



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



**2016 – 2017
ELEMENTARY AFTER SCHOOL PROGRAM
YMCA OF THE PALOUSE**

PARENT HANDBOOK

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Welcome to the YMCA of the Palouse Elementary After School!

The YMCA of the Palouse collaborates with the Pullman School District to offer after school programs at Jefferson, Franklin, and Sunnyside Elementary. This program is licensed through the Washington Department of Early Learning and focuses on the Y's four core values of caring, honesty, respect, and responsibility. The Y promotes service learning, continued academic development, and literacy advancement throughout the year. We strive to provide an environment where your child will build strong social skills, increase their knowledge by participating in hands-on activities, and of course have fun, all in a safe and supportive environment.

The Y: We're for Youth Development, Healthy Living, and Social Responsibility.

ELEMENTARY AFTER SCHOOL PROGRAM SITES

Sunnyside Elementary
425 SW Shirley
Pullman, WA 99163

Jefferson Elementary
1150 NW Bryant St.
Pullman, WA 99163

Franklin Elementary
850 SE Klemgard St.
Pullman, WA 99163

ADMINISTRATIVE OFFICE

YMCA of the Palouse
105 NE Spring St.
Pullman, WA 99163

SITE PHONES

Sunnyside Elementary: 509.432.5388
Jefferson Elementary: 509.432.5952
Franklin Elementary: 509.432.5935

DIRECTOR OF PROGRAMS

Zac Brown
directorofprograms@palouseymca.org
(509) 332-3524

REGISTRATION INFORMATION

Dates: Monday – Friday, August 29th – June 16th

Regular hours of operation: 3:00 pm – 5:30 pm

Half Days: 12:00 – 5:30 pm

Full Days: 8:00 am – 5:00 pm

Full Day Extended Hours: 7:00 – 8:00 AM
5:00 – 6:00 PM

Locations: Sunnyside, Franklin, and Jefferson

Ages served: 5 to 12 years of age.

REGISTRATION OPTIONS

Full Time: 13 days or more a month

10 days or more in December and April

Part Time: 12 days or less a month

9 days or less in December and April

Drop In: Individual days

REGISTRATION & PAYMENT DUE DATES

Registration and first time payments are due **one week** in advance of the first day of attendance.

Month	Full Time	Part Time
August	\$70	Not Available
September	\$350	\$200
October	\$320	\$200
November	\$320	\$200
December	\$225	\$144
January	\$320	\$200
February	\$320	\$200
March	\$370	\$200
April	\$240	\$144
May	\$370	\$200
June	\$200	Not Available

Drop In Rates

Regular Day: \$30/day

Half Day: \$40/day

Full Day: \$54/day

Full time and part time rates are calculated at \$16 per program day. Payments made upfront for a full semester will receive a 10% discount.

Fees for each session must be paid in full before the participant can attend the session. Fees paid past the 10th of the month will be charged a \$10 late fee.

Payments for drop-in participants are due **before** usage. A \$5 processing fee will be added to drop-in sessions that require a bill.

Repeated late payments may be grounds for disenrollment. Account holders are encouraged to contact the Y to establish a payment plan to avoid disenrollment.

LICENSING

Our School Age Care programs are licensed and monitored by the Washington State Department of Early Learning.

LATE PICK UP FEES

A fee of \$10 per child is due for every 5 minutes your child is picked up after 5:00 pm, or 6:00 pm for extended hours. No prorating.

DSHS, DCFS, & STATE PAID ASSISTANCE

State assistance is accepted once state approval is received by the YMCA. The parent/guardian will need to contact their assigned caseworker or third party agency and submit all required forms and information. Please notify your caseworker in advance where your child will be attending. Please see below for the provider numbers. If you would like your child to attend before we receive notification from the state, you can pay the full rate and will receive a refund or credit to your account upon approval.

Contact: (877) 501-2233

YMCA OF THE PALOUSE PROVIDER NUMBERS

YMCA Franklin: 307037

YMCA Jefferson: 198397

YMCA Sunnyside: 788068

CANCELLATION OR PROGRAM CHANGE POLICY

All refunds are subject to a \$5 processing fee. Changes or cancellations are accepted in writing at the YMCA office one week prior to the start of the session of change or cancel. We cannot credit due to illness or other unforeseen circumstances after one week prior to attendance.

