



Dear Parents,

The **PARENT RESOURCE PACKET** contains the following items: *These items do not need returned to us; they are for you to keep at home as a resource to help with answering any basic questions you may have.*

- Greensburg YMCA Inclement Weather Policy: In case of Inclement Weather, we will contact families via Remind Alerts. Remind Instructions: Please sign up to receive alerts from your Summer Camp Site
- Camp Parent Handbook: Please keep for your records.

**WHAT SHOULD PACK EACH DAY FOR CAMP?** *\*Make sure everything is labeled with your child's name or initials\**

- Refillable water bottle.
- Lunch (non-perishable, each item inside needs to be labeled with child's name)
- Snacks (we provide PM snack, but you know your child's appetite and can pack more as needed) Swimsuit and towel- **for swim days only.**
- Sunscreen- **non-expired and labeled with the child's full name—Sunscreen will always be kept with staff members in a locked backpack. As per licensing regulations, children are not permitted to carry sunscreen in their own backpacks.**
- Sunglasses and/or hat (for sun protection).
- All items should fit in a large backpack for the child to carry around town.
- Please review the medication policy outlined in the handbook if your child will need to bring medications with them to camp. This also includes an EpiPen or inhaler.

**WHAT SHOULD MY CHILD WEAR EACH DAY?**

- Lightweight clothing in layers to accommodate for the early morning temperatures and any inclement weather of the day.
- Socks and sneakers
- **NO open toed sandals or flip flops of any kind**
- The first layer of sunscreen applied to camper already.
- Large, comfy backpack to carry everything around town.

**HOW WILL YOU BE COMMUNICATED WITH?**

- Through parent e-mails (imperative to ensure the e-mail address used on the Enrollment Packet is correct)
- Remind Alerts (see sign up details in parent packet)

Sincerely,

Breanna Bianco

School Age Child Care Director, 724-834-0150 ext. 153, [b.bianco@gbgymca.org](mailto:b.bianco@gbgymca.org)

# Greensburg YMCA Inclement Weather Policies

1/20/2016

## Facility Closure

The Greensburg YMCA facility and the Early Childhood Learning Center (ECLC) will remain open unless the children, member, and staff safety are at risk while commuting to or from the facility, If the YMCA needs to open late or close early, the **Communication Policy** will be followed, as outlined below,

## Postponements/Cancellations

We encourage everyone to follow the Y on Facebook and Remind 101 for the latest information.

All **Greensburg Y group exercise classes, child watch services, youth programs, lessons, leagues, etc. (activities) that are offered at** the main branch on Maple Avenue and at the Armory will follow their normal schedule unless the children, member, and staff safety are at risk while commuting to or from the facility, If the YMCA needs to postpone or cancel any or all of those activities, the **Communication Policy** will be followed, as outlined below.

We encourage our membership base, program participants, etc. to understand when decisions will be made for afternoon and evening activities (1 and 2 below), Please remember that "no news, is good news" and assume activities are on as planned If you don't see notice of postponements/cancellations via Facebook or Remind 101.

1.) A decision will be made by **9 am** concerning all afternoon activities with a start time from **11 am - 3 pm**.

2.) A decision will be made by **2 pm** concerning all evening activities with start times from **4 pm - closing**.

For **Saturday and Sunday** activities a decision to cancel will be made by **7 pm** the day prior.

**The Before and After School Enrichment (BASE) program**, which is offered within Greensburg Salem, Hempfield Area School, and Yough Districts will follow the respective district's delay, cancellation, and early dismissal decisions.

- Children enrolled in the Before and After School Enrichment (BASE) program will follow closures of the school district.
  - The YMCA will offer Kids Day Out on select days of school closures at the Maple Avenue location.
- If schools have a one (1) or two (2) hour delay, the BASE program will operate without any change.
- If schools are closed early due to inclement weather, the BASE program **will NOT** be offered at the schools.
- If schools cancel all evening activities, the BASE program **will NOT** be offered at the schools.

