



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



**2017 – 2018**  
**ELEMENTARY AFTER SCHOOL PROGRAM**  
**YMCA OF THE PALOUSE**

**PARENT HANDBOOK**



# 2017 – 2018 ELEMENTARY AFTER SCHOOL PROGRAM PARENT HANDBOOK

Welcome to the YMCA of the Palouse Elementary After School!

The YMCA of the Palouse partners with Pullman School District to offer after school programs at Jefferson, Franklin, and Sunnyside Elementary Schools. This program 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 children 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 Multi-Purpose Room 425 SW Shirley Pullman, WA 99163 (509) 432-5388	Jefferson Elementary Art Room 1150 NW Bryant St. Pullman, WA 99163 (509) 432-5952	Franklin Elementary Multi-Purpose Room 850 SE Klemgard St. Pullman, WA 99163 (509) 432-5935
---	---	---

## ADMINISTRATIVE OFFICE

The YMCA of the Palouse is located at 105 NE Spring St. Pullman, WA 99163. Our regular hours of operation are Monday-Friday: 9:00 AM - 5:00 PM

## PROGRAM STANDARDS

YMCA of the Palouse is an independent associate of YMCA of the USA, a national non-profit. Our school-age care programs align with YMCA of the USA program standards for quality, health, and safety. Please see our Health and Safety Policy for more information. Our programs do not operate in conjunction with the Washington State Department of Early Learning.

## ADMINISTRATIVE CONTACTS

For questions regarding payments and registrations, please email the Y office at [admin@palouseymca.org](mailto:admin@palouseymca.org). To contact the Director of Programs, email [directorofprograms@palouseymca.org](mailto:directorofprograms@palouseymca.org) or call (509) 332-3524

## REGISTRATION INFORMATION

Dates: Monday - Friday, August 28 – June 15  
Regular hours of operation: 3:00 PM – 5:30 PM  
Half days: 12:00 PM – 5:30 PM  
Half days meet at all program sites  
Full days: 8:00 AM – 5:00 PM  
Full days meet at Sunnyside Elementary  
Multi-Purpose Room.  
Full day extended hours: 7:00 AM – 8:00 AM  
5:00 PM – 6:00 PM  
Locations: Franklin, Jefferson, and Sunnyside  
Elementary School.  
Ages served: 5 to 12 years of age.

### REGISTRATION OPTIONS

Full Time: 13 days or more a month  
10 days or more in December & April  
Part Time: 12 days or less a month  
9 days or less in December & April  
Drop In: Individual days

### REGISTRATION & PAYMENT DUE DATES

Registration and payments are due in advance of the first day of attendance.

Month	Full Time	Part Time
August	\$105	Not Available
September	\$380	\$230
October	\$435	\$260
November	\$375	\$225
December	\$235	\$140
January	\$375	\$225
February	\$345	\$200
March	\$435	\$260
April	\$285	\$170
May	\$400	\$240
June	\$240	Not Available

### Drop In Rates

Regular Day: \$30/day  
Half Day: \$45/day  
Full Day: \$60/day

Full Day Extended Hours: \$20/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.

Payments for drop-in participants are due one full business day before usage. Invoices are not available for drop-in care.

Repeated late payments may be grounds for disenrollment.

## FINANCIAL ASSISTANCE

YMCA of the Palouse is unable to accept subsidized Third Party Assistance, including DSHS and Washington Working Connections. In lieu of subsidized assistance, Y Financial Assistance is available to citizen and non-citizen qualifying families, and is based on an income sliding scale. Applications are available online at [palouseymca.org](http://palouseymca.org) and at the Y office. Financial Assistance will not apply until after your application is approved. Please allow a minimum of two weeks for processing. **Financial Assistance expires after each semester.**

## DROP-IN PROGRAMMING

YMCA of the Palouse operates drop-in programming, where children are able to attend without a formal reservation, contingent upon availability. Parents may choose to make use of drop-in programming to choose individual days of attendance, or sign their child up for care on a monthly-basis. Payments for drop-in attendance are due at least one full business day in advance of attendance, and space is limited to room capacity. Notification is required 3 business days in advanced for Full Day or Half Day drop-in attendance. Availability for drop-in programming is not guaranteed.

## SIGNING IN/OUT

Children sign themselves in directly from school. The YMCA of the Palouse assumes no responsibility for calling a parent if their child is not in attendance. Sign-out may be completed by parents or children. In order to have your child walk home from the Y without an authorized adult, a Child Sign-Out Authorization is required. Children will only be released to authorized persons. Special pick-up arrangements must be made with at least 24 hours notice with written documentation to the Director of Programs. Please bring photo identification to site.



## ANNUAL FAMILY MEMBERSHIP

Program participants are subject to the Annual Family Membership fee that covers all household members across all Y programming. Annual Family Membership fees are \$50 and renewable upon anniversary date.

## SEMESTER DISCOUNTS

The Y offers a 10% discount if you pay for the semester in advance. This includes full-time and part-time enrollment status.