PAYMENT OPTIONS

- Mail to YMCA of the Palouse office at:
105 NE Spring St.
Pullman, WA 99163
- Drop off at YMCA office:
Monday – Friday 9:00 am – 5:00 pm or
through our front door mail slot after hours
- Online payments at:
palouseymca.org. The Y accepts Visa,
Mastercard, American Express and Discover.
- By phone:
(509) 332-3524. The Y accepts Visa,
Mastercard, American Express and Discover.

FINANCIAL ASSISTANCE

YMCA Financial Assistance is available to qualifying families. Applications are available online and at the YMCA office. Financial Assistance will not apply until after your application is approved. Applications can take up to two weeks to process.

PAYMENT/PARENT RESPONSIBILITY

- Co-payments are due with initial registration and on the 1st of each month.
- A \$10 late payment fee will be included with payments received after the 10th of the month of attendance.
- Written notice must be received by our office on or before the 25th of the month prior in order to inactivate monthly billing.
- Third party agencies do not cover late fees or fees accrued due to inaccurate registration on the part of the parent.
- Failure to pay your bills may result in loss of care and accounts may be sent to collections. See our fee agreement for further information.

TAX INFORMATION

Tax information and annual attendance statements are available upon request. Email tax statement requests to Zac Brown at directorofprograms@palouseymca.org
Tax ID number 91-0573117

NON-SUFFICIENT FUNDS

All payments returned for non-sufficient funds are subject to a \$20 fee.

HOLIDAY PROGRAMMING

The Y is open for Conference Days and Principal Collaboration Days. We offer half day and full day programming for these times when the Pullman School District closes. The Y will be closed for national holidays. Please see the 2016 – 2017 Program Calendar for a detailed schedule.

SPRING BREAK DAY CAMP

Time: 7:00 am – 6:00 pm

Dates: April 3rd – 7th

Location: Sunnyside Elementary

Separate registration is required for Spring Break Day Camp.

HOLIDAY CLOSURES

The YMCA will be closed the following dates:

Sept. 5th Labor Day

Nov. 11th Veteran's Day

Nov. 24th – 25th Thanksgiving Holiday

Dec 21st – Jan 3rd Winter Break

Jan 16th Martin Luther King, Jr. Day

Feb. 20th President's Day

May 29th Memorial Day

LOCK DOWN

If the school is in a state of lock down, the YMCA will follow school policies and procedures. Please watch your local news for more information.

EMERGENCY CLOSURES

If a school closes due to an emergency or snow conditions, the Y program will also close. Changes in schedule will be posted on our website and Facebook page. The Y will be open on school make-up days. No pro-rating or credit will be given.

STAFF

Y staff are trained to provide a safe, nurturing environment geared toward the well-being of our children.

Camp counselors model the Y's 4 core values:

- Caring
- Honesty
- Respect
- Responsibility

All staff are required to have:

- TB test
- CPR, First Aid, and AED
- Blood borne pathogens training
- Cleared background checks
- Food handler's card

DAILY SCHEDULE AND ACTIVITIES

Daily activities may include:

- Field trips
- Wellness & fitness
- Conflict resolution
- Character development
- Service learning
- Social competence
- Arts & humanities
- Science, math, technology, & engineering
- Academic/quiet time
- Nutritious snack
- Celebration of a variety of cultures

TYPICAL DAILY SCHEDULE

3:00 pm - 3:30 pm	Snack
3:30 pm - 4:00 pm	Outdoor game
4:00 pm - 4:30 pm	Academic Time
4:30 pm - 5:00 pm	Daily Lesson
5:00 pm - 5:30 pm	Free Time

*Schedule subject to change

TRANSITION PROCEDURES

When transitioning between locations, children will be accompanied by at least one staff member and will maintain a 1:15 staff-to-child ratio.

SPECIAL NEEDS ACCOMODATION

At the YMCA of the Palouse, we aim to promote an inclusive environment where every child can learn, engage and develop in a caring and educational setting. The Y is not equipped to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting.

