

Y LEAP ACADEMY

LEAP

Learning • Enrichment • And • Play



Forever learning.
For a better us.



seattlemca.org/leap

FAMILY GUIDE



Everyone is welcome. The YMCA of Greater Seattle strengthens communities in King and south Snohomish counties through youth development, healthy living and social responsibility. **Financial assistance is available.**

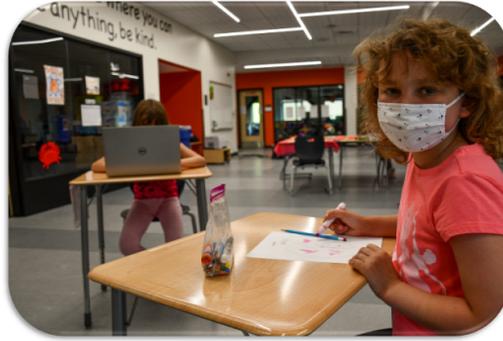


TABLE OF CONTENTS

WELCOME	3
ABOUT THE Y	4
OUR CORE VALUES	4
PHILOSOPHY AND PURPOSE	5
Y LEAP ACADEMY STAFF	6
DAILY SCHEDULE & CURRICULUM	6
CRITERIA & QUALIFICATIONS	7
SUPERVISION & INSURANCE	7
WHAT TO BRING	8
FOR HEALTHY LIVING	9
NONDISCRIMINATION STATEMENT	9
COMMUNICATIONS	10
ABSENCES & AUTHORIZED PICKUPS	11
DROP OFF/PICK UP PROCEDURES	11
REGISTRATION & FEE POLICY SCHEDULE	12
REFUNDS & CANCELLATIONS	12
SICK CHILD PROCEDURES	13
MEDICATION MANAGEMENT	13
ILLNESS, INJURIES & SAFETY	14
HOLIDAYS & SITE CLOSURES	14
BEHAVIOR EXPECTATIONS	15
FAMILY PARTICIPATION	16
CUSTODY	16
STATEMENT FOR PREVENTION OF ABUSE	17
CHILD SAFETY	17
EMERGENCY PROCEDURES/EVACUATION	18



Dear Y LEAP Academy Family,

We would like to welcome you and your child(ren) to our Y LEAP Academy. The Y believes the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in neighborhoods around the nation are taking more interest in learning and making smarter life choices. We provide safe, nurturing environments where kids gain knowledge, guidance and encouragement to help them develop strong character, values and social skills. That makes for confident kids today and contributing and engaged adults tomorrow.

On behalf of the YMCA of Greater Seattle, We would like to take this opportunity to welcome both you and your child(ren) to the fall 20/21 school year and our full day program to support the virtual learning school day. The YMCA of Greater Seattle is very excited to be able to offer a fun-filled and enriching program for your child. The YMCA is the largest provider of before and after school programs across the state of Washington, where we are serving 1 out of every 4 elementary schools. Locally we have more than 60 programs across 11 school districts that work to support kids and families each day. We are dedicated to building strong character in the youth we serve. Our programs are centered around the YMCA's four core values of Caring, Honesty, Respect, and Responsibility.

This booklet has been prepared for your convenience to inform you of our policies and procedures. Please refer to this booklet if you have any additional questions regarding Y LEAP Academy. If you have concerns or suggestions, please feel free to contact us at registration@seattleyymca.org

Building strong kids, strong families, and strong communities has always been and remains a major goal for the YMCA. Once again, we would like to welcome you and your family and we thank you for your support and cooperation.

Thank you,

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The Y.™ For a better us.™



ABOUT THE Y

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to **LEARN, GROW, AND THRIVE**. Our Mission is building a community where all people, especially the young, are encouraged to develop their fullest potential in spirit, mind, and body.

OUR EQUITY STATEMENT

The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism. We will be accountable to marginalized communities for creating equitable and sustainable environments where social justice is woven into every facet of our programs, and by caring for communities in a culturally versatile and respectful manner.



