



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Bloomsburg Area YMCA Parent Hand Book



A guide for our Families

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THE YMCA MISSION:

To strengthen communities through youth development, healthy living, and social responsibility.

Child Care Program Philosophy:

All Bloomsburg Area YMCA Child Care programs are dedicated to providing high-quality, developmentally appropriate activities for children ages 6 weeks to 12 years. Our child care facilities meet the social, emotional, physical and cognitive needs of the children in a safe, nurturing environment. At the Bloomsburg Area YMCA, we believe all children are unique and value their individual, family and cultural differences. Our staff are well-trained and caring child care professionals.

The Bloomsburg Area YMCA is a Keystone STARS program participant. We believe children learn best through a hands-on, interactive atmosphere. Through play, stories, songs, centers and a wide variety of educational materials, the children are learning by experience which encourages individual growth and independent decision making.



Welcome:

The safety of our children, families and staff is always our number one priority. As we reopen our Child Care Programs, we wanted to share our updated procedures to continue to ensure safety and to support a smooth transition to welcome you back. This document is subject to change based on the latest public health data as well as guidance from the Center for Disease Control (CDC), The Department of Health, and the Department of Human Services.

The YMCA understands that we are living in uncertain times and many families are worried how they will balance work while following vital and or normal school curriculum. The Y has been helping families since the beginning of this pandemic by providing child care services to essential workers so they could continue to work.

We will continue to assist families by providing supervised care for their children while providing a space for their virtual learning requirements if the school goes back to virtual. Students will receive assistance with school work, physical activity and other enrichment activities as part of their care.

Our goal is to nurture the potential of every child in order to help them grow and develop into the best person they can be. At our Before & After Program, children will experience new activities, develop communication skills and make new friends in a safe, secure environment. Thank you for choosing the Bloomsburg YMCA for your child this school year. We look forward to getting to know you and your child even better and making this school year the best ever!

General Information

Programs Offered:

The Bloomsburg Area Ymca provides three childcare programs at our facility.

One program that we offer is the Before and After School Care program. This program is for school age kids only. In this program, it's for parents and guardians who cannot drop off or pick their kid or kids on time for school or from school. Depending on location we either will walk the kids to the school or walked them down the hall to their classroom.

Another program is the Preschool program. In this program it's for ages 3-5 who are potty-trained. In preschool the kids are taught through creative curriculum and they can come either three days or five days.

Lastly, we offer a Sumer Camp program. During Summer Camp the kids engaged in activities throughout the whole day. Summer Camp are for ages 3 and up. Also we offer teens to be Counselors in Training.

Inclement Weather:

On two- hour delays we do NOT offer care in the mornings. Early Dismals and no school days we will hold care.

Arrival:

The adult bringing your child to the School Age Site must accompany your child to the door of the building and knock to gain entrance to the Before and After School Classroom. Each parent and or guardian **MUST** sign in their child on the “Attendance Form” with their signature or name and time they arrived. Please notify the staff if an adult other than yourself will be picking up the child that day.

Departure:

The adult picking up the child and or children must knock on the door to gain entrance to the Before and After Care classroom. The **ADULT** picking up your child is responsible for your child once he/she enters the Center. Each adult or guardian is responsible for completing the “Attendance Form” with their signature and the time that they are picking up.

The Bloomsburg Area Ymca has the right to request identification of an adult picking up a child and reserves the right to request that the adult sign the “Attendance Form” before leaving the Center.

The Bloomsburg Area YMCA **WILL NOT** release a child to any person (parent, guardian, relative, etc.) suspected of being under the influence of alcohol or drugs. Under these circumstances, the staff is required to notify the other parent/guardian or emergency

contact person whose responsibility will be to pick-up the child from the child care site.

Bloomsburg Area YMCA has the right to contact the authorities in this situation.

Attendance:

If your child will not need care on a scheduled day, please contact Serena. If out due to Covid must have a negative test results before coming back.

Hours:

Before care 6:30-8:30am and after care 3-5:30pm Monday through Friday

Clothing:

Washable and durable clothes are appropriate for care. Comfortable clothing allows the child to explore and participate and get the most out of indoor and outdoor activities. Remember to choose clothing that allows for SPEEDY use of the bathroom. Shoes that are durable and provide comfort MUST be worn at all times.

Sandals, flip-flops and open-toed shoes are not permitted; sneakers or oxford-type shoes are best for participation in activities.

Toys and Personal Belongings:

Our childcare classrooms are well equipped with games, toys and equipment for all ages. Since it is sometimes difficult to share and care for personal items, toys and or personal items from home is **NOT ALLOWED** at the YMCA. Sensory items ARE only allowed if parent and I discuss the maturity of the item and the usage. **The Bloomsburg**

Area YMCA and our staff are not responsible for lost, stolen or damaged personal belongings.

Meals/ Snacks:

In the morning, snacks are NOT given due to the school providing them at 8:30 am. If your child is hungry before that time feel free to pack a small snack for them. However, in the afternoon we do provide snacks for everyone in the program. If you prefer to send your own snacks that is fine as long as it doesn't contain any peanuts. On days where it's an all day care then yes breakfast snacks will be provided around 9am.

