a health history form, emergency contact form, consent for emergency treatment form, parents' rights form, and personal rights form. A minimum of 2 morning days and/or 2 afternoon days per week is required for participation in Y-Kids.
2. Parent submits an annual nonrefundable registration fee of \$100. In the case of families who wish to have the billing split between the child's parents/guardians, an annual nonrefundable registration fee of \$100 is required for each billing account.

All families:

If you complete the Registration forms, and later decide not to attend in the fall or to change your child's schedule, **you must notify the office one week before school begins to avoid being billed for September. This applies to all programs including morning care prior to the early bird/late bird split.**

B. FINANCIAL ASSISTANCE

The financial assistance program for Y-Kids is made possible due to YMCA supporters in our community who contribute to our annual fundraising campaign. To apply for financial assistance, you must complete an application and submit it along with documentation of income, either the most recent income tax return and two pay stubs, or documentation of public assistance (e.g., CalWorks, Social Security, Disability, Unemployment). We are unable to determine need for financial assistance without proper documentation, and no applications will be considered without it. After your application is reviewed, you will be notified of the decision. Financial Assistance is not applicable to the registration fee, membership dues, drop-in fees, or full-day fees. Financial Assistance can be applied, upon request, to the separate school-year holiday camps.

C. MONTHLY BILLING

Monthly fees are averaged, and based on coverage for the 180-day school year; the fees do not correspond directly to the number of hours your child will participate in the program each month. Fees are based on blocks of time. Time blocks are assigned according to your child's school, grade, and start and dismissal time. (See the fee schedule for fees.) You will be billed for the days enrolled and for the entire block of time, regardless of actual hours attended. If your child is picked up early, or attends an after school class, you are still responsible for the entire time block. Fees are subject to change on a yearly basis, usually before the school year begins. If a fee change occurs during the school year, you will be given 30 days' notice prior to the change.

You will be required to be billed automatically each month, either through a credit card, or a checking or savings account. Automatic billing will occur on the 5th of every month. A completed payment agreement form is required prior to starting the Y-Kids program. To standardize billing throughout the 180 days, fees remain constant from September through May; June is billed at 25% of the monthly fee and August fees are included in the September billing.

Early School Release: Schools may institute early release days during the school year due to parent-teacher conferencing. Y-Kids will adjust its start time to coincide with these temporary school schedules. Your bill will **not** be adjusted during these conference days **even if your child attends the morning program only**.

Adjusted Wednesday Schedule

Your monthly fee will vary from that listed in the grid on the fee schedule if your child's school has a regular early release day on Wednesday. An additional fee of \$44 per month will be billed if your child attends Y-Kids on early release Wednesdays. Please call your school if you are unsure about early release times.

We cannot deduct any day (s) missed from your fee. This fee pays for operating costs: staff, snacks, materials, rent, etc., that must be available for your child every day. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends.

We reserve the right to refuse service to anyone until late payments and delinquent charges are cleared.

Billing information for **Schedule Changes, Full Days, and Drop In** are covered in their separate sections which appear later in this chapter.

D. RECEIPTS

Once your payment has been processed, you may request that a receipt be sent to you, either by mail or e-mail. Unfortunately, our computer billing system does not automatically generate receipts.

E. CHANGE OF SCHEDULE

Change of schedule is a permanent change, not an absence or a drop-in (see sections G and H). Any change to your child's schedule must be received **in writing** at the Albany YMCA office on Kains Avenue, at least 24 hours prior to the change. Change forms are available online or at the office on Kains Avenue. Only those individuals whose names and signatures appear on the original registration form are authorized to make changes to a child's schedule. It is your responsibility as a parent to notify the office of a change in your child's schedule (whether initiated by you or the school). If you relate any changes by telephone to the office or to the staff at your child's site, they will not be reflected in your bill nor in the weekly rosters prepared by the office.

