



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Greensburg YMCA Adventure Camp & Sports Camp

Parent Handbook

www.greensburgymca.org



YMCA Child Care Vision Statement

We are committed to serving the needs of our children and their families and are determined to provide all of the elements that our families feel are most important: the YMCA core values of **respect, responsibility, caring, and honesty**, demonstrated through reliable child care and fun, interactive activities.

The Greensburg YMCA Child Care Department welcomes you and your child. Our intent is to make this a happy and safe experience for your child. We hope this handbook will help answer any questions you may have in your child's experience during Adventure/Sports Camp. Please feel free to call the Youth Director, Director of Child Care Services, or the Senior Program Director with any questions you may have now or in the future.

Our purpose in providing quality child care is to support parents in their desire for children to grow to their fullest potential. Providing a safe environment, meeting their need for challenge, stimulation and ideas, and surrounding them with people who know how to listen will help achieve that goal. Each child has talents and skills to develop, energy to put to use, and huge reservoirs of creativity that need to be encouraged.

The structure of the Greensburg YMCA includes a volunteer Board of Directors that is responsible for the financial stability of the organization and all policy making. The policies that the board creates are carried out by a group of paid professional staff. The organizational chart for the paid professional staff is as follows:

Greensburg YMCA CEO
 Director of Child Care Services/Senior Program Director
 Youth Director
 Head Counselors/Head Coaches
 Assistant Head Counselors
 Assistant Counselor/Assistant Coaches

YMCA Mission Statement *"To put Christian principles into practice through programs that build healthy spirit, mind and body for all."*

YMCA Focus: Youth Development, Healthy Living, Social Responsibility

YMCA Program Objectives: Your child will...

Grow personally – build self esteem and self reliance.

Build character – behave according to the YMCA values of caring, honesty, respect and responsibility.

Improve personal and family relationships – learn to care about, communicate with, and cooperate with family and friends.

Appreciate diversity – respect people of different ages, abilities, incomes, races, religions, cultures and beliefs.

Become better leaders and supporters – learn that "give and take" are necessary to work toward the common good.

Develop specific skills – acquire new knowledge and ways to grow in spirit, mind and body.

Have fun – enjoy life!

Child Care Facilities

1. Greensburg YMCA Summer Camp (Adventure & Sports Camp)—DHS licensed; CCIS accepted; YMCA Scholarship accepted
2. Unity Township- Greensburg YMCA Summer Camp (Adventure Camp)—non-licensed; no CCIS accepted; YMCA Scholarship accepted

Keystone Stars

This statewide initiative aims to improve the quality of care and education given to each child. Our participation demonstrates our commitment to each child and to reaching higher environmental standards that will enhance social and emotional development, cognitive skills and school readiness.

Program Information

Registration

The \$40.00 non-refundable registration fee per child is due upon registration with the appropriate completed registration packet. Your child **cannot** attend the summer camp if the appropriate paperwork is not on site.

Payment Policy

Payment is due in full to the Office of Child Care Services on the Monday **one week prior to the week care is provided**.

Payment options are as follows:

- Drafting from a credit card, checking account, or savings account is the preferred style of payment.
- If you cannot draft from a credit card, checking account, or savings account, you will incur a \$5.00 processing fee per week.

If payment is not received by Monday one week prior to the week of care, there is a \$15.00 administrative fee.

There is a \$15.00 fee for campers that choose to switch between Adventure Camp and Sports Camp. Switching may only occur after the first day of the week. Switching requests after Tuesday will not be accepted.

If your check is returned to us for any reason, a **\$35.00 RETURNED CHECK FEE** will be assessed. If more than two checks are returned, the YMCA will be unable to accept your personal checks. At that time, all future program fees must be paid by draft.

Although you are responsible to pay for what you have registered, if you must make a change to your child's schedule, the Child Care Billing Clerk at 724-834-0150 extension 161 must be notified in writing or e-mail, childcarepayments@gbgymca.org at least two weeks in advance that the change is being made. Be certain to include child's name, parent's name, date and exactly what you are requesting.

Request for Invoice or Statement:

To obtain a copy of Child Care expenses, please contact the Child Care Billing Clerk at ext. 161.

Tax information will be available by January 31 at the Greensburg YMCA Welcome Center Desk for any families not currently enrolled in a program. Those families enrolled in our Before & After School Enrichment (BASE) program will receive their tax statement directly at their BASE location. There will be no charge for the first requested copy. There will be a \$15.00 charge for each additional copy requested.

Our EIN number is 25-0965622

Refunds/Credits

Refunds or credits will be granted in the following cases:

- A doctor's note stating that the child's health will prohibit him/her from participating in the program for five business days or more.
- A family emergency requires five or more business days away from home.

Requests for refunds/credits must be submitted to the Office of Child Care Services in writing.