Outdoor Play:

Outdoor play is encouraged and provided as often as possible. Health care professionals advise that when properly dressed, fresh air, even for an ill child, is revitalizing. Please dress your child in clothing that is appropriate for the season (including boots, mittens, hat, and snow pants) so that he/she may fully participate in outdoor activities. When the temperatures are above 32 degrees, we will still plan on going outside with the kids.

As always, if you have any questions, please call 570-784-0188 or feel free to stop on by.

Signs and Symptoms of COVID-19:

- Fever of 100.4 F or above
- Cough
- Sore throat
- Difficulty breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Headache
- Loss of smell/taste
- Muscle aches

When to seek medical attention:

- Seek medical attention if any of these symptoms are severe.
- Call 911 if experiencing extreme difficulty breathing, bluish lips or face, persistent pain or pressure in chest, severe or persistent dizziness, lightheadedness, confusion, seizure or inability to rouse someone.

COVID-19 Exposure of staff or children:

If a child or staff is exposed to COVID-19 regardless of symptoms, the child or staff must remain home for 14 days. The center will consult the local board of health for guidance on

quarantine for other children and staff as well as additional precautions needed to ensure the program space is safe to continue child care services. If a child or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.

Contact Information:

Provide us with updated registration forms so we will have the most up to date contact information for each child. Make sure you have contacts documented, (other than yourselves), in case of emergency. Individuals who decline to complete the screening will not be permitted to enter the program space. Upon arrival to the room, your child's belongings will be stored in an individual cubby.

Hours:

Before care is held from 6:30-8:30am and After care is from 3:00-5:30pm. On days that the children do not attend school the hours will be from 6:30-5:30pm. All children enrolled in the program must be picked up by 5:30pm each day. On a two hour delay we will not hold care in the morning however for early dismissal we will have care. For snow days, if it's safe to travel in the YMCA will have care if not no care will be given. There will be a late charge of \$5.00 for every 5 minutes after 5:30pm. A parent/guardian will be called after 15 minutes.

Sign in and Sign Out Policy:

Parent(s)/Guardian(s) must sign their children in at the beginning of the day and sign them out at the end of the day. Drop off and Pick up is done "drive through" style. At the YMCA the drop off and pick up will be at the small gated yard. In the afternoon if kids are outside, pick up is at the main playground gate. However, at WW Evans drop off and pick up is at door entrance number 7 closes to the little side street.

For safety purposes, children will not be permitted to leave with anyone except those designated on the emergency contact/parental consent form. Prior written notification must be given to the Director of Youth Development and Family Engagement (Serena Hampton) for exceptions. Only proper identification (driver's license or state-issued identification card) will be accepted. Once the responsible person arrives at the Y to pick up the child, the child is the responsibility of the adult.

ADMISSION POLICY:

EQUAL OPPORTUNITY PROVIDER- The Bloomsburg Area YMCA is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, color, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment.

Types of Care:

5 DAYS	Member Rate per week	Community Rate per Week
Before and After	100\$	110\$
Just Before	70\$	80\$
Just After	70\$	80\$

3 Days	Member Rate per week	Community Rate per Week
Before AND After	75\$	85\$
Just Before	50\$	60\$
Just After	50\$	60\$

Payment/ Fees:

Program fees are due every Friday. Most major credit cards (except AMEX), cash, checks and debit are accepted. Failure to make payments will result in the denial of services. IF 3 weeks of nonpayment then childcare services will be terminated. Rates are calculated based upon the YMCA providing care during the course of the school year then averaged to determine a flat monthly rate. If a child is out for a week or two they must contact Serena Hampton to make sure they are not register for those weeks in order not to get charge.

Cancellations/Changes:

If you need to cancel or change your enrollment day or even dates please reach out to Serena Hampton at 570-784-0188 or at shampton@bloomsburg.org Any changes must be discussed/written atleast one week prior to the cancellation or change.

BEHAVIOR MANAGEMENT POLICIES:

➤ CHARACTER DEVELOPMENT:

- The YMCA embraces the values of Caring, Honesty, Respect and Responsibility as the basis of all YMCA operations, staff development, and program development. The YMCA is committed to a positive approach to improving our community through its future leaders, our children. Character Development challenges others

to accept and demonstrate positive values. Our staff serves as role models as well as teachers that promote good character.

➤ ACCEPTABLE BEHAVIOR

- Based on the Golden Rule, "Treat others as you would want others to treat you".
- Children are guided to respect the rights and feelings of others and avoid disruptive behavior that interferes with program activities.
- Aggressive behaviors, such as hitting, kicking, spitting, biting, verbal put-downs and bullying are unacceptable behaviors and child may be suspended or expelled from program.
- Children will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.

➤ BEHAVIOR MANAGEMENT PROCEDURES :

When a problem arises that threatens the safety or health of a child, other children or staff, the staff will take immediate action to stop the behavior. Depending upon the severity of the inappropriate behavior, it may be necessary to temporarily remove the child from the situation. The Parent/Guardian will be notified and together we will work with the child to correct the behavior. When a child's inappropriate behavior is extremely persistent or the behavior is violent, expelling the camper from the program will be considered.