OUR FOCUS

We infuse evidence-based activities proven to build dimensions of well-being including:

ACHIEVEMENT

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

BUILD SKILLS

RELATIONSHIPS

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

GROW FRIENDSHIPS

BELONGING

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

CREATE A SENSE OF BELONGING

YMCA CORE VALUES

Honesty:

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

Respect:

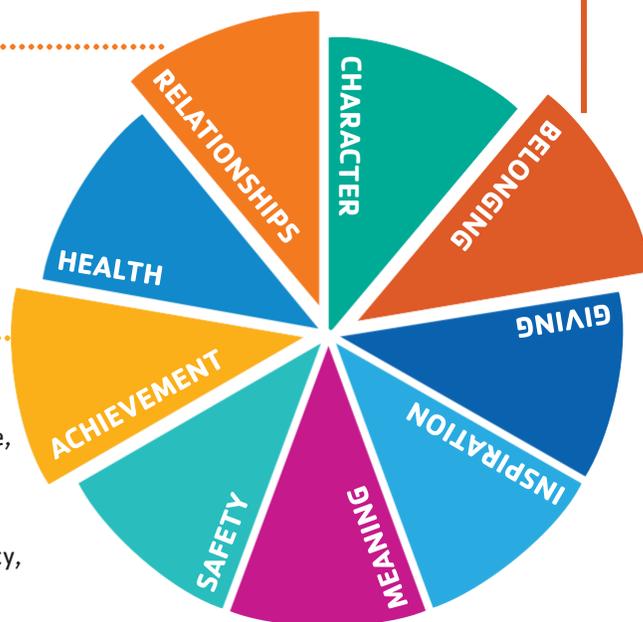
Special regard for others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.

Responsibility:

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

Caring:

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



PHILOSOPHY AND PURPOSE

At the Y, we're for youth development, healthy living and social responsibility. YMCA programs stimulate a child's physical, social, intellectual, and emotional development.

Using small group experiences that are developmentally appropriate, children will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate and challenging experiences
- Expand awareness and appreciation for the natural world
- Learn and display the four core values of the YMCA: Honesty, Respect, Responsibility and Caring
- Increase appreciation for their own family, friends and surrounding community



FOR YOUTH DEVELOPMENT

YMCA Programs are geared to involve age appropriate activities in both large and small group settings. Planned task-oriented activities challenge their present abilities and teach new skills.

- Children choose from many activities for fun and learning.
- Older, more mature children accept positions of responsibility and leadership in planning activities and establishing rules.
- Younger children are encouraged to accept responsibility and develop self-reliance.

FOR HEALTHY LIVING

With the right building blocks for healthy development, children gain the skills they need to be active, thriving, and contributing members of society.

- Healthy food served and nutrition activities develop good eating habits.
- Physical activities develop good coordination and skill development through physical fitness.
- Opportunities for outdoor and recreational activities are planned every day.

FOR SOCIAL RESPONSIBILITY

Children learn appropriate social behavior through group discussions, projects, positive adult-modeling, and gain a sense of belonging. Children develop an appreciation of their local community & environment.

The YMCA Day provides ways for children to:

- Build self-esteem
- Make new friends and build meaningful relationships with others
- Discover who they are
- Help and serve others
- Demonstrate a helpful and cooperative attitude

OUR STAFF

Recruiting, selecting, training, and supporting the staff are essential to success. The Y leaders have experience in working with children, knowledge of recreation activities, and must model the Y's core values. All of our lead staff meet or exceed the state requirements for college course work, training and years of experience. Staff have attended, and continue to attend, regularly scheduled training events on behavior management, communication skills, and creative activities for kids. Staff maintain current certification in CPR, First Aid, Child Abuse Prevention, and other certification required by licensing. In addition, staff and volunteers are thoroughly screened prior to employment and evaluated on a regular basis to ensure continually high performance.

STAFF RELATIONSHIPS OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, Y employees are not permitted under any circumstances, to provide individual transportation for any child or to bring or take a child home. Y staff and personnel are not allowed to babysit for program participants, spend time outside of program with our families or contact families by personal phone, email, or internet *without prior written consent of the guardian and Y*. Please do NOT put our staff at risk of losing their position with us by asking them to compromise these YMCA staff policies.

DAILY SCHEDULE

Each program has a daily schedule to meet the needs of the children. Schedules are posted at the site and are **provided to each family monthly**.