Withdrawal Policy

It is the YMCA's policy that written notice must be given **two weeks in advance** of a child's withdrawal from the program in order to avoid being charged for the upcoming weeks of care. Any outstanding balance must be paid **at the time of withdrawal**. The YMCA reserves the right to dismiss a child from the program upon notifying the parent.

Late Pick-Up Policy

We understand that a late pick up may occur on a rare occasion. However, please understand the Early Childhood Learning Center opens at 6:45 a.m. and the School Age Summer Camp opens at 7:00 a.m. sharp. The Early Childhood Learning Center and the School Age Summer Camp programs both close at 6:00 p.m. sharp. If your child is not picked up by the end of his/her program, **a late fee will be charged and collected at that time**. If it is 6:01 by our clock, you are late and a late fee will be assessed.

THE FEE IS \$1.00 PER 1 MINUTE. This fee is used to pay the two staff persons who are required by the state to remain with your child. **If you know that you are going to be late, please call us.** We do understand that things come up and traffic can be challenging even in the best of times. We tend to worry about your safety just as much as your child does. Please be considerate.

If we have not heard from you by 6:00 p.m. and we cannot reach you by phone, your emergency numbers will be called. One of those contacts will be asked to come and get your child/children. If neither you nor your emergency contacts can be reached, we will keep your child for one hour. After that time, the police will be contacted to see if there has been an accident and/or to drive by your home to see if there is a problem. If no problems are found, Child and Youth Services will be notified.

Excessive Late Pick-up Policy

The Greensburg YMCA has found that it is necessary to have an excessive late pick-up policy. This policy is as follows: If you are late more than three times in any child care program, you may be asked to remove your child from our program. Many of our staff go to school or have other positions that require them to be on time for those duties. We are confident you understand the need for this policy.

Child Care is not offered:

The Greensburg YMCA child care programs will be closed for the following holidays and events:

- Independence Day
- Annual Shutdown (August 23-September 2, 2014)
- Early Childhood Learning Center's teacher in-service days are to be announced.

Financial Assistance

Scholarships are available to families who qualify for financial assistance. A financial assistance application is required but kept confidential. The processing of scholarships will be conducted by the Director of Child Care Services and may take up to one month to process. Financial assistance applications are available at the YMCA Member Services desk or the Office of Child Care Services. A Greensburg YMCA confidential financial assistance form and sliding scale are used when processing a request for financial assistance.

A reduction of fees may be available to those requesting such assistance, providing that the person can demonstrate financial need. Along with the application form, the applicant must document all gross annual income. Income must be documented by supplying the following items:

- a. Most recent tax return.
- b. Two consecutive paycheck stubs.
- c. Most recent W-2.
- d. A letter from CCIS stating acceptance, denial, or waitlist of your application.

If the applicant is divorced and is requesting financial assistance for child care, a child support obligation worksheet must be presented. Payment is accepted from Child Care Information Services of Westmoreland County. All families seeking financial aid for child care must inquire with CCIS of Westmoreland County to see if they qualify for aid. They can be reached at (724) 836-4580.

Sign In/Out Procedures

Parents are expected to sign their children in upon ARRIVAL in the morning and sign them out before LEAVING in the afternoon. Sign In/Out sheets are available as you enter the program. Please get into the habit of taking this DAILY step. An exchange of responsibility from one adult to another is necessary. We cannot be held responsible for your child if we are uncertain of his/her presence. All persons signing children in/out must be at least 18 years of age.

Authorization for Pick-Up

Authorization to pick up a child is given in the attached emergency contact/parental consent form. No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. In the case of an emergency, you are able to call the site and verbally authorize someone not designated on the emergency contact form to pick up your child/children. Children will not be released to anyone, including siblings under the age of 18. **Photo identification is necessary and must be shown by anyone not known to the child care staff.**

Staff cannot legally refuse a child to be released to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. The YMCA cannot deny a custodial parent/guardian from taking his/her child. If the parent/guardian appears to be under the influence, however, the proper authorities will be notified to ensure the safety of the child.

Child Health Policy

As per Office of Child Development and Early Learning regulations, each enrolled child, including a child, foster child and a relative of an operator or facility person, to provide an initial health report no later than 60 days following the child's first day of attendance at the facility.

- The initial health report for an infant (a child from birth to 1 year of age) must be dated no more than 3 months prior to the first day of attendance at the facility.
- The initial health report for a young toddler (a child from 1 to 2 years of age) must be dated no more than 6 months prior to the first day of attendance at the facility.
- The initial health report for an older toddler (a child from 2 to 3 years of age) or preschooler (a child from 3 years of age until the date they enter Kindergarten in a public or private school) must be dated no more than 1 year prior to the first day of attendance at the facility.
- The initial health report for a school age child (a child who attends Kindergarten through 15 years of age) must be dated in accordance with the requirements for medical examinations for school attendance, which is at the time child enters Kindergarten and 6th grade.