Changes should be made prior to the first of the month for the following month. Changes made to your child's schedule after the first of the month will be adjusted as follows:

- **Increase in days:** you will be billed at the time of change and in the subsequent months.
- **Reduction in days:** you will be billed at the new rate the following month. There will be no credit or refund for the month already billed.

You may make additions to your child's schedule or switch days, if space allows, with no service charge. A service charge of \$10.00 will be assessed for all other schedule changes (dropping days/and or time slots).

The change in billing will go into effect no sooner than the date we are notified, unless the child has been attending and has not been billed.

Early/Late Birds: Albany 1st-3rd Graders

Please notify the office and your Y-Kids site staff as soon as you know whether your child is on the "early bird" or "late bird" schedule so we can adjust your child's billing and schedule on the sign-in roster.

These scheduling adjustments are made by the school near the beginning of the school year or in some cases during the school year.

If the school district implements the early/late split mid-September, all children in grades 1-3 will be billed at the early bird schedule for the entire month of September.

F. ABSENCE POLICY

We are responsible for your child's safety each day he/she is scheduled. **If your child does not appear at the agreed upon time, we assume he/she is lost or in danger.** Therefore, it is very important that you inform us prior to the time your child will be absent or late to Y-Kids, and no later than 11:00 a.m. the day of the absence, except for the morning program. You can call the Albany YMCA, (510) 525-1130, 24 hours a day to report an absence. When reporting an absence, please state your child's first and last name, your child's school and grade, your child's Y-Kids site, and the specific date/dates of absence.

If you fail more than once to report your child's absence as described above, you will be billed \$20 for the second and each subsequent missed unreported absence.

In the event of a missing child (unreported absence) the following steps will be taken at the discretion of the staff:

1. Staff will contact school officials in an attempt to ascertain the child's attendance at school that day.
2. Staff will attempt to contact parents and/or all others listed on the Emergency form.
3. The YMCA office will be notified that the child is missing.
4. The police will be notified and a missing child report filed.

Special Note

Your child's safety is our primary concern, and we need your cooperation in adhering to absence reporting procedures. If staff are involved in tracking down an unreported absence, they are not involved in dealing with all the other children in the program. In

addition, it is extremely upsetting to children, parents, and staff to have the police involved in a missing child investigation at the site. We have therefore found it necessary to institute the following policy:

If you do not report your child's absence, and YMCA staff are compelled to involve the police in a missing child report, you will be charged a \$25.00 fee, which will appear on your monthly bill. If there is a second occasion in which the police are involved, you will be charged an additional \$25.00, and will be suspended from the program for the following day; a third occasion may result in dismissal from the program. In cases of chronically unreported or improperly reported absences, Program Directors may take additional measures.

We cannot deduct any day (s) missed from your fee. This fee pays for operating costs: staff, snacks, materials, rent, etc., that must be available for your child every day. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends.

G. DROP-INS

If space allows, your child may occasionally participate in Y-Kids on days he/she is not normally enrolled. Arrangements must be made through the office at least one day before you need the drop-in. Please specify whether you need an AM or PM drop-in. **Drop-ins will be charged at the time of request through your automatic payment method.** You will be billed for the entire block of time that is appropriate for your child's school schedule, at the rate of \$10.00 per hour. **Financial Assistance is not applicable to drop-in fees.** The Albany YMCA reserves the right to collect fees for children who drop in but were not reported by parents.

H. FULL DAYS

We offer full-day care on most school release days and named holidays, other than those listed in Section IV. Full-day hours are 7:30am to 6:30pm. Often these days include multi-site events in which several sites come together. You will be advised if there is a change in drop-off or pick-up location. Please look for signs at your site regarding full day programs.

Sign up Procedures

Notices and sign-up sheets will be available at the site at least two weeks prior to the full day. If you do not sign up, we will assume you are not attending and, therefore, cannot guarantee a space

Fees

When your child attends the full day, you will automatically be billed. Full days (school release days) are billed as an additional cost to the monthly billing at a rate of \$30.00 per day. (These full days are not part of the 180-day annual Y-Kids service schedule.) **Financial Assistance is not applicable to full-day fees.**

If you have signed up, you may cancel your registration for the full day with at least 48 hours notice; you will not be billed. If you have signed up and you do not attend or provide at least 48 hours notice, you will be billed for \$15.