Morning Program: Opening until start of school day

- Planned Youth-Choice Activities, Snack, Community Time, Movement & Mindfulness

Afternoon Program: End of school day until program close

- Snack, Homework Support, Community Time, Active Physical Play
- Afternoon activities include the following core components:
 - Literacy, Math, Science, Physical Wellness, Art/Drama, Adult and Youth-Led Clubs (i.e. Cooking, Card Games)

OUR CURRICULUM:

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

Kids who participate in the Y's before and after-school programs expand the school day through active play with classmates and curriculum that augments what they're learning in school. Discovering the world is fun and safe with the experts on helping kids grow and learn in spirit, mind, and body.

The Pillars of SCALED:

Stem (S)

Career-Connected Learning (C)

Arts (A)

Literacy (L)

Education (E)

Diversity & Global Learning (D)



CRITERIA AND QUALIFICATIONS

ENROLLMENT CRITERIA

Parent/guardians must complete, in its entirety, the YMCA of Greater Seattle’s reservation packet at the time of registration and deposit payment. No student may enter the program without the completed enrollment packet.

EQUAL ACCESS

The YMCA of Greater Seattle, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Programs. We serve children in groups regardless of gender, race, color, nationality, religion, ethnicity, or ability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

INCLUSION & SPECIAL NEEDS

The YMCA has a unique opportunity and responsibility to work toward full inclusion of people of all abilities. The YMCA of Greater Seattle will not deny access to anyone solely on the basis of their disability. The YMCA complies with all provisions of the Americans with Disabilities Act (ADA) and aims to ensure complete access, inclusion, and engagement for all children.

Prior to enrollment, guardians should meet with the Program Director to discuss their child's needs and goals, review the Y’s policies, and complete the individual assessment to ensure the Y is prepared to best serve them. It is essential that all pertinent information is available to staff throughout the summer so we can work in mutual partnership to ensure everyone’s success.

The YMCA of Greater Seattle will provide reasonable accommodations on a case-by-case basis after an individualized assessment has been conducted and the accommodations have been agreed to by all parties. If no satisfactory accommodations or alternatives can be fulfilled, the Y will provide guardians with notification of the reasons for this determination. Our typical ratio is 1 staff to 12 children and is delivered in a group format not 1:1.

SUPERVISION

A staff to child ratio of 1:12 is normally maintained in Y programs. The required ratio for the State of Washington is 1:15. Staff-child ratios are adjusted to assure adequate supervision for the age group, ability, and physical condition of all the children.

Students are assigned to groups using a hands-free, roster identification system. Staff regularly count children and conduct name to face safety checks.

INSURANCE

The YMCA of Greater Seattle does not provide any accident or health insurance for its members or participants and further understands it is the applicant’s/member’s/participant’s responsibility to provide such coverage and agrees to hold the YMCA of Greater Seattle harmless from any and all claims for any accident, injury, or illness.



WHAT TO BRING

WEATHER APPROPRIATE CLOTHING

At the YMCA, we go outdoors to play in rainy, cold, and hot weather, please bring appropriate clothing based on weather. Wearing layers is a great way to prepare your kids for Y programs each day.

LABEL ALL PERSONAL BELONGINGS

Please ensure that all possessions are labeled, preferably on the tag at the neck or waist with permanent marker. Label any sunscreen provided by the parent/guardian.

PERSONAL BELONGINGS

Students are responsible for their own belongings including backpacks, books, clothing, and other personal items. We discourage students from bringing their own electronic devices, phones, other special toys, game cards, money or sports equipment (unless specified for the program). If these items are brought, the Y staff may collect them and will return them when the child is picked up at the end of the day. The Y is not responsible for lost items.

DANGEROUS ITEMS & CONTROLLED SUBSTANCES NOT ALLOWED AT YMCA PROGRAMS

- **Controlled Substances:** illegal drugs, controlled substances and alcohol are not permitted on the property where a Y program is operated or visits.
- **Tobacco-Free Y facilities;** no tobacco products permitted. Family cooperation is necessary to protect our “outdoor classroom” too for everyone to enjoy. Thank you for keeping Y space and buildings tobacco free.
- **Pets:** Pets or other animals are not allowed and are not to be brought to Y programs.
- **Weapons:** No children, staff parents or visitors are not permitted to bring or possess weapons (including firearms and pocket knives).
- **Matches, lighters and firecrackers** are not permitted.
- **Soda, sugary or any carbonated drinks** are NOT permitted during program.