We will require the parent to provide an updated health report in accordance with the following schedules:

- At least every 6 months for an infant or young toddler
- At least every 12 months for an older toddler or preschooler

The health report must be written and signed by a physician, physician's assistant or CRNP. The signature must include the individual's professional title. The health report must include the following information: review of the child's health history; a list of child's allergies; current medication and the reason for such medication; an assessment of an acute or chronic health problem or special need and recommendations for treatment or services, including information regarding abnormal results of screening tests for vision, hearing or lead poisoning; review of the child's immunized status; a statement of child's medical information pertinent to diagnosis and treatment in case of an emergency; and statement that child is able to participate in child care and appears to be free from contagious or communicable disease.

Medication Policy

In compliance with the Pennsylvania Department of Public Welfare:

- The center will only accept medication, prescription or non-prescription, in its **original** container. The medication shall remain in the container in which it was received.
- Written instructions from a physician or pharmacy must accompany all medication. Instructions for administration contained on a prescription label are acceptable.
- The label of a medication container shall identify the name of the medication and the name of the child for whom it is intended. Medication shall be administered only to the child whose name appears on the container.
- All medication will be stored according to package directions in a locked area of the facility or in an area that is out of the reach of children.
- Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.
- A parent shall provide written consent for administration of all medications. Authorization is good for one week and then must be completed again. The only exception to this is long-term medications for asthma, ADHD, etc.
- The YMCA is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered
- If a special diet is prescribed for a child, written instructions and consent will need to be provided and retained in the child's file.

Over the Counter Skin Products

YMCA staff will administer lotion and diaper ointment/cream provided:

- We receive written parental authorization noting any adverse reactions.
- Products are in their original containers labeled with your child's name.

Sunscreen Policy:

We recognize that too much sunlight may increase the child's risk of getting skin cancer. YMCA day camp participants spend a great deal of time in the outdoors and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies, we have made the following policies in this regard:

- All campers and staff will wear sunscreen with an SPF of at least 15 on all exposed skin, including lips, daily, regardless of sky conditions.
- Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop off.
- Parents or legal guardians will be responsible for providing their children with enough sunscreen (in original sealed-with a lid-container) to take with them for later day applications. One container per child, please, labeled with the child's name.
- Day camp staff will be responsible for ensuring time for thorough follow-up applications after one hour in the water, after two hours of activity in the sun (due to perspiration), and/or any other time as needed. Please note, this means that school age children are responsible for applying their own sunscreen, with assistance from staff.
- For campers who have fair skin, freckles, or numerous moles; have blonde, red, or light brown hair; have blue, green, or gray eyes; tend to burn easily and tan little or not at all; and have a family history of skin cancer, we recommend that an extra T-shirt be provided for swimming/water play or for added protection.
- The YMCA reserves the right to prohibit anyone to participate in the day camp program at any time for failure to comply with this policy.
- If child does not have sunscreen, consent to administer YMCA provided sunscreen must marked on Sunscreen Policy, or we will not be permitted to apply.

Please note that these decisions were made to protect your child. Furthermore, our staff members have been trained on this subject and understand their responsibilities and the consequences for failure in observing this policy.

POOL SAFETY:

Because your child is participating in swimming lessons or free swim time either at the YMCA or public pool, it is of the utmost importance that you know and understand our POOL SAFETY RULES:

1. Shower before entering the pool
2. No running, pushing, or shoving
3. No shoes on deck
4. When the whistle blows, pay attention to the lifeguard.
5. All kids wanting to swim in the deep end must pass the deep water test

We will keep a record of those passing the deep water test and they will be required to wear a wrist band signifying that they have passed.

Child Injury Policy

If your child has an injury that may require more than our first aid skills allow or your child has a bump on the head of any kind, we will make an immediate attempt to contact you. If a parent or guardian cannot be reached, the YMCA shall record in writing the reason emergency care was required and the attempts made to inform you. The YMCA will also document the manner in which emergency treatment was sought and obtained.

If necessary, we will call an ambulance. The program will maintain a parent's signed emergency contact form agreeing to this provision. Please make every effort to keep the YMCA up to date on phone numbers, emergency contact numbers and other pertinent information. **This is of utmost importance because the hospital will not treat your child without you being there.**

Child Illness Policy

The health and safety of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. These rules are in compliance with all Pennsylvania Department of Public Welfare regulations.

- Any enrolled child with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall be excluded from attendance until the YMCA receives notification from a physician or a CRNP that the child is no longer considered a threat to the health of others. The notification shall be retained in the child's file.
- If your child becomes ill in our program we will call you, and you must make arrangements to pick up your child within one hour.
- Sick children cannot return to the facility until they have been fever free for 24 hours without medication. This means if we send your child home on Tuesday, he/she may not return until Thursday at the earliest.