Full Days include: Albany Unified School District Release Days. When the school districts have finalized their calendars, we will have a full schedule of our Y-Kids year.

School-year Holiday Camps

The Albany YMCA operates daily camps during Albany school breaks in December/January, February, and April (depending on the Albany Unified School District's Spring Break). Sign-up for these camps is separate from Y-Kids and is on a first-come, first-served basis. Registration forms will be available at each site approximately one month prior to break.

I. CANCELLATION

We require **at least one month's written notice (30 days) prior to withdrawal**. You will be billed for one month after you notify the **office in writing**, whether or not your child attends the program after your notice.

J. AUTHORIZATION TO PICK UP CHILD

For your child's protection, only persons authorized in writing by the parent(s) may pick up your child. The staff will question anyone who is unfamiliar to them (**including parents**), request identification, and check for parental authorization to pick up the child. Authorization consists of either being listed on the back of the medical form or by a

signed note from the parent. Anyone without proper authorization and identification will not be allowed to take the child from the site. If someone else is picking up your child, you can save them trouble by notifying us and the Site Coordinator in advance. Please notify individuals picking up your child that they must show identification.

K. SIGN IN/SIGN OUT PROCEDURE

Each parent or guardian is responsible for signing children in and out each day. The procedure provides legal transfer of care for the children enrolled. Y-Kids staff sign children in only for school pick-ups and only when dropping them off at school after a morning program. By signing the admission agreement, you are giving Y-Kids staff the right to sign your child in and out.

If you would like your child to be allowed to sign himself/herself out of Y-Kids, he or she can do so only under these conditions: a) a permission slip **signed by the parent** must be on file at the site; b) the **specific conditions** under which the child may sign out must be made in writing; c) **staff must initial** the sign in/out sheet at the time the child signs out; and d) the child must **leave the premises** after signing out.

L. LATE PICK-UPS

You may pick your child up at the site, or designated pick-up point, until 6:30 pm. After 6:30 pm, there will be a late charge of \$10.00 for every 15 minutes, or portion thereof, that you are late. If you arrive late, the staff will give you a late slip to sign, and it will be turned in to the billing department. You will be charged for the late fee on your next monthly billing. If your kindergarten child's regular pick-up schedule is 3:10 pm and you arrive late, you will be assessed the drop-in fee for the 6:30 pm time block.

M. PARENT CONFERENCE WEEKS

Schools may schedule early release times during parent-teacher conference weeks. Site staff will be on site to correspond to any early release days. **No adjustments will be made to your monthly billing, even if your child only attends morning care.**

IV. SITE INFORMATION

A. LOCATIONS

Y-Kids is conveniently located at two different sites in Albany. We intend to serve children attending the following schools:

Albany Unified School District (AUSD)

Cornell, Marin, Ocean View

In addition, children from out of the Albany School District are welcome to attend Y-Kids but must provide their own transportation to the site. Billing will be assigned to the closest Albany time block.

B. DAILY SCHEDULE

Before School Care: Solano Center, grades K-5

There is free time, scheduled reading/homework time, and a time for games and art.

After School Care

- Age appropriate activities - Story or group sharing time, playground activities, board games, arts & crafts, imaginative play, and homework time.
- SNACK (usually between 3:30 and 4:00)
- Announcement of Daily Activities (check your monthly activity calendar).
- Participation in Planned/Chosen Activities
- Homework/Reading Time
- Clean-up/Quiet/Parent Arrival

All activities are at the discretion of on-site personnel and are subject to change regularly.

C. TRANSPORTATION TO AND FROM SCHOOLS

Children in Y-Kids sites not located at their school grounds will walk to the site, accompanied to and from their schools by site staff. Generally, an 8-child minimum is required to establish a pick-up. YMCA staff are all trained to safely transport children on foot.