LOST AND FOUND

Participants are responsible for personal belongings. When items are missing, check the lost and found area. Items are returned to their owners as soon as possible. The YMCA does not take responsibility or replace any items lost, broken or misplaced. **Unclaimed items are held for two weeks then discarded or donated to charity.**

Tip: Have your student pack their bag, with your supervision – that way they'll have greater success of recognizing their items.



FOR HEALTHY LIVING

PHYSICAL ACTIVITY AND PROGRAM ELEMENTS

The YMCA follows the Healthy Eating and Physical Activity (HEPA) standards in our programs as part of the Y's national commitment to combat childhood obesity and ensure that participants live a healthier balanced life. To encourage and increase parent knowledge related to the healthy eating and physical activity, staff will communicate information.

SCREEN TIME POLICY

On rare occasions movies are scheduled in programs, particularly if there are multiple rainy days. Access to computers for additional knowledge and skill practice may be beneficial and/or needed, up to 30 minutes of monitored time may be available. Children should not bring video games, electronic devices, ear buds or earphones, cell phones, etc. to the program.

LUNCH, HEALTHY SNACKS AND MEAL PLANS

Nutrition is very important to healthy physical and mental development in Y programs.

This means in addition to the healthy lunch you pack and send each day, the Y will provide healthy snacks daily.

- Each snack includes at least 1/2 cup of a fruit or vegetable and at least 1/2 cup of grain (crackers, whole wheat bread, etc.)
- Water is the beverage of choice and offered daily. Low or nonfat milk maybe provided.

Each day you will pack & provide a nutritious lunch for your child. Lunches provided by parents should strive to meet the USDA guidelines and contain a dairy product, a protein food, and two or more servings of fruit or vegetables. Please do not send candy, gum or soda with your child. Remember these are active days and kids may eat more than usual! It is not possible for us to provide refrigeration or a microwave for lunches, so please do not send foods that may spoil such as mayonnaise or require reheating. Please label containers and lunch bag.

Children will be offered a light morning and afternoon snack daily. These snacks are not sufficient to replace breakfast or lunch. If you would like to provide alternate food for your child during snack time (e.g. food from home, extra food from their packed lunch) for dietary, health or other reasons please ask for a Y Parent Meal Plan Agreement (WAC 170-297-7525-Parent or Guardian Provided Food).

NUT & OTHER ALLERGIES

Y Programs are not nut free. Please be sure to speak with the program director, prior to registration about any concerns you may have. If your child has any food-based allergies or special diets, please note them in your enrollment packet. You may be asked to refrain from sending your child with food containing peanut butter or other nuts and/or other food manufactured in a plant that processes nut if a child in your child's program has a severe nut allergy.

NONDISCRIMINATION STATEMENT

All people are welcome at the YMCA regardless of race, sex, national origin, religion, or abilities. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Director to make necessary arrangements. In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. YMCA Programs will reflect and respect the diversity in our community. Religious education is not part of our program.

The YMCA of Greater Seattle is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families; cultivate an understanding among children and staff and incorporate to an anti-bias approach to curriculum.

COMMUNICATION

At the Y we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes quick check surveys, weekly newsletters, daily informal communication, High 5s and info about your child's day.

We are happy to meet with you. Contact the director or send a note to schedule a meeting.

To best support you and your family, please feel free to provide suggestions for improvement regarding these communication tools. We encourage you to let us know about the changes in your child's life, comments he or she has made about the day or anything that helps us make your child more comfortable and ready to play and learn.



PlayerSpace - the YMCA post registration management system is PLAYERSPACE. Families will receive an email from PlayerSpace with log in information 1-2 days after completing their registration. Detailed information like health history, waivers, program documents and parent newsletters will be sent via PlayerSpace to your email used to create your PlayerSpace account. Any questions about this system can be directed to our registrar team at registration@seattlemca.org.