Please keep your child home if he/she has:

- A fever within 24 hours
- A cold that is less than two days old
- A heavy nasal discharge that is yellow or green
- A constant cough
- Reoccurring vomiting or diarrhea (2 or more times)
- A temperature of 100.1 degrees or higher
- Symptoms of a communicable disease (red eyes, sore throat, rash, headache accompanied by abdominal pain or fever, etc)

Emergency Procedures

- **Early Childhood Learning Center:**
 - If the need for evacuation arises, the Early Childhood Learning Center children will be taken across Maple Avenue to the First United Methodist Church to use as a safe shelter area. A notice will be posted that we have relocated to the First United Methodist Church located at 15 East 2nd Street, Greensburg, PA 15601.
 - The Early Childhood Learning Center is equipped with an emergency cell phone. If an emergency arises while the children are out of the building, parents/guardians may call the emergency cell phone number at (724) 331-5566.
 - If an emergency arises in the Early Childhood Learning Center, some children will exit by the fire escape located outside the Preschool 4 room, one story from the sidewalk. Others will exit by the main stairwell. If a parent/guardian is in the building when the alarm sounds, they may not walk back through the building, as others will exit via the main stairway.
 - The staff will guide the children out of the building. Parents may meet the children on the front sidewalk near the parking lot.
- **YMCA Greensburg Summer Camp:**
 - During Drop-off and Pick-up in the YMCA Gymnasium: If the need for evacuation arises, the Adventure/Sports Camp children will exit out of the gymnasium doors and be taken across Maple Avenue to the First United Methodist Church to use as a safe shelter area. A notice will be posted that we have relocated to the First United Methodist Church located at 15 East 2nd Street, Greensburg, PA 15601.
 - Pirates Group at Home Base (1st Reformed United Church of Christ): If the need for evacuation arises, the Pirates group will exit out of 1st Reformed United Methodist Church through the Commons Area door, which faces Maple Avenue. The group will be escorted to the Greensburg YMCA gymnasium. A notice will be posted that we have relocated to the Greensburg YMCA located at 101 S. Maple Avenue, Greensburg, PA 15601.
 - Explorers Group at Home Base (Trinity United Church of Christ): If the need for evacuation arises, the Explorers group will exit out of Trinity United Church of Christ through the side door of its Common Area, and then walk down the sidewalk, across a side street, and down a set of stairs to reach Maple Avenue. From there, the group will be escorted to the Greensburg YMCA gymnasium. A notice will be posted that we have relocated to the Greensburg YMCA located at 101 S. Maple Avenue, Greensburg, PA 15601.
 - Voyagers Group at Home Base (Greensburg Salem Middle School): If the need for evacuation arises, the Voyagers group will exit out of the Greensburg Salem Middle School cafeteria to Greensburg Salem Middle School's front parking lot. If we need to evacuate the area completely, we will relocate by walking the children to YMCA Annex. Directions to the Annex are as follows: Walk out of school and cross Main Street walking to the left of Cathedral Church. Walk down the steps, then cross

over Pennsylvania Avenue to the YMCA Annex. A notice will be posted that we have relocated to the YMCA Annex located at 308 N. Pennsylvania Avenue, Greensburg, PA 15601.

- Sports Camp at Home Base (Greensburg YMCA): If the need for evacuation arises, the Sports Camp group will exit out of the gymnasium doors and be taken across Maple Avenue to the First United Methodist Church to use as a safe shelter area. A notice will be posted that we have relocated to the First United Methodist Church located at 15 East 2nd Street, Greensburg, PA 15601.
- Counselors-in-Training at Home Base (Greensburg YMCA): If the need for evacuation arises, the Counselors-in-Training group will exit out of the gymnasium doors and be taken across Maple Avenue to the First United Methodist Church to use as a safe shelter area. A notice will be posted that we have relocated to the First United Methodist Church located at 15 East 2nd Street, Greensburg, PA 15601.

If an emergency takes place, the staff will contact each parent as soon as reasonably possible by using the phone numbers on each child's emergency contact form. Please do not call us. We will need to keep the phone line free. When the emergency has ended, staff will contact each parent as soon as reasonably possible and give direction as to the safe and orderly pick up of children.

All staff are trained in fire/water safety procedures, First Aid and CPR.

Food Policy

Early Childhood Learning Center:

The Early Childhood Learning Center provides lunch, morning snack and afternoon snack at no additional cost. The YMCA participates in the Child Adult Care Food Program (CACFP). The center receives a small reimbursement for meals which is reapplied to the operating budget for the purchase of food. Participation in this program requires each family to complete a food program application at the start of each school year. Menus are based on CACFP guidelines and are posted each month. Please do not send in food from home.

Meal time is an important part of the day. The Early Childhood Learning Center uses family-style dining during all meals and snacks. Staff sits at the tables with children during meals to facilitate conversation, table manners and establish good eating habits. Children are encouraged to try new foods but may choose for themselves which foods and how much to put on their plates.