## Communication Policy

The YMCA will communicate any changes to our normal hours of operation and schedules through the means listed below.

- Posting of information on our Greensburg YMCA Facebook Page
- A text will be sent to our contact list via Remind 101

## Weekly Themes & Field Trips

- **Weekly field trips will take place on **TUESDAYS** each week.**
- **Please make sure that your child is wearing their **BLUE** YMCA Shirt on field trip day. Shirts will be ordered and will be given out once they have arrived.**

<b>DATES:</b>	<b>WEEKLY THEME:</b>	<b>FIELD TRIP: (Tuesdays)</b>
June 3 <sup>rd</sup> -7 <sup>th</sup>	Sweet Summer Treats	McFeely's Chocolate Shop
June 10 <sup>th</sup> -14 <sup>th</sup>	H2O Mania	Round Hill Park
June 17 <sup>th</sup> -21 <sup>st</sup>	Wildlife Wonders	The Pittsburgh Zoo
June 24 <sup>th</sup> -28 <sup>th</sup>	Game On!	Main Bowling
July 1 <sup>st</sup> -5 <sup>th</sup> (closed July 4 <sup>th</sup> )	Floral Fantasy	Phipps Conservatory and Botanical Gardens
July 8 <sup>th</sup> -12 <sup>th</sup>	Animal Kingdom	Triple B Farm
July 15 <sup>th</sup> -19 <sup>th</sup>	Sliding into Summer	Mammoth Park
July 22 <sup>nd</sup> -26 <sup>th</sup>	Adventure Camp Olympics	Washington Wild Things Game
July 29 <sup>th</sup> -August 2 <sup>nd</sup>	Colorful Creations	Victoria Lynn's Ceramics
August 5 <sup>th</sup> -9 <sup>th</sup>	To Infinity and Beyond	Carnegie Science Center
August 12 <sup>th</sup> -16 <sup>th</sup>	Beach Blast	Keystone State Park

### Other Important Information:

- **Swimming**
  - Swimming will be at Lynch Field on Friday's.
  - \*Subject to change\*
- **Field Trips**
  - We will depart the YMCA for most field trips at 9:30am and arrive back by 2:30pm. Reminders and departure times will be given before each field trip. Campers must arrive on time for field trips. For safety reasons and for ratio, parents are not permitted to drop-off or pick-up their child at our field trip location.
- **Kona Ice**
  - Kona Ice will visit the YMCA every Thursday from 12-1pm. \*NEW THIS YEAR!\* Kona Ice is INCLUDED in the weekly tuition rate!
- **Lunch**
  - Each camper must bring their own lunch each day. Please make sure that your child's lunch is labeled with their name. We will eat lunch at St. Clair Park each day, weather permitting.
  - Lunch will NOT be needed on the following dates:
    - 7/23/24: Washington Wild Things Game: Lunch included with ticket.
    - 8/13/24: Keystone State Park: End of Summer Cook out!
- **Westmoreland Performing Arts:**
  - Every Wednesday, we will visit St. Clair Park for a WPA performance from 10:00-11:00am.
- **Greensburg-Hempfield Library**
  - We will visit the library each week on Thursdays for weekly themed activities.
    - Voyagers/Explorers 10:00-11:00am
    - Pirates 1:00-2:00 pm
- **Drop-off/Pick-up Procedures**
  - Drop-Off and Pick-Up will be at the gym doors located on S. Maple Avenue. Please allow enough time to sign your child in and out each day. Parents/Guardians are required to walk their child in and out of the YMCA each day.



# Sign up for important updates from YMCA Child Care.

Get information for **YMCA Summer Camp 2024** right on your phone—not on handouts.