## CHANGES AND CANCELLATIONS

The Y must be notified of all attendance changes and cancellations at least one full business day in advance. This includes drop-in attendance. Parents must notify the Y of intended drop-in days at least one full business days in advance via email.

## WITHDRAWALS AND REFUNDS

If you wish to withdraw your child from pre-registered Y programming, written notice must be submitted to the Y at least 2 weeks prior to the last day of attendance. Refunds may be issued upon written request, and are subject to a \$25 service charge. Refunds are processed within 30 business days from receipt of written cancellation. Participants who arrive late, depart early, or miss days are not granted pro-rated fees or refunds. Refunds will not be issued to participants who have been suspended or disenrolled from the program due to behavior problems.

## DISENROLLMENT

The Y reserves the right to disenroll program participants at any time, for reasons including, but not limited to: unpaid balances, program policy violations, health and safety concerns, and/or the Y's inability to meet participants' needs, behavioral or otherwise. The Y has a zero tolerance policy for weapons, drugs, alcohol, violence, threats against themselves or others, and bullying. The Y is unable to accommodate children who are not toilet trained and runners.

## PAYMENT AND BILLING

Invoices are sent for part-time and full-time participation on the 15<sup>th</sup> of each month. Payment for the coming month is due on or before the 1<sup>st</sup> of each month. Failure to pay your account balance by the 5<sup>th</sup> of the month will result in a \$10 late fee. Failure to pay your bill by the 10<sup>th</sup> of the month will result in loss of care and accounts will be sent to collections.

## LATE PICK UP FEES

A fee of \$10 per child is due for every 5 minutes your child is picked up after closing time. On regular program days, pick-ups must be completed by 5:30 to avoid late fees. On full days, late fees will be assessed for pick-ups after 5:00 pm, or 6:00 pm for extended hours. No prorating.

## NON-SUFFICIENT FUNDS

All payments returned for non-sufficient funds are subject to a \$30 fee.

## PAYMENT METHODS

For the safety of children and staff, payment will not be accepted at program sites. The following methods are available:

- Pay online at [www.palouseymca.org](http://www.palouseymca.org).
  - Click on the appropriate program, and at the top of each program page, click on the "Make a Payment" button.
- Mail or drop off payment to the Y office:
  - Address: 105 NE Spring Street, Pullman, WA 99163
  - Our office hours are Monday-Friday, 9:00 AM - 5:00 PM. If our office is closed, please put your payment through the door slot.
- Pay by credit card at the Y office or over the phone. We accept Visa, MasterCard, Amex, and Discover.

## RECEIPT REQUESTS AND TAX CREDITS

A print out of year-to-date payments may be available to you upon written request. Requests may be sent to [admin@palouseymca.org](mailto:admin@palouseymca.org). Please allow 10 business days to process any payment information requests. YMCA of the Palouse tax ID number: 91-0573117

## RECORDS AND CONFIDENTIALITY

A copy of your child's records will be kept at the Y office and at the program site. New registration and release forms are required for every Y program in order to ensure that all records are up-to-date. Immunization records are carried over between programs. Should your child receive additional immunizations after your original immunization record is submitted, please contact the Y so that records can be updated. Y staff will periodically go through records to ensure accuracy. The Y may request updated immunization forms periodically.

All child records are kept confidential and available only to Y staff. Parents and guardians are allowed access to their child's registration and immunization records upon request.

## 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 2017 – 2018 program calendar for a detailed schedule.

### SPRING BREAK DAY CAMP

Time: 8:00 am – 5:00 pm, with extended hours offered

Dates: April 2<sup>nd</sup> – 6<sup>th</sup>

Location: Sunnyside Elementary

Separate registration is required for Spring Break Day Camp.

### HOLIDAY CLOSURES

The YMCA will be closed the following dates:  
Sept. 4<sup>th</sup> Labor Day

Nov. 10<sup>th</sup> Veteran's Day

Nov. 23<sup>rd</sup> – 24<sup>th</sup> Thanksgiving Break

Dec 20<sup>th</sup> – Jan 2<sup>nd</sup> Winter Break

Jan. 15<sup>th</sup> Martin Luther King, Jr. Day

Feb. 19<sup>th</sup> President's Day

May 28<sup>th</sup> Memorial Day

## LOCK DOWN

If the school is in a state of lock down, the YMCA will follow school policies and procedures. Please contact your child's site for lockdown procedures.

## 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 the Y will send notification to families via email. The Y will be open on school make-up days. No pro-rating or credit will be given for emergency closures.