All YMCA childcare programs will not serve junk foods or empty calorie foods as part of a required snack.

YMCA Greensburg Summer Camp:

Snacks are provided in the afternoon for all programs. Lunch is NOT provided by the YMCA. Parents must provide a lunch for child.

Non-discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Clothing and Personal Items

We have plenty of equipment and activities to keep your child engaged. Please do not allow your child to bring any toys, games, hand-held electronics, mp3 players, etc. with them to any program. This eliminates fights, theft and/or lost items for which we cannot be responsible. **YOU WILL NOT BE REIMBURSED IF ITEMS ARE LOST OR STOLEN.**

In all YMCA child care programs, PERSONAL SPACE is important for every child. Knowing that we will provide every child an area to store his/her own belongings, it is expected that the parents will provide proper seasonal clothing, and, if applicable, a bathing suit, towel, change of clothing, diapers and wipes for their child/children.

All permitted items must be labeled with the child's name. The YMCA **will not** be responsible for lost or stolen items.

Behavior Modification Policy

All efforts will be made to guide children to appropriate behavior. The YMCA believes that punishment is unnecessary but DISCIPLINE is needed to help children gain self-control. Respect for your child will be demonstrated at all times. The same respect will be expected from your child for his/her peers and the YMCA staff at all times. When disciplinary action is necessary, age-appropriate methods will be implemented. The Department of Public Welfare behavior regulations are as follows:

- A facility person may not use any form of physical punishment, including spanking of a child.
- A facility person may not single out the child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.
- A facility person may not use harsh, demeaning or abusive language in the presence of children.
- Staff will never force or withhold food, nor force or withhold naps as a means of discipline and toileting accidents will not be disciplined.

There are clear and appropriate behavioral expectations for the children in our care. We try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning. Some rules that we like to see are:

1. We find out what the problem is.
2. We attack the problem, not the person.
3. We listen to each other.
4. We care about each other's space and feelings.
5. We are responsible for what we say and do.
6. We respect each other and ourselves.
7. We use appropriate language at all times.
8. We use words, not fists, to solve problems.

A system of cool down/redirection and suggestions from parents on what they have discovered works well at home, will be used. Logical and natural consequences will be allowed where applicable.

On occasion, our staff will identify behaviors that require disciplinary actions. If a child should exhibit an inappropriate behavior while under the supervision of a YMCA staff person, the following sequence of actions will be taken:

- The behavior will first be addressed by the staff person with the child in private.
- If the inappropriate behavior continues, the staff person will notify the supervisor and the situation will then be discussed with the parent.
- If a child's behavior jeopardizes the safety of themselves or others, the suspension policy could be ignored and the child may be removed from the program immediately.

Suspension Policy

- If inappropriate behavior continues, the supervisor will notify the parent that a conference needs to be held within 48 hours. At that conference, the supervisor may recommend the parent/child for outside testing and evaluation, and the child will be suspended from the YMCA Child Care program for 1 day.
- A second serious infraction will result in a suspension of 3-5 days and a request for professional testing and evaluation may be required before the child may return to our program.
- If the behavior has not improved, the child will be immediately removed from the program.
 - If the parent/guardian refuses to work with us during this process, we will be forced to terminate the child from the program. The YMCA has rarely been forced to use suspension from the program. We believe that if the child perceives the YMCA as concerned, involved, consistent, caring and respectful and if we exhibit calmness, few words and a firm but kind attitude, the results will usually be positive.
- NO refunds or credits will be given if a child is suspended and/or terminated from any YMCA program.

Biting Policy

Although it is developmentally appropriate for a toddler to bite because of limited language and social skills, we find it an inappropriate behavior in the child care environment. When there is evidence of this reoccurring behavior, the YMCA will take the following actions:

- Parents will be notified that the problem exists within the child care setting.
- A conference will be set up and actions will be discussed to curtail the problem.
- If the biting continues, the parent will be asked to pick the child up from the center for the remainder of the day.
- If the biting still persists, the parents will be asked to shorten the child's day by half for up to 30 days. The behavior will be reviewed weekly during this time.
- If there is no improvement in this situation upon returning to the center, the parents may be asked to remove the child from our program for an extended period of time. THIS IS A LAST RESORT. This is at the discretion of the Center Director. Children over the age of three are not excluded from his policy. If there is a "biting incident" where an older child is involved, the parent will be called, a conference will be set up and a behavior contract will be implemented. We will monitor the contract closely. If there is no improvement witnessed, then the suspension policy will be enforced.

Termination Policy

The YMCA Child Care program reserves the right to terminate your child's attendance in our program for such things as, but not restricted to:

- Disruptive behavior problems.
- Emotional problems or learning disabilities that we are not equipped to handle or that are a safety risk to themselves or the other children in attendance
- If a parent or child is physically or verbally abusive to YMCA staff or children.
- If the Director of Child Care Services or the CEO of the YMCA believes that continued service is not in the best interest of the child and/or the Greensburg YMCA.