After school, it is extremely important that your child go directly to the pick-up location as soon as school is dismissed. We will not leave the pick-up point until a search procedure is complete. Waiting long periods of time at the pick-up point causes staff and other children undeserved stress. Please impress the importance of promptness upon your children.

Locations are subject to change if school district leases or enrollment numbers change during the school year. Prior to any change in site locations, when possible parents will be given 30 days' notice in writing.

D. PARENT NOTICES

Please check the sign-in table and site bulletin boards each day when you drop off or pick up your child for any new information, calendars or notices.

E. CLOTHING

Y-Kids is a dynamic recreational program, and children often get dirty/messy. Please have your children wear clothing that is washable and that can get dirty. Staff will encourage children to take responsibility for their own belongings; but Y-Kids cannot take responsibility for lost or damaged clothing. Also, children should bring/wear comfortable, close-toed shoes and clothing appropriate for the weather.

Please Mark All Belongings! Items in the "Lost and Found" will be donated periodically.

F. SNACK

All children will receive a nutritional snack each afternoon. Children who attend a morning program should be provided with a morning snack and/or lunch, if applicable. Each snack will consist of two food groups with appropriate portions. If you wish to send something in addition to what we provide, or if your child has special dietary needs, please let your Site Coordinator know. As required by state licensing regulations, we have provided a sample menu.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
½ Apple Crackers 1oz	Oranges Pretzels	Banana Graham cracker	Cheese 1oz Crackers	Yogurt 8oz ½ cup Cereal

G. HOLIDAY SCHEDULE

Regular Y-Kids is CLOSED for Winter, MidWinter, Spring, and Summer breaks. During these times, we offer full-day holiday programs. These programs are optional and are paid for separately. Registration for holiday programs is handled by the Albany YMCA office staff. Holiday programs are open to the general public, and are available on a first-come, first-served basis. Parents should provide a morning snack and lunch on these full day programs. We are **closed** on the following holidays:

Labor Day Veteran's Day Day before Thanksgiving	Thanksgiving Day Day after Thanksgiving Christmas Day New Year's Day	Martin Luther King, Jr. Birthday President's Day Memorial Day
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H. DAYS AWAY FROM SITE

On days that we have an activity away from the site, we will usually be gone from about 3:15pm until approximately 5:30pm. Please plan to pick up your child after that time. If you need to plan ahead for an early pick up, check the monthly calendar in advance and speak with your site coordinator.

Because of safety concerns and possible route changes during excursions, we do not allow pick-ups during field trips. Public transportation is used for most field trips. We do allow pick-ups from local parks if arrangements are made with the site staff ahead of time and you arrive before we leave the park. Please do not attempt to pick up your child while we are in transit. We apologize for any inconvenience.

V. HEALTH AND SAFETY

A. ILLNESSES

For your child's sake and for the sake of other children and adults, **sick children are to be kept at home.**

1. It may be the beginning of a more serious illness.
2. Other children may become infected.
3. Your child's resistance is lowered, and she/he is more susceptible to other diseases.
4. Y-Kids is not equipped to take care of sick children.

The YMCA should be notified if your child becomes ill, so that we can determine if we need to post an exposure notice for other parents. If a child becomes ill at Y-Kids, he/she will be isolated from the other children. You will be contacted to come and pick up your child. Please be sure you keep the YMCA office and your Site Coordinator informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone on your medical emergency form.

B. MEDICATION

YMCA staff will administer medications at Y-Kids or Preschool only when a medical professional has deemed it necessary to do so during program hours. We will accommodate the needs of each child in our care and follow all medical providers' written care plans. Medications will only be administered under the conditions as listed in detail below. Types of incidental medical services to be provided include, but may not be limited to: prescription medications and over-the-counter (OTC) medications as determined in writing by the medical provider. All plans are individualized based on the needs of the child and preparation of staff in ensuring the health and safety of the child in the program.