If a child requires accommodations due to special needs, supporting signed documentation is required prior to participation in any Y program. These needs can include social, emotional, cognitive, language, and/or motor development growth.

Documentation must be in the form of any of the following:

- Individual Education Plan (IEP)
- Individual Health Plan (IHP)
- 504 Plan
- Individualized Family Service Plan (IFSP)

Documentation can be provided by any of the following:

- Licensed or certified physician or physician's assistant
- Mental health professional
- School professional
- Social worker with a bachelor's degree or higher with a specialization in the child's needs
- Registered nurse or advanced nurse practitioner

If your child has special needs, a written behavioral plan and meeting with the Director of Programs is required prior to participation in any Y program. This written plan will be implemented by the YMCA site staff.

The Y reserves the right to reassess our ability to meet your child's needs at any point.

BEHAVIOR MANAGEMENT

Behavior management is based on an understanding of the child's developmental needs. The Y's goal is to help children develop caring, honesty, respect, and responsibility. Our behavior guidance techniques are based on the use of positive reinforcement, redirection, reasonable expectations, and logical consequences. If necessary, campers are removed from the group for a "cooling off" period and remain under supervision. Reoccurring issues will be discussed with the parent and individual behavior plans may be developed. Corporal punishment is strictly prohibited.

HEALTHCARE POLICY

The YMCA cannot accept a sick child with a fever, suspected communicable disease, or with NHS/lice. In a medical emergency, every effort will be made to contact the child's parents or, in the event the parent cannot be reached, the emergency contact. If unable to reach a designated contact, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents are reached. The YMCA's full Healthcare Policy is available for viewing on-site and online.

MEDICATION MANAGEMENT

A parental permission form must be filled out before staff can administer medication. A separate form is required for each new medication. Medication must be unexpired and in its original container with a prescription label. Contact the YMCA office for more information.

CHILD ABUSE REPORTING

The YMCA complies with Washington State laws that require child care providers to report suspected child abuse, neglect, or exploitation to Child Protective Services. All staff are trained in Child Abuse Prevention and child abuse reporting procedures.

SNACKS & MEALS

- Nutritious snacks are served once a day
- Snack will include a fruit or vegetable and other grain, protein, or dairy product
- Children may bring nutritious snacks and meals from home
- Menus are posted at each program site
- The YMCA does not serve any nut products nor are they permitted to be brought to or consumed on the premises

SIGNING OUT

- All children must be signed out with a full legal signature.
- Children will only be released to authorized persons listed on child information sheet.
- Photo ID must be available for signing out.
- Special pick-up arrangements must be made with at least 24 hours notice with written documentation to the Director of Programs.

PARENTS

As a parent, you are an important part of your child's YMCA experience. Some ways you can support your child at the Y:

- Observe or participate in games and activities
- Commit to supportive, positive communication
- Stay current with any information, including contact information

NON-DISCRIMINATION

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, gender, sexual orientation, or religious beliefs.

FIELD TRIPS

Field trips are planned by the staff and will notify parents in advance. Parents are welcome to attend field trips. Partial or full fees for the field trip may also be requested. If you have any questions about field trips, please contact Director of Programs, Zac Brown at (509) 332-3524.

Due to staffing needs, all children will be required to attend field trips, or parents will have to make other arrangements. Children will return to program sites from field trips by 5:00 pm, or it may be requested that parents pick up at the field trip location.

SUNSCREEN

We encourage you to pack your child with spray-on sunscreen during warmer months. Due to licensing requirement, participants will be responsible for applying their own sunscreen. For this reason, we recommend spray-on sunscreen. If sun exposure is ever a problem, please notify the Director immediately so that extra precautions and applications can be made.

THE YMCA OF THE PALOUSE DOES NOT PROVIDE SUNSCREEN.

OUR MISSION

Through values-based programs and services, the YMCA of the Palouse develops civically-engaged staff, student leaders, and volunteers through involvement with those we serve, to build strong communities that foster youth development, healthy living, and social responsibility.

This handbook is subject to change; please check our website at www.palouseymca.org for the most up-to-date version.