If these or any other problems begin to upset or influence the other children in the program and we have proceeded through the steps cited in our suspension policy, we will have no other recourse than to terminate your child's attendance in our program. It is very rare but in extreme situations, we have been forced to pass over our suspension policy steps and immediately move to terminating a child from the program because of the severity of the problem and our responsibility to protect your child and others.

If your child has been terminated from any of our programs, he or she may not attend the same program at a different location.

- No refunds or credits will be given if a child is terminated from any YMCA child care program.

Licensing Information for Parents

The Commonwealth of Pennsylvania Department of Public Welfare helps assure parents/guardians that child care programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 55, Chapter 3270 of the Code of Pennsylvania gives the Department of Public Welfare authority to license these programs. Standards for licensed child day care centers address certain health precautions, adequate play space, a ratio of children to staff members, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Public Welfare. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard. The Department of Public Welfare phone number is 1-800-222-2149.

Observation Policy

Early Childhood Learning Center: Each child will be observed monthly. This documentation will be kept on file. This tool is used to note child's progress, as well as what areas may need improving. Children will also have age appropriate evaluations done three times a year; September, January and April. Parents will receive a copy of any and all documentation.

Infants and toddlers will receive a daily sheet giving information regarding what their child did that day, how they ate, how they slept, diapering times, etc. Preschool and Pre-K classrooms will also complete daily sheets with details about their day.

Greensburg YMCA Summer Camp: Upon the start of camp, staff will complete a Child Service Report on each child attending the program. Parents will need to sign and date this observation tool. A copy will be retained for the child's file and the original will be given to the parent.

The Greensburg YMCA's Policy in Reference to the American with Disabilities Act in Child Care Programs

1. The YMCA child care program welcomes all children. To the extent it is reasonably able to do so, the YMCA child care program will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age.
2. The YMCA child care program has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent has the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.
3. Minimal monitoring and extra supervision is reasonable as long as it is not fundamentally different from the responsibilities that all group child care operators have for the safety and well-being of their students. The YMCA child care program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.
4. If it is unclear whether the YMCA child care program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision:
 - The director will meet with the child and family.
 - The director will observe the child in the classroom setting.
 - The director will assess the staff person's ability to handle the various manifestations of the child's special needs, and consider whether additional training, the cost of which is not unreasonable, would mitigate the difficulty.
 - The director will observe the child's adaptation to the group of children.
 - The director will discuss the child's needs with the staff person and supervisor.
 - If possible, the child will be enrolled for a trial period, not to exceed two weeks.
 - A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group childcare service offered will be implemented.
 - If the child's attendance cannot be accommodated because the needed accommodations are unreasonable or alter the nature of the service, the parents will be informed without delay.
 - If a proposed accommodation is prohibitively costly or would fundamentally alter the nature of the group-care service we provide, and we are not able to offer accommodation within the Program, the YMCA child care program may

propose a surcharge for the additional cost or propose the presence of a trained aide at the parents' or others' expense to provide the services. At such point, the child will be admitted for a trial period to determine whether such accommodations are successful.

5. The YMCA child care program does not offer diaper-changing services as part of its group childcare service. In general, mandated staff-student ratios and the association's risk-management policies do not permit us to sequester one or more staff in a private area away from the group of children in order to perform this service. The YMCA child care program will consider a request for occasional diaper-changing services for a child as a possible accommodation but must make its final decision on availability of willing and trained staff, the size of the child, and the imperative to maintain certain staff-student ratios and the association's risk-management policies.
6. The YMCA child care program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. The YMCA child care program will not administer insulin shots. Any other substitute foods for raising blood sugar, such as honey, or orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must carry a pager with them at all times the child is at YMCA child care. The parents or other professionals sent by parents must train staff in the proper administration of such medications and must sign a waiver of liability from YMCA child care.
7. Guidelines for behavior are just that – guidelines, and not rigid rules. If staff believes that a situation exists that poses a direct threat of immediate physical harm to the child, to other children, or to staff, the director may make the decision to immediately suspend or to expel the child.
8. If it is determined that a child whose personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality and/or cost could potentially be successfully accommodated with a personal assistant not funded by the YMCA, an agreement with the YMCA child care program must be in place prior to such attendance. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and that the personal assistant will be subject to the overall supervision of the YMCA child care program while he or she is present at YMCA child care. The agreement with any agency providing a personal assistant (or in lieu of said agreement, a certificate of insurance provided by said agency to the YMCA child care program) must state that said agency will provide liability insurance in the minimum amount of the general liability coverage maintained by the YMCA child care program to indemnify the YMCA child care program for liability to third parties in connection with the personal assistant. In the event that such agency ceases to provide the coverage specified in this paragraph, the parents agree to arrange that the agency shall notify the parents if and when the amount of insurance coverage is below the amount specified in this paragraph. The agency or parents must then inform the YMCA child care program without delay in writing of such notification by such agency. The YMCA child care program will then reasonably determine that the insurance is sufficient for the purposes of this provision.