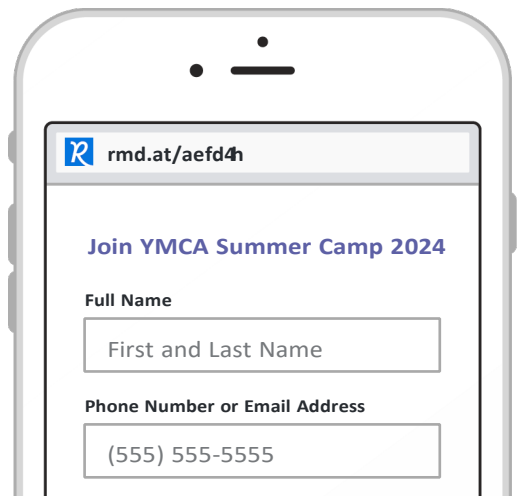
Pick a way to receive messages for **YMCA Summer Camp 2024**:

**A** **If you have a smartphone, get push notifications.**

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/aefd4h](https://rmd.at/aefd4h)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** **If you don't have a smartphone, get text notifications.**

Text the message [@aefd4h](https://www.remind.com/@aefd4h) to the number **81010**.

If you're having trouble with **81010**, try texting [@aefd4h](https://www.remind.com/@aefd4h) to **(901) 466-8785**.

*\* Standard text message rates apply.*



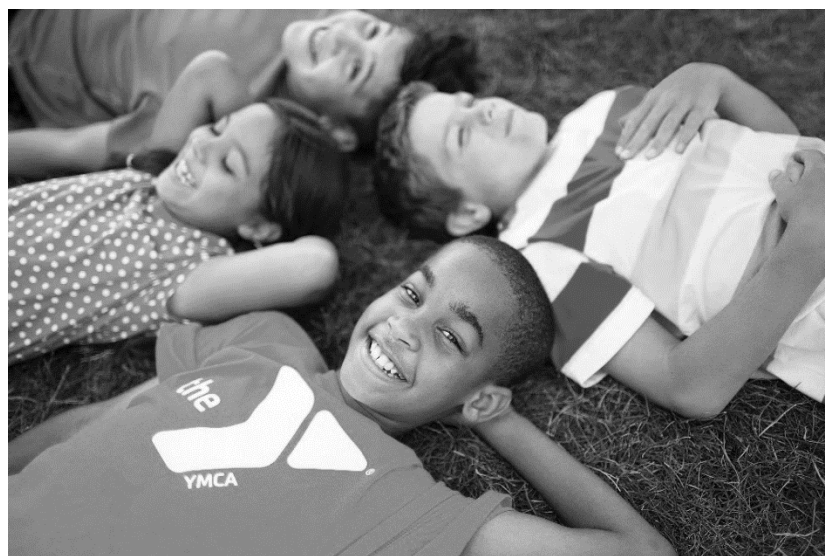
**Don't have a mobile phone?** Go to [rmd.at/aefd4h](https://rmd.at/aefd4h) on a desktop computer to sign up for email notifications.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Greensburg YMCA Adventure Camp

Parent Handbook



[www.greensburgymca.org](http://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 about your child's experience during Adventure/Sports Camp. Please feel free to call the Director of School Age Services, Director of Child Care Services, or the CEO 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  
 Senior Operations Director  
 Director of School Age Child Care Services  
 Director of Early Childhood Education  
 School Age Department Coordinator  
 ECLC Department Coordinator  
 Head Counselors  
 Assistant Head Counselors  
 Aides

**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 a better leader and supporter- 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)-DHS licensed; ELRC 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.**

### Registration

The \$45.00 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 \$30.00 payment fee.**

If your check is returned for any reason, a **\$30.00 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 School Age Department Director at 724-834-0150 extension 153 must be notified in writing or e-mail, [b.bianco@gbgymca.org](mailto:b.bianco@gbgymca.org) **at least two weeks in advance that the change is being made.** Be certain to include the 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 School Age Department Coordinator.

Tax information will be available by January 31 at the Greensburg YMCA Welcome Center Desk for any families not currently enrolled in a program. There will be no charge for the first requested copy.