Prescription Medications

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The medical provider's recommended dosage must be on the label as well as the child's name. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication. All medications will be current and will not exceed the expiration date as listed on the medication container. Staff will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

Over-the-Counter (OTC) Medications

OTC medications will be administered only if the medication is in the original container and a letter from a medical professional is on file. The letter must state how the medication is to be used, the length of treatment time, and the dosage needed, and signed and dated by the medical professional. This letter will expire in one year's time if not otherwise noted. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Staff administering the medication will be trained, and document each time the medication is given using the medication log. All staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

Other Medications

EpiPens, Inhalers, and other medications will only be given at one of our preschools or child care sites with a prescription according to the health provider instructions, and a special health care plan is in place (asthma action plan, allergy action plan, seizure care plan, etc.). All care plans will be reviewed by the Site Director. Additional training will be given as needed to address each individual care plan. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Staff administering medication will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

Asthma Plans

An Asthma Action Plan is in place for all children diagnosed with asthma by a qualified medical professional. Inhalers or other medications will be administered as indicated above. Children with asthma are listed on the Extra Special Health Needs plan which is posted confidentially at each site and in the kitchen or food preparation areas. Licensing form (LIC 9166) is completed to allow staff to administer inhaled medications.

EpiPens

In order to have an Epi-pen on site, children must have an Allergy Action plan completed by their medical professional. The Allergy Action plan will identify the symptoms to look for and will indicate when an EpiPen should be used. Children with allergies are listed on the Extra Special Health Needs plan which is posted confidentially at each site and in the kitchen or food preparation areas.

Record Keeping

Medical records will be obtained for all incidental medical services needed. Staff will request medical records with the parent's written authorization for the YMCA to contact medical providers. All documents will be maintained in the child's file and also will be uploaded into the agency's database. All documents will be reviewed by the Site Director. Copies of all documents and care plans will also be stored in the medication bag next to the prescribed medication. Written instructions from medical providers are needed to administer any medication. Other documents used for record keeping include: verification of staff training, asthma action plan, allergy action plan, special health care plan, nebulizer consent, medication administration consent, medication log and the Extra Special Health Needs posting. In addition, case notes from staff and the Health Specialist will document the follow up needed for each child requiring medications.

Storage

All medications are stored in medication backpacks and will be kept out of reach of children and locked at all times. Each child will have individual medications stored in a zip lock bag in the medication backpack. Each zip lock bag will be labeled with the child's name and the date of medication expiration. Lifesaving medications, such as Epi-Pens, will be kept out of reach in the medication backpack, but will remain in the unlocked front pocket for quick access. All medications requiring refrigeration will be kept in a locked medication box in the refrigerator and will be labeled with child's name and date of medication expiration. It is the parent's responsibility to collect the medication from the site once the medication is no longer in use and to replace it before it expires.

Administration

Site Directors are the primary staff trained to administer all medications. Additional staff may administer medications if the required consents and forms are signed and dated. All medications will be brought to every field trip and evacuation due to drills and emergency situations, and will be carried in the medication backpack. In addition, the medication backpack is brought outside and stored out of reach during every outdoor period.

Training

Annual trainings for all staff to address medication administration, storage, and procedures will be conducted. Individual trainings will take place on site for each child in order for staff to review each individual health provider recommendation. Training will be completed by our certified Red Cross Trainer and /or Site Director as needed. A training binder will be kept on site at each center.

Precautions

Gloves will be worn while administering any medication to ensure universal precautions are met. Hands will be washed prior to medication administration and immediately after medication administration.

Reporting

Any incident deemed unusual or severe will be reported to licensing through an Unusual Incident Report within 24 hours, with a written report to follow within 7 days. Use of regularly scheduled medicines as prescribed such as inhalers or medications will be considered typical, and not unusual, and will not be reported. However, all medications administered, even typical, will be logged in the medication log as stated in the Record Keeping section of this plan. Unusual or severe incidences would include any use of an epi-pen as well as any symptoms that merited a call to the parent, and any symptoms that require immediate medical attention.