The YMCA child care program will have no policies, practices and procedures involving special enrollment requirements for the enrollment of children with disabilities, except as outlined above. The YMCA child care program states that each of its management staff has read this document and is familiar with the requirements of the ADA.

Staff Code of Conduct

Our staff is well trained and experienced with children and families. They are knowledgeable about child development, needs and activities. They are flexible enough to work well with children as they assert their emerging independence and are able to alter plans with ease and sensitivity. Our child care staff receives training in CPR, First Aid, AED, Bloodborne Pathogens, Fire Safety, Water Safety, Emergency Procedures and Child Abuse Prevention on a yearly basis. All of our staff is required to undergo criminal background checks, child abuse clearances, FBI Fingerprinting clearances, thorough reference checks and bi-yearly health assessment with a TB screening. Staff performance is evaluated periodically. A Staff Code of Conduct is included in your handbook. Each staff member working with your child has indicated their agreement to the code by signature. Please read and familiarize yourself with these standards. If at any time you feel that a staff member is not abiding by the Code of Conduct, please contact the YMCA Camp Coordinator or the Director of Child Care Services.

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.

5. Staff shall not abuse children in any way, including
 - a. Physical abuse—striking, spanking, shaking, slapping, and so on;
 - b. Verbal abuse—humiliating, degrading, threatening, and so on;
 - c. Sexual abuse—touching or speaking inappropriately;
 - d. Mental abuse—shaming, withholding kindness, being cruel, and so on;
 - e. Neglect—withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a non-threatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff is not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Staff is to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

Forms Necessary for Each Child's File

The following must be completed and returned prior to the child's first day of attendance:

- **REGISTRATION FORM:** This form should accompany your family's registration fee at the time of registration and needs to include the days of care needed and whether care is needed on a full time or part time basis. Registration will be taken by the Office of Child Care Services staff.
- **AGREEMENT FORM:** Parents are required to sign a contractual agreement upon enrollment in the Early Childhood Learning Center or School Age Child Care program. A parent/guardian **MUST** complete the following areas: child's name, fee amount, child's arrival and departure times and persons to whom the child may be released. Please check the two bottom boxes and sign / date the parent signature area. The agreement form is required to be updated every six months.
- **EMERGENCY CONTACT FORM:** A current emergency contact form must be completed for each child enrolled. The emergency contact people listed on the application must be available during the hours in which your child is in our care. They must have transportation available to pick up your child and must be 18 years of age or older. **All six boxes at the bottom of this form have**

to be signed. Initials cannot be accepted. This form is required to be updated every six months and when your contact information changes.

- **STATEMENT OF UNDERSTANDING:** This needs to be signed after a parent/guardian reads the Statement of Understanding and the Parent Handbook.
- **BEHAVIOR MODIFICATION POLICY:** Both the parent and child **MUST** sign and date this form.
- **CHILD HEALTH REPORT:** Please see page 8 on our Child Health policy
- **CHILD AND ADULT CARE FOOD PROGRAM ENROLLMENT FORM (ECLC only)**
- **OUTDOOR ACTIVITIES QUESTIONNAIRE SHEET:** This form must be completed in order for staff to apply sunscreen to child.
- **PARENT HANDBOOK ACKNOWLEDGEMENT:** Complete the acknowledgment and return with your child's registration packet.
- **CUSTODY PAPERS:** If your child is involved in any custody situation, copies of those legal documents must be presented to your child's site director. This information will be kept confidential in your child's file. Legal documentation of custody must be present in your child's file or we cannot deny a parent from picking up their child.

If any information changes, parents must inform the Office of Child Care Services and the child's supervisor in writing immediately.

Records Transfer Policy

A parent or guardian may request in writing to have their child's records copied and/or transferred to another educational institution, i.e. an elementary school for Kindergarten Registration, etc. Please allow 10 business days to copy and transfer your child's records. The contents cannot be mailed due to the confidentiality of the information.

Parent Involvement:

We encourage parents to become actively involved in our programs. Your participation demonstrates to your child how much you value them and it also increases their self-esteem. During summer camp, parents are encouraged to volunteer as field trip chaperones if they wish to do so. To be a field trip chaperone, parents must fill out a volunteer packet, as well as have the three required, updated background clearances on file at the Greensburg YMCA prior to attending the desired field trip. If you are interested, please contact the Camp Coordinator for more information.