**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 Our Summer Camp opens at 7:00 am sharp and closes at 6:00 pm sharp.** If your child is not picked up by the end of his/her program, **a late fee will be drafted from your account on file.** If it is 6:01 by our clock, you are late, and a late fee will be assessed. The fee will be drafted from your account within a week.

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 pm 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.**

#### **Unattended Child Law**

**Pennsylvania State Law, 3701.1, states "a person driving or in charge of a motor vehicle may not permit a child under six years of age to remain unattended in the vehicle when the motor vehicle is out of the person's sight and under circumstances which endanger the health, safety or welfare of the child."** Please ensure you are following this law during drop-off and pick-up times at your site location.

#### **Child Care is not offered:**

The Greensburg YMCA Summer Camp will be closed for the following holidays and events:

- Independence Day

#### **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 Fund Development Director and may take up to one month to process. **Financial assistance applications are available at the YMCA Member Services desk or on our website [www.greensburgymca.org](http://www.greensburgymca.org).** 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:**

Copies of ALL household income (including three current paystubs, letter of assistance from 551 or unemployment, cash assistance and food stamps)

Letter from ELRC stating acceptance or denial required for all ECLC, BASE and CAMP applications.

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 ELRC of Westmoreland County to see if they qualify for aid. They can be reached at (724) 836-4580. If qualified, there may be left over balances at the end of each month that the parent/family is responsible for (*see agreement form for more information*)

### **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 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 30 days following the child's 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 6<sup>th</sup> grade.**

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 Human Services:

- **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 for establishing and maintaining 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 with fair skin, 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.

**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 green neck band signifying 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 Human Services 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/symptom 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**

- **YMCA Greensburg Summer Camp:**
  - o **Adventure Camp at Greensburg YMCA:** If the need for evacuation arises, the Adventure 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 2<sup>nd</sup> 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 directions as to the safe and orderly pick up of children.

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

### **Food Policy**

#### **YMCA Greensburg Summer Camp:**

Snacks are provided in the afternoon for all children once they return to the gymnasium. **Lunch is NOT provided by the YMCA.**

**Parents must provide a lunch for their child along with a refillable water bottle.**

**Non-discrimination Statement:** In accordance with Federal law and U.S. Department of Health & Human Services policy, this institution is prohibited from **discriminating based on race, color, religious creed, disability, ancestry, national origin, age, or sex.** To file a complaint of discrimination, write to *U.S. Department of Health and Human Services, Office for Civil Rights, Suite 372, Public Ledger Building, 150 South Independence Mall West, Philadelphia, PA 19106-9111.* The Greensburg YMCA 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, handheld electronics, cellphones, kindles, iPads, etc. with them to the program.** This eliminates fights, theft and/or lost items for which we the YMCA cannot be responsible. **YOU WILL NOT BE REIMBURSED IF ITEMS ARE LOST, STOLEN OR BROKEN.** If your child has a cell phone for emergency purposes it should be labeled with their name and kept safely in their backpack. For the privacy and protection of all children enrolled in our programs we cannot have children videoing each other, taking photos of each other, or sharing any type of entertainment/music with each other via technology devices.

#### **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 always expected from your child for his/her peers and the YMCA staff. When disciplinary action is necessary, age-appropriate methods will be **implemented. The Department of Human Services 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.
- If we cannot get your child to calm down and create a safe environment for themselves, their peers, or the Y staff, you will be called to pick up immediately. If you do not answer, we will proceed to call all the contacts on the Emergency Contact List. There will be no more than 1 hour allotted for the child to be picked up. If we cannot contact a person during that hour, 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.

**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 always use appropriate language.
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.

#### **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.

#### **Special Services**

**Occasionally it is necessary for a child to receive special services in order to remain in care at Greensburg YMCA Child Development programs (ECLC, BASE, CAMP).** These services will be dependent on the child's needs while in care at our Early Childhood Learning Center, Before & After School Enrichment programs, Adventure Camp and Sports Camp. The child may need an aid, TSS or some other type of services that aid the child in the classroom. These services may be needed because the child has special needs that cannot be met in a classroom with our Department of Human Services specified ratios or it may be because the child needs help through the daily routine or to help the child with behaviors that may put the child, other children, or adults at risk.