RAVE - RAVE is the Y's communication tool for sending emergency or time-sensitive, critical information. If we need to reach all of our families with important and crucial information we will be using this system. RAVE is used to send a text message to your cell phone to alert you of changes in locations, closures or pertinent information. You will receive more information on this system in your first week of program.

INCLEMENT WEATHER & RAINY DAYS

The YMCA of Greater Seattle makes every effort to provide care on days of inclement weather. Please be familiar with these policies and the line of communication between yourself and the YMCA staff to ensure all information is exchanged properly. Remember, these situations only pertain to days of inclement weather.

Students must be prepared for rainy or cold/drizzling days as well as high temperature days by wearing appropriate clothing and providing layers.

SAFETY AND PROCEDURES

DROP OFF/PICK UP

Please drive slowly and watch for children. Accompany your child(ren) to and from the designated location. All participants must be accompanied by a parent or designated adult. While children are walking to or from their cars their care and safety is the responsibility of the parent/guardian. The children are released only to persons authorized by the parent/guardian(s). A photo I.D. is required when a new person other than parent picks child up. This minor inconvenience protects your child.

ABSENCE/SCHEDULE CHANGE

Communication regarding attendance is vital. If your child is going to be absent from the program, please notify the Y before 9:00 am. If you leave a message, please provide the child's name with program location, so we are aware and can appropriately adjust supervision and activities.

SIGN IN/OUT INFORMATION

When a child arrives she/he will be checked-in to our electronic attendance system ACTIVE Connect by a parent/guardian and a staff member. At the end of the day a parent or other authorized adult **MUST** come to the program location and sign their child out. Please check for information updates or changes each day posted at the Parent Welcome Center.

AUTHORIZED PICK UP

For the child's protection, only persons authorized by the parent/guardian(s) may pick up a child. The staff question those who are unfamiliar and check their authorization and ID (Driver's License or State ID / Photo ID required). Anyone without proper authorization will not be permitted to sign out or take the child. If someone else is picking up the child, the parent must update their Authorized Pick Ups in their master ACTIVE account or by notifying the Director in writing. In the case of last minute pick up changes, the family may call and the Director records the oral release and confirms the request by calling the parent number immediately. In an emergency, the Director may take appropriate action as deemed necessary to ensure the child's safety and well-being. For the safety of your child, we will not automatically release your child to anyone who appears under the influence of drugs and/or alcohol but will assist in making other arrangements for transportation home.

LATE PICK-UP PROCEDURE

All children must be picked up at the YMCA program location closing time. If a child remains in our care longer than 30 minutes after the program ends and we have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent / guardian by phone numbers provided on the emergency contact list
- Call persons listed as emergency contacts
- After 60 minutes, the authorities may be called to ensure the safety of your child
- Habitual lateness could result in removal from the program



REGISTRATION

FEES AND FEE POLICY SCHEDULE

The following is the registration process that needs to be completed in order for your child to attend programs. If you have any questions about the process, please email or call the Registrar. Children will only be considered “fully registered” when all steps are completed and we have received all required paperwork completed for each participant. Participants may be unenrolled if the complete required paperwork is not complete 5 business days before their first day of program.

Step1: Your registration and deposit, non-refundable and non-transferable, must be completed on-line. Electronic Funds Transfer (EFT), from an individual’s bank account, debit or credit card is required at time of registration and connected on order for future draft purposes.

Step2: Enrollment Packet forms must be completed 3days prior to program starting. Once you complete your registration you will receive an email with how to fill out your on-line Enrollment Packet. Enrollment packets will be filled out on-line. *Children will not be accepted into program without a completed paperwork packet.*

Step3: Automatic draft from provided account will be process on the Saturday prior to each week or month registered. All forms of payment will be accepted prior to draft date should you prefer not to be drafted. No child will be accepted into a program without full payment or a scheduled payment plan. Parents pay fees of reserved weeks regardless of your child’s attendance or absences. Parents have the responsibility to ensure available funds for selected draft method.

FINANCIAL ASSISTANCE

The Y is committed to ensuring all families have access to quality and enriching youth programs. We provide financial assistance and a sliding fee schedule. Please complete the Affordable for All Income Acknowledgment Form to learn more about scholarships or financial assistance. The form can be found here: <https://www.seattleyymca.org/support/webform-financial-scholarship-school-based-programs>.