While these guidelines may cause some inconvenience, they have been developed to ensure your child's safety, and are not negotiable.

C. INJURIES

If your child is injured, the Site Coordinator or acting Site Coordinator will take whatever steps may be necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to the following:

1. Administer emergency first aid.
2. Attempt to contact a parent or guardian.
3. Attempt to contact you through any of the persons listed on the emergency medical form.

If we cannot contact you, we may do any or all of the following:

1. Ask someone you listed on the medical emergency form to come and get the child.
2. Call an ambulance or paramedic.
3. Call the Doctor listed on the Medical form.
4. Have the child taken by ambulance to an emergency hospital, accompanied by a staff member.

D. LICE

In order to minimize the spread of lice at Y-Kids, we have adopted the policy described below. During a period when lice are discovered at your child's school or Y-Kids site, we will:

1. Eliminate dress-up clothes and stuffed animals as toys until the problem seems to have ended.
2. Wash pillows, lounge cushions, etc., weekly.
3. Vacuum rugs and couches.
4. Inspect children's scalps semi-weekly.
5. If a child's scalp is infested with lice or nits (lice eggs), we will immediately notify you, and ask you to come pick up your child. As kindly as possible, we will isolate your child until you arrive to pick her/him up.

If your child is sent home from Y-Kids with lice, we require that you treat your child with anti-lice shampoo and remove all nits. Your child will be not be readmitted to the program until all nits have been removed, even if the shampoo claims to kill nits.

We need you to inspect your child's scalp **every day** once you have been notified. If you find lice or nits in your child's hair, treat them immediately. We realize that lice are an inconvenience, a health hazard, and an unbudgeted expense to everyone involved, and therefore take these steps to reduce the risks of infestation. We ask for your cooperation.

VI. PARENT INFORMATION

A. BEHAVIOR GUIDELINES

All staff are trained in positive discipline techniques based on our YMCA character values. In the event of a behavior problem, written reports will be completed and meetings will be held with the parents to try to resolve the issues. The YMCA has developed ground rules to help set limits and provide a basis for cooperation.

- Participants must agree to abide by rules and regulations set by the program for the health, safety and welfare of all the participants.
- All medications must be brought directly to the site staff in accordance with the Medications Policy.
- Willful destruction of property is the financial responsibility of the participant's parent/guardian.
- Participants must remain within established boundaries wherever the program occurs on and off YMCA property.
- Participants are not allowed to be in possession of any tobacco, alcohol, illegal drugs, firecrackers, firearms, other weaponry, or explosives.
- Continued inappropriate behavior such as threatening, swearing, not following directions, teasing, sexual harassment, intimidation, fights, or improper behavior in vehicles, may result in immediate dismissal from the program with no refund.
- Any participant who poses a threat to themselves or to others will be dismissed from the program with no refund.

B. DISMISSAL FROM THE PROGRAM

The Program Director reserves the right to determine what constitutes a violation of these rules and will enforce them as necessary. The YMCA reserves the right to contact a parent/guardian at any time for immediate pick-up from the program if necessary. We also reserve the right to dismiss any participant from the program, at any time, at the parent/guardian's expense and liability for violation of any of the above.

C. PARENT MEETINGS

The exchange of information about a child from the parent's perspective and the staff's perspective can be very helpful to both home and the YMCA. Parent meetings can be informal or formal. Changes occurring at home, such as moving, a sibling or parent in the hospital, a new baby, a change in the relationship of the parents, etc., may influence the way in

which your child relates to others in his/her life. The staff can better provide for your child's needs at these times if they are aware of family situations that may cause your child stress.

D. SCHOOL PROBLEMS

Any problems your child may be having at school will probably affect the child's behavior at Y-Kids. We need to be informed of any problems so that we can be sensitive to your child's needs. Y-Kids staff, as part of their job duties, establish relationships with teachers and other school personnel. The Y-Kids staff would like to work as a partner with the school and family to provide the best environment for your child's growth and development.