## DAILY SCHEDULE AND ACTIVITIES

Daily routine may include:

- Field trips – full days
- Character development
- Service learning
- Social competence
- Arts & humanities
- Science, technology, engineering, & math (STEM)
- Academic time
- Nutritious snack, provided family style
- Diversity & inclusion

### TYPICAL DAILY SCHEDULE

3:00 pm - 3:30 pm Check-in/Family style snack

3:30 pm - 4:00 pm Outdoor activity/Recess

4:00 pm - 4:30 pm Academic time

4:30 pm - 5:00 pm Daily lesson

5:00 pm – 5:30 pm Kids choice

\*Schedule subject to change

## Y STAFF

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

Elementary After School staff model the Y's 4 core values:

- Caring
- Honesty
- Respect
- Responsibility

All Y staff are required to have:

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

## STAFF TO CHILD RATIO

Children will be accompanied by at least one staff member and will maintain a 1:15 staff-to-child ratio.

## BEHAVIOR MANAGEMENT

Behavior management is based on an understanding of each 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. Reoccurring issues will be discussed with the parent and individual behavior plans will be developed with the Director of Programs. Continued behavioral issues may result in suspension and/or disenrollment. Corporal punishment is strictly prohibited, and will never be used.

## 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 listed 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 any 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.

## SPECIAL NEEDS ACCOMODATION

At the YMCA of the Palouse, we aim to promote an inclusive environment where every child has equal opportunity to learn, engage and develop in a caring and educational setting. Elementary After School Staff are 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.

In order to determine accommodations due to special needs, supporting signed documentation is required prior to participation in any Y program. These needs can include social, emotional, cognitive, linguistic, and/or developmental.

Documentation must be in the form of one or more 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
- Release of information from the school district
- 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

In order for a child with special needs to be admitted into the Elementary After School program, a written behavioral plan and meeting with the Director of Programs is required prior to participation. If it is determined a child's needs can be appropriately accommodated by the Y this written behavioral plan will be implemented by the YMCA site staff. The Y reserves the right to reassess our ability to meet a child's needs at any point.

The YMCA of the Palouse coordinates the Whitman County Special Olympics and Special Olympics Young Athletes programs. For more information on these programs please contact

**[specialolympics@palouseymca.org](mailto:specialolympics@palouseymca.org)**

## PARENT COMMUNICATION

Our programs require open communication between Y staff and parents. We invite you to become familiar with the staff and encourage you to communicate with staff as often as possible. Monthly newsletters are available at site, or can be emailed to you. Email [info@palouseymca.org](mailto:info@palouseymca.org) to be added to the newsletter mailing list. Y staff will communicate with you regularly about how your child is doing in our program. Any problems your child may be having at home or in school may affect his or her behavior at the Y. Please keep the Director of Programs informed so we can be sensitive to your child's needs. To ensure all participants' safety, the Y is unable to host parents and families at our programs beyond drop-off and pick-up.

## 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. Sodas, caffeinated drinks, nut products, and candy are not permitted.
- The YMCA does not serve any nut products nor are they permitted to be brought to or consumed on the premises. If a child brings any food containing nuts, they will not be allowed to eat it.
- On full days at Sunnyside Elementary, the Y Meal Program is offered to participants who qualify for free and reduced price lunches through their district. Registration is required for this service. Please visit [palouseymca.org](http://palouseymca.org) for more information.

## HEPA STANDARDS

Y programs align with Healthy Eating and Physical Activity (HEPA) standards. This is a commitment to educate kids about healthy lifestyles. Children engage in physical activity for a minimum of 30 minutes, are served healthy food choices, including fruits and vegetables, and have limited screen time.

## TOBACCO AND DRUG POLICY

Drugs, alcohol, and tobacco are not permitted at any YMCA of the Palouse program site. **If a child does bring any of these to site they will be sent home, and Child Protective Services will be contacted.**

## WHAT NOT TO BRING

If children are in possession of the following items upon arrival at Y programs, they will be asked to store them until their departure:

- Cell phones, electronics, and smart watches
- Money or valuables
- Skateboards, scooters, Heelys or bicycles
- Toys, balls, playing cards, Pokémon, fidget spinners, etc.
- Nut products
- Stuffed animals

Alcohol, drugs, tobacco, or weapons of any kind are not permitted and will result in disenrollment. Animals are not permitted on the premises. The YMCA of the Palouse is not responsible for items brought to programs that become lost or broken.

## FIELD TRIPS

Field trips are only planned for full days. They are planned by the staff, and all parents will be notified in advance. 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.

## SUNSCREEN

THE YMCA OF THE PALOUSE DOES NOT PROVIDE SUNSCREEN.

We encourage you to pack your child with spray-on sunscreen during warmer months. 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 of Programs immediately so that extra precautions and applications can be made.



## INCLUSION STATEMENT

Every day we work side-by-side to offer a variety of ways for everyone, regardless of age, religion, sexual orientation, background, income or ability/disability to learn, grow and to thrive in our programs, our community, and in life.

## 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.



[Facebook.com/palouseymca](https://www.facebook.com/palouseymca)



[Instagram.com/ymcaofthepalouse](https://www.instagram.com/ymcaofthepalouse)



This handbook is subject to change; please check our website at [www.palouseymca.org](http://www.palouseymca.org) for the most up-to-date version.