THIRD PARTY PAYMENTS (WCCC)

The YMCA accepts Working Child Care Connections (WCCC) and City of Seattle (COS) Subsidy. Please note that not all programs are eligible for WCCC and COS funding. For more information please email registration@seattleyymca.org. In addition to co-pays, it is the responsibility of a parent/guardian to be consistent with checking in/out in the electronic attendance system for tracking.

TUITION

Our tuition is based on the number of school days per week and paid prior to the week beginning. Tuition for our Child Care program pays for all direct operation costs, staff, snacks, meals and materials of which must be available for your child whether or not he/she attends. Therefore, days missed cannot be deducted from your fee. If you need to make changes or withdraw your child from our program, you will need to give written notification the Wednesday before the program begins.

REFUNDS & CANCELLATIONS

For cancellations or transfers, we require written notice Wednesday at noon prior to the start of the session. Deposits are non-refundable and may be nontransferable. The Y reserves the right to charge a \$25 fee for multiple registration changes. No refunds or credits will be given for absences, withdrawals, disciplinary suspensions or removal of a child.

TAX RECEIPTS

Fees are eligible for child care tax credit. Our federal child care tax ID # is 91-0482710 and a year-end tax statement is available upon request.

SICK CHILD PROCEDURES

The Y cannot accept children for program when they are ill. Staff observes each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other arrangements be made for his/her care. If your child develops these symptoms after drop-off, parents are contacted and expected to pick-up their child.

We separate your child from other children until you can pick them up if they are experiencing the following:

- Diarrhea (2 or more instances)
- Severe Coughing
- Eye Discharge or Conjunctivitis (pink eye)
- Fever of 100 degrees Fahrenheit or higher
- Stiff Neck
- Unusual spots, rash or infected skin patches
- Sore throat or difficulty swallowing
- Vomiting (2 or more times in 24 hours)
- Too tired/sick to participate in daily activities
- Evidence of live lice, scabies, or other parasitic infection

We will report communicable diseases to the local health department. We will also notify other parent/guardians in program so they can take appropriate action.

MEDICATION MANAGEMENT

If your child is taking either prescription or non-prescription medication that must be administered during program hours, please complete the *Request for Administration of Medication* form with the name, dosage and time your child will need the medication.

Non-Prescription Medicine: Parent/guardian consent authorizes these medicines but they must be in the original container and follow the dosage, duration, and method per the manufacturers label. *Also, we cannot give aspirin without written consent from your child's physician.*

Prescription Medicine: We cannot administer any prescription medication without written physician consent. Medications must be in the original bottle with the appropriate dosage.

All medication will be collected by the program staff at the beginning of each day. Unused medications will be returned to the parent/guardian at end of the week or on the child's last day of program. It is requested that only one week's worth of medication be given to the Y.

Children who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen for bee stings) will have their medicine carried by their Y Staff but must administer it to themselves under supervision of a counselor/adult.



ILLNESS & INJURY

YMCA of Greater Seattle Summer Programs are based and operate in both indoor and outdoor setting. Some specific hazards that may occur during the course of a normal day may include: minor scrapes or cuts, slipping, falling, splinters, bumps, bruises or insect bites.

In the event any of the above conditions occur, Y Staff will treat these ailments in accordance with first aid health guidelines (soap, water, ice, bandages). For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded in our accident/incident log.

If illness or injury results in a more serious condition than listed above, Y Staff will contact the child's parent/guardian immediately to make arrangements for care and/or contact 911. For the child's safety, it is essential to provide the Y with two additional emergency numbers in the event of such a situation.

Y Staff cannot administer pain medication, Benedryl, aspirin, Calamine lotion, antibiotic ointments, etc. without the original bottle/packaging and instructions from a physician when necessary. **Children do not always inform staff of scratches, rashes, insect bites, etc. Please do a daily health check with your child.**

SAFETY & HYGIENE

Hand Washing Practices:

- Staff members and children are taught hand washing procedures and are periodically monitored.
- Hands must be washed when entering program, after using the toilet, handling body fluids, coming indoors from outdoor activities, and before meals and snacks.