YMCA Character Development:

The Y's commitment to character development makes it extraordinarily valuable to the communities and people it serves. The Greensburg YMCA has incorporated the Core Values into all of its Child Care Programs. The core values are Caring, Honesty, Respect, and Responsibility and Faith. Character Development begins with each of the staff embracing the core values and being trained in strategies for implementing them. They then are actively involved in planning activities, as well as the "teachable moments" that arise in the daily goings-on in the programs, that teach these values to the children.

Community Resource and Family Involvement:

CCIS of Westmoreland County	(724) 836-4580
Westmoreland Case Management Inc.	(724) 837-8390

Summer Camp Site Information:

Greensburg YMCA Site (Adventure Camp, Sports Camp, Counselor-in-Training):

Cell Phones:	Camp Coordinator Cell Phone:	(724) 454-0994
	Pirates Cell Phone:	(724) 454-7202
	Explorers Cell Phone:	(724) 454-7205
	Voyagers Cell Phone:	(724) 454-7206
	Sports Camp Cell Phone:	(724) 972-1012
	Counselor-in-Training Cell Phone:	(724) 972-1013

Location:	Pirates (ages 5-7)	1 st Reformed U.C.C.	3rd and Maple Avenue
	Explorers (ages 8-10)	Trinity United Church of Christ	139 N. Main Street
	Voyagers (ages 11-14)	Greensburg YMCA	101 S. Maple Avenue
	Sports Camp (ages 5-14)	Greensburg YMCA	101 S. Maple Avenue
	Counselor-in-Training (ages 14-17)	Greensburg YMCA	101 S. Maple Avenue

The Greensburg YMCA site is unique in its set up. The children are grouped according to current age, and then each group has a home base. Please see above for each home location. A complete schedule of activities will be located on the Day Camp bulletin board in the YMCA lobby.

Hours:	Early Drop Off:	6:45 – 9:00 AM
	Camp Day:	9:00 AM – 3:30 PM
	Late Pick Up:	3:30 – 6:00 PM

SWIMMING:

Pirates swim Tuesday and Friday at Veterans Memorial Pool, Lynch Field; Monday and Thursday at the YMCA.
 Explorers swim Thursday and Friday at Veterans Memorial Pool, Lynch Field; Monday and Tuesday at the YMCA.
 Voyagers swim Monday and Friday at Veterans Memorial Pool, Lynch Field; Tuesday and Thursday at the YMCA.
 Sports Camp swims Wednesday at Veterans Memorial Pool, Lynch Field; Friday at the YMCA.
 Counselors-in-Training swim Monday and Friday at Veterans Memorial Pool, Lynch Field; Tuesday and Thursday at the YMCA.

The swim days may vary from week to week based on the field trip schedules and weather conditions.

ARRIVAL:

Day Camp hours are from 9:00 – 3:30 PM. When arriving between 6:45 – 9:00 AM, take your child to the YMCA gym. Each child is required to be signed in by their parent or guardian with the time of arrival noted. A day camp staff will greet you and will take your child to their designated area. If arriving after 9:00 AM, it is your responsibility to get your child to their designated area.

EARLY DISMISSAL:

If your child needs to leave early for any reason, please write a note signed with the date and give it to the Camp Coordinator or Head Counselor/Coach when you sign-in in the morning. This is very important due to the varying schedules of each group. When picking up, the child must be signed out.

DISMISSAL:

Children may be picked up in the YMCA gymnasium beginning at 3:30 PM. The gym doors are located on Maple Avenue. Please park along the front of the building with your hazard lights on. You must come in to pick up your child and they must be signed out with the time noted. All children must be picked up by 6:00 PM to avoid any late pick up fees. You may use the bank parking lot before 9:00 AM and after 5:00 PM (M-F), to park during drop off or pick up of your child.

Proper identification (photo I.D.) will be required if the person picking up your child is not known to our staff (parents or otherwise). Please be prepared to show photo identification at any time.

Dismissal on field trip days: Field trips are always a little more hectic than other days. For the safety of your child, the following procedures will apply. When the buses arrive, ALL children will be escorted into the gym by the counselors and will sit in their designated areas. Roll will be taken to account for ALL children. When all children are accounted for, dismissal will begin. Until this time, parents will be asked to wait outside the gym doors.

YMCA Child Care Parent Handbook Acknowledgement

**Greensburg YMCA
 101 South Maple Avenue
 Greensburg, PA 15601
 (724) 834-0150**

Fax: (724) 837-5006

This is to acknowledge that I have received a copy of the YMCA Child Care Parent Handbook, which has an effective date of _____. I understand that this policy supersedes any other policies I may have received during my participation in the YMCA's child care program. I understand that it outlines my privileges and obligations as a participant in this program. I will familiarize myself with the information herein, which describes the policies of the child care program.

Parent/Guardian Name (please print) _____

Signature of Parent/Guardian _____

Child's Name (please print) _____

Date _____, 201____

**Please tear out and return with your child's registration packet. This acknowledgement becomes part of your participant file.*