E. DISCIPLINE

The YMCA strives to provide enrichment and support for the family as a whole through its Y-Kids school-age child care program. Y-Kids is based programmatically and financially on working with small groups of 10-14 children per staff member.

Although we encourage individuality and independence, each child must be able to interact within the group's limits. If a developmental, emotional, or behavioral problem should become apparent, the Albany YMCA will do its best to accommodate the child's needs; however, specific corrective measures may be taken. These could include: reduction in the hours the child may be served per day, limitation on the number of days per week the child may attend the program, exclusion from field trips and/or full day programs, requirement of an assistant or attendant for the child (to be provided at family's expense), or suspension from the program. No corporal punishment of any kind is employed or permitted.

In the event that a problem is encountered, the following steps may be taken:

- Step 1 A parent conference will be scheduled with site personnel to discuss the problem and to develop possible solutions.
- Step 2 If the problem is not corrected, a parent conference will be scheduled with the Site Coordinator/Staff and Program Director to develop a behavioral contract.
- Step 3 If the behavioral contract does not correct the problem, suspension or expulsion from the program may result.

All disciplinary actions will be in writing from the YMCA Site Coordinator, Program Director and/or the Executive Director in addition to any verbal communication to the parent(s).

F. INSURANCE

During active play in a recreational-based program like Y-Kids, occasionally a child may injure him/herself. Minor injuries are merely a part of normal growth and development for the school age child. In the event of any injury, minor or severe, our expectation is that your personal insurance will provide coverage. If you do not have insurance for your family, the cost of medical fees is the responsibility of the family.

G. CHILD ABUSE PREVENTION

Based on our ongoing concern for the safety and well-being of each child enrolled in our program, we have adopted the following policies pertaining to child abuse prevention. These policies include staff responsibilities and administrative obligation to parents.

Reporting Requirements

MANDATORY REPORTING OF CHILD ABUSE. Penal Code Section 11166 requires child care employees to report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. A child protective agency is "a police or sheriff's department, a county probation department, or a county welfare department.@ Reasonable suspicion means that "...it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse."

NOTIFYING PARENTS. In the event that a report of suspected abuse is made, YMCA staff are directed by the Child Protective Agency about whether or not we are permitted to notify parents of the report. If an incident occurs during Y-Kids hours by an individual outside of the YMCA program screening process, reports to the appropriate authorities will be made under the guidelines outlined above. In addition, parents of children at the site where an incident allegedly occurred will be notified in writing within 48 hours of the suspected incident without giving specific details regarding names of families or individuals involved.

NEGLECT AND/OR EMOTIONAL ABUSE. The suspected infliction of mental or emotional suffering may also be reported. Delivering a child to a program site without ascertaining the presence of YMCA staff by personal direct contact, or leaving a child not currently enrolled at a program site, can be considered neglectful unless there is a prior agreement between YMCA staff and the parent.

The Albany YMCA's child abuse prevention policy prohibits our staff from being alone with YMCA participants outside of YMCA programs (babysitting, sleepovers, etc.). Please do not ask YMCA staff to jeopardize their employment by violating our policy.

H. LICENSING

Y-Kids is licensed by the State of California through Community Care licensing. Community Care Licensing has the following rights:

1. To interview children, or staff, and to inspect and audit child or facility records without prior consent.
2. To observe the physical condition of the child/children, including conditions which could indicate abuse, neglect, or inappropriate placement.
3. Have a licensed medical professional physically examine the child/children.

Licensing also requires that all parents or guardians complete the following documents prior to enrollment: Personal rights, emergency information, consent for medical treatment, the parents' medical assessment, parents' rights, and admission agreement.

I. EVALUATIONS

At least once during the year we will ask you to complete and return a Program Evaluation form to us. This form is a very important source of information for the Y-Kids staff. We appreciate and use any and all feedback you may have. Please take a few minutes to answer our questions when you receive the evaluation form.