PESTICIDE POLICY

You will be notified at least 48 hours in advance of the application of any pesticides, as we receive notification from the school district or city. This notification will include the product name of the pesticide being used, intended date and time of application, location where the pesticide will be applied, the pest to be controlled and the name and number of a contact person at the site. Signs and/or markers will be posted following the application of the pesticide.

VOLUNTEERS

At the YMCA we welcome parents or guardians to help throughout the day in your child's programs. We also offer many other volunteer opportunities such as helping with field trips, administrative work, classroom decorations, youth sports and involvement in our Annual Campaign. Please speak with staff at your program for more information.

BIRTHDAYS

Birthdays are a special time for children and we are happy to help you celebrate them. You are welcome to send a special treat (no homemade items please) on your child's birthday. Please check with the Program Supervisor to make arrangements and learn about special food allergies. We ask that party invitations not be passed out at the site to avoid any hurt feelings unless all children are invited.

HOLIDAY & SITE CLOSURES

YMCA Child Care programs are closed on the following days:

Labor Day	Veterans Day (Staff Training Day)
Thanksgiving Day	The day after Thanksgiving
Christmas Day	New Years Day*
Martin Luther King Jr. Day	President's Day (Staff Training Day)
Memorial Day	Independence Day

**If the holiday falls on a Saturday, there will be no care on the preceding Friday. If the holiday falls on a Sunday, there will be no care the following Monday. In addition, there may be closures at the end of the school year and prior to the beginning of the school year for site cleaning and set up and staff training and development. Contact your Program Supervisor for specific closure dates.*

BEHAVIOR EXPECTATIONS

Y Staff makes every effort to ensure each child has a positive experience. The Y strongly believes that our program is an exciting, safe community for youth to explore, build confidence, develop skills and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve. We strive to help each child develop positive self-esteem while fostering self-direction.

GENERAL BEHAVIOR EXPECTATIONS

- No put-downs...no one needs them.
- Be honest with yourself and others.
- Speak for yourself...not for anyone else.
- Listen to others...they will then listen to you.
- Show respect ...every person is important.
- Take responsibility for your actions, you are responsible for you.

UNACCEPTABLE BEHAVIOR

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal, YMCA, rental and public property) Note: Damage done by a youth to these properties could result in financial responsibility and invoice assessed to the family.
- Refusing to participate in activities or cooperate with staff
- Disrupting the program
- Leaving the program without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing, or sexual misconduct or abuse toward another child or staff will not be tolerated.

WHEN BEHAVIOR RULES ARE BROKEN

The Y staff facilitates the development of self-control in the YMCA by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to a more acceptable activity, or setting clear limits. Staff respect each child's developing capabilities

PROGRESSIVE DISCIPLINE PROCEDURES

When a child does not follow the behavior guidelines, The Y staff takes the following action steps.

Staff redirects the child to more appropriate behavior.

If inappropriate behavior continues, the child is reminded of behavior guidelines and rules. The Director and the child decide on action steps to correct their behavior. Staff documents the situation, the inappropriate behavior and action taken. Parent/guardian(s) are notified.

If the situation is not resolved and inappropriate behavior continues, the YMCA reserves the right to suspend the child for an unlimited amount of time or dismissed from program.

SUSPENSION

An automatic consequence for behavior such as fist fighting, physical/verbal coercion, sexual misconduct, or destruction of property is suspension. Parents are notified that day about the incident. The supervisor and/or director will meet with the parent(s) to discuss date(s) of suspension. These disciplinary steps and procedures are subject to change based on the severity of the action(s) or incident(s) and within the discretion of YMCA staff. No refunds or credits will be given for time missed due to disciplinary action.

FAMILY PARTICIPATION & COMMUNICATION

A key element of our program is family involvement. Families are strongly encouraged to volunteer their time and services in a wide variety of ways. Examples of involvement may be participation fundraising, serving on Parent Advisory Boards and so forth. Families are encouraged to participate in all facets of the program to make our program the best possible place for their children. Through combined efforts, the family, the child, and the program all benefit.

Parents should discuss any complaints or suggestions about the child care program with the director. When a parent feels the director has not addressed their concerns, the parent may discuss their concerns with the Branch Executive for School Age Programs.