If the Greensburg YMCA deems it necessary for a child to receive services to remain in care, the family has 30 days (ECLC/BASE) or 15 days (CAMP) from the date of this letter to have services in place. We at the Greensburg YMCA will provide you with support and resources to help with compliance with this request. But it is ultimately the families' responsibility.

Failure to comply with this request within the allotted time frame will result in your child being withdrawn from care at the Greensburg YMCA Child Development programs until services are in place.

At times children may have an IEP or IFSP in place, in order for the staff of The Greensburg YMCA Early Childhood Learning Center to actively support the child and family with these expectations a copy of the IEP or IFSP must be submitted to the program at the time of enrollment. This allows the family and the learning center the ability to work together for the best continuity of care plan for the child. If an IEP or IFSP is formed at any point during their enrollment in the program it is expected that the plan would then be submitted. Additionally, we are more than happy to be a part of any IEP/IFSP conference calls or meetings, please simply make us aware of the dates and times in a timely fashion and we will do our best to have a member of staff available.

### Licensing Information for Parents

The Commonwealth of Pennsylvania Department of Human Services 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 Human Services 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 Human Services. 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 Human Services phone number is 1-800-692-7462.

### 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 are 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 to perform this service. The YMCA childcare 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 cellphone 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 childcare.

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 childcare 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 childcare program states that each of its management staff has read this document and is familiar with the requirements of the ADA.

#### **Resources for Families**

##### **FAMILY BEHAVIORAL RESOURCES (Westmoreland County)**

Greensburg Clinic: 724-850-7300

Latrobe BHR5: 724-537-8100

North Huntingdon BHRS: 724-861-9200

New Kensington BHRS: 724-337-1890

New Kensington Clinic: 724-335-9733

##### **NHS THERAPEUTIC SERVICES-**

1-888-647-0200 or [www.sebconnections.com](http://www.sebconnections.com)

##### **CHILDHOOD ENRICHMENT THERAPY INC,·**

724-331-6853

##### **CHILDREN'S INSTITUTE (Norwin)·**

724-765-1010

##### **BRIGHT TOMORROWS EARLY INTERVENTION·**

1-800-945-0023

##### **CHILD DEVELOPMENT UNIT (CDU)-CHILDREN'S HOSPITAL·**

Oakland Medical Building

3420 Fifth Avenue

Pittsburgh, PA 15213

412-692-5560

##### **WESTMORELAND INTERMEDIATE UNIT #7-**

102 Equity Drive

Greensburg, PA 15601

724-836-2460

<http://www.wiu.kl2.pa.us>

##### **HEALTH & DENTAL ASSISTANCE·**

Health Care Marketplace

##### **GED & JOB TRAINING·**

Private Industry Council

[www.privateindustrycouncil.com](http://www.privateindustrycouncil.com)

724-836-2600

##### **ENGLISH AS A SECOND LANGUAGE-**

Private Industry Council

[www.privateindustryCouncil.com](http://www.privateindustryCouncil.com)

724-836-2600

YWCA of Westmoreland County

[www.ycawestmoreland.org](http://www.ycawestmoreland.org)

724-834-9390

##### **HOUSING ASSISTANCE-**

Westmoreland County Housing Authority

[www.wchaonline.com](http://www.wchaonline.com)

1-800-924-2669

Westmoreland Community Action

[www.westmorelandca.org](http://www.westmorelandca.org)

1-800-816-0022

##### **WESTMORELAND COUNTY ASSISTANCE OFFICE·**

· TANF/Cash Assistance

· SNAP/Food Stamps

- Medical Assistance

· LIHEAP/Heating Assistance

[www.compass.state.pa.us](http://www.compass.state.pa.us)

1-800-905-5413

##### **FOOD & NUTRITION-**

SNAP/Food Stamps

www.healthcare.org  
1-800-318-2596

Children's Health Insurance Program (CHIP)  
www.CHIPcoversPAkids.com  
1-800-986-5437