VII. CHILDREN WITH SPECIAL NEEDS

In compliance with the Americans with Disabilities Act and other federal state and local regulations, and in conformance with the mission, goals, and objectives of the YMCA of the East Bay and the Albany branch, we will make reasonable accommodations to serve all children.

The YMCA program and staff will assist each child in the opportunity of achieving his/her highest potential, consistent with the best interests of the child and not in conflict with the Y-Kids program or its participants. The YMCA staff will help each child to participate in all YMCA programs to the extent that they are able and based on the plan developed with the parent(s).

A. IDENTIFIED

Children who are identified by the school district as having special needs, and those who receive services based on that identification, are eligible to be served at a site appropriate to their needs. If the child attends a school site that does not ordinarily feed to the designated child care site, arrangements should be made with the Program Director and the school district's transportation department. (Identified special needs children are entitled to transportation benefits provided by their school district.)

Parents will fill out an "Intake Questionnaire," be asked for any relevant material from school and/or private testing, and be requested to provide the staff access to the child's teachers and counselors.

B. NON-IDENTIFIED

Some provisions of the special needs program also apply to children who have not been identified by the school district as having special needs, and who do not receive any special services. If it becomes apparent to the site staff that a child could benefit from the additional services provided by the special needs program, based on behavior and/or other special concerns, the same steps will be put into place as outlined above.

VIII. REQUIRED PARENT INVOLVEMENT

A. COMMUNITY SUPPORT CAMPAIGN

The Albany YMCA is a nonprofit organization offering program services and resources to everyone in the community. Our annual community support campaign enables hundreds of children, families and seniors who otherwise could not afford our programs the opportunity to participate at the YMCA. We rely on the support of individuals and businesses in our community to ensure that people unable to afford our programs can still participate fully at the YMCA. Having no United Way or government support simply means that these contributions are fundamental to our success. Each year during March and April we ask our Y-Kids families to make a donation. The money raised in our Annual Community Support Campaign is used for financial assistance. All donations are tax deductible.

Albany YMCA Y-KIDS PROGRAM
2019-2020 Fee Schedule for ALBANY UNIFIED SCHOOL DISTRICT
 Monthly Rates

All monthly fees are based on an average over the 180-day school year and do not correspond to the number of hours or days your child will participate in the program each month. Nine months—September through May--are billed at 100% except June which is billed at 25%. August days are included in the September billing.

Y-KIDS, GRADES K-5. Fees are based on blocks of time. Minimum one hour. 2-day minimum required for AM program; 2-day minimum required for PM program.

Your child will be placed in the appropriate time block based on his or her school schedule.

Session	Grade	Time Block	FEES			
			2 days/week	3 days/week	4 days/week	5 days/week
AM	K	7:30 - 11:50	\$365	\$512	\$593	\$679
	K	8:30 - 11:50	\$278	\$391	\$453	\$519
	K	9:30 – 11:50	\$193	\$271	\$314	\$359
	1-3	7:30 – 9:40	\$193	\$271	\$314	\$359
	1-5	7:30 - 8:30	\$85	\$121	\$139	\$160
	1-3	8:30 - 9:40	\$107	\$150	\$174	\$200
PM	K	11:30 - 3:10	\$321	\$451	\$523	\$598
	K	11:30 - 6:30	\$557	\$783	\$907	\$1,038
	K	3:10 - 6:30	\$236	\$331	\$384	\$439
	1-3 EB	1:55 - 6:30	\$343	\$481	\$558	\$639
	1-3 LB	3:05 - 6:30*	\$258	\$362	\$418	\$479
	4-5	3:05 - 6:30*	\$258	\$362	\$418	\$478

EB=Early Bird release time; LB=Late Bird release time

**An additional monthly charge of \$44 will be made to your fee if your child's schedule includes early dismissal on Wednesday.*

Full-day care will be available at an additional fee on some school staff development days and holidays as outlined in the Parent Handbook. Full-day care during Winter, Mid-Winter, and Spring breaks is available on a first-come, first-served basis and requires separate registration and separate fees.