Parents are invited to visit at any time. Please come visit your child or to evaluate the program whenever you choose. We only ask when you observe or visit that you do not disrupt the routine. If you will be taking your child out for a brief time, please do this at completion of an activity. Please write what time you will be coming to pick up your child on their daily sheet. Please contact the Director if your observations will be frequent to discuss our policies.

Talk to the Y Staff daily because he/she can give you the most accurate information. Staff is available to discuss your child at any time. However, due to staff responsibilities and schedules, parents/guardians are asked to make appointments for lengthy conversations. Any challenges your child may be having at home may affect his/her behavior during program time. Please keep the Director informed so that we can be sensitive to your child's needs. Any information of a confidential nature will be shared only with those who need to know

CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both parents. However, we are not a party to any custody orders and not in a position to enforce parenting plans. If both parents are listed on Y paperwork (or if one parent is listed on the form but that parent has confirmed the identity of the other parent) both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site.

Please make sure you have established clear expectations between the parties. We do honor Restraining orders, Anti-Harassment orders or other court orders created for the protection of the child. Please provide a copy to your on-site Director.



STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- You may not relate to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting weekend trips, foster care etc. are not permitted. An exception must be approved in advance by the Director of Risk Management and the District Executive or SVP/COO
- Giving personal gifts to program participants or their parents is not allowed
- Program rules and boundaries must be followed, including appropriate touch guidelines
- Children or youth should not be singled out for favored attention
- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that any child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated.
- At the first reasonable cause to believe that an employee or volunteer abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Additionally, it is the YMCA's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, District Executive and designated members of the YMCA Association Office. Employee or volunteer, including suspension or termination from YMCA employment or volunteer status.

CHILD SAFETY

As a partner in your child's success, the YMCA of Greater Seattle is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time throughout the summer you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Director.

Personal Safety Talks

As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits. YMCA staff will model the use of correct words for body parts and functions, and respond to conversations and questions in age appropriate ways.

Child Abuse Reporting

YMCA staff are required to report immediately to Child Protective Services (CPS Intake), licensor or police any instance when there is reason to suspect the occurrence of physical, sexual or emotional abuse, child neglect or exploitation. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the Police.

EMERGENCY PROCEDURES/EVACUATION

Washington State Department of Children, Youth, and Families require that programs create and implement emergency plans to assure the safety and welfare of the children attending all programs. Specific information concerning this policy in your Y Programs is available on-site. Our emergency plan provides for response to many types of emergencies. The plan must address what you are going to do if there is a disaster and parents/guardians are not able to get to their children for two or three days. (WAC 170-295-5030)

Fire and emergency drills are conducted monthly during the day. Your child is prepared and reassured during these drills.

In an emergency, the Director or other supervisor staff may take appropriate action as deemed necessary to ensure your child's safety, health and well-being. This is to assure you of our concern for the safety and welfare of the child attending the YMCA's Program. Depending on the circumstance of the emergency, protective actions are as follows and applies to all programs and field trips at any location:

EVACUATION - Students are evacuated outdoors to a safe area on the grounds of the facility (ex. Fire, electrical threat)

LOCKOUT - Students are relocated to a secured indoor location and all access points to the building are locked and monitored (ex. External threat, missing child)

LOCKDOWN - If indoors, students are secured in classrooms with doors locked and monitored away from windows. If outdoors, students are prepared to run & scatter to predetermined locations based on drills. (ex. Internal threat)

- **DO NOT CALL THE PROGRAM SITE PHONE IN THE EVENT OF AN EMERGENCY. The YMCA is updated with emergency information and parents will be notified via RAVE, the text/email alert system.** You will receive information on RAVE in your first week of program. This will keep our phone line free to make emergency phone calls and relay information. Parents may reach out to the Director. However the director's priority is to keep the children safe and may not be immediately available.
- The persons designated to pick up your child are on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form can pick your child up from the program.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.

In order to ensure the safety of your child and our staff, we ask for your understanding and cooperation. Should you have any questions regarding our emergency operating procedures, please contact your YMCA.



Thank you for reading through our Family Guide to Y LEAP Academy. If you have any questions that were not answered in this guide, please feel free to reach out to registration@seattleyymca.org. We look forward to a great fall together!