Community Health Clinic  
**www.communityhealthclinic.org**  
New Kensington: 724-889-2783  
Vandergrift: 724-567-5671

Seton Hill Center for Orthodontics  
www.orthodontics.setonhill.edu  
724-552-2950

Westmoreland Dental Hygiene Clinic  
724-925-4283

### 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 childcare 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 Youth Director 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 restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are 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.
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

1-800-905-5413

Westmoreland County Food Bank  
www.westmorelandfoodbank.org  
724-468-8660

Women, Infants & Children (WIC) Offices  
Greensburg: 724-832-7723  
Latrobe: 724-539-0434  
Monessen: 724-684-4165  
Mount Pleasant: 724-547-4340  
New Kensington: 724-335-4560  
**www.pawic.com**

**2-1-1** is a STATEWIDE FREE phone number that **allows callers a one-stop resource to get information 24 hours, 7 days a week, about community resources.**  
www.pa211sw.org

- 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 are 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 developing 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 are 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 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.
- **AGREEMENT FORM:** Parents are required to sign a contractual agreement upon enrollment in Adventure Camp and/or Sport Camp. 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 must be signed.* Initials cannot be accepted. This form is required to be updated every six months and when your contact information changes.
- **EFT:** Please complete in full and attach a voided check if choosing to draft from your checking account.
- **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.
- **OUTDOOR ACTIVITIES QUESTIONNAIRE SHEET:** This form must be completed in order for staff to apply sunscreen to child.
- **CUSTODY PAPERS:** If your child is involved in any custody situation, copies of those legal documents must be included in your registration packet. 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 Director of School Age Services and the child's supervisor in writing immediately.**

#### Blanket Care Plan

At the time of enrollment, the parent/guardian is responsible for completing the Emergency Card, Registration Form and Getting to Know You Form as well as submitting the Child Health Report from the pediatrician. **We review these documents to compile a listing of photo permissions, sunscreen permissions, allergies, and medical alerts. A copy of this document is found in each classroom, the kitchen, the director's office, and the emergency bags.** Additionally, each child has a carabineer created which includes their name, date of birth, photo

permission, allergies, and medical alerts along with a photo of them. These are used by the staff daily and are an at-a-glance method for them to orient themselves with any of these facts quickly. In the event that a child is ill, or an emergency of any kind occurs we will make contact starting with the mother/guardian listed on the Emergency Card and moving down the list from there. If it is a life-threatening emergency, 911 will be called as well and we will maintain care for your child until someone from your Emergency Card relieves us of that post.

### **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.

### **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. 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.

### **Greensburg YMCA CAMP Phone Numbers:**

Cell Phones:	Pirates (1 <sup>st</sup> -3 <sup>rd</sup> grade) Cell Phone:	(724) 454-7203
	Explorers (4 <sup>th</sup> -6 <sup>th</sup> grade) Cell Phone:	(724) 454-7205
	Voyagers (7 <sup>th</sup> -9 <sup>th</sup> grade) Cell Phone:	(724) 454-7206
	Camp Desk Cell Phone	(724) 972-1013

The Greensburg YMCA site is unique in its set up. The children are grouped according to grade completed. A complete schedule of activities will be located on the Summer Camp bulletin board in the YMCA lobby and at the Camp Desk of each location.

Hours:	Drop Off:	7:00 AM - 9:00 AM
	<b>Camp Day:</b>	<b>9:00 AM – 3:30 PM</b>
	Pick Up:	3:30 PM – 6:00 PM

### **ARRIVAL:**

Day Camp hours are from 9:00 AM -3:30 PM. When arriving between 7:00 AM -9:00 AM, take your child to the YMCA gym site location. 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 Director of School Age Services or Head Counselor 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. 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 8:30 AM and after 5:00 PM (M-F), to park during drop off or pick up of your child at the Greensburg YMCA location.

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 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.