



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

The Bloomsburg Area YMCA  
30 East 7th Street  
Bloomsburg, Pa. 17815  
[www.bloomsburgy.org](http://www.bloomsburgy.org)

# Bloomsburg YMCA Before and After School Care Handbook

6:30 AM-6:00 PM



# Welcome

Dear Families,

Thank you for enrolling your child into the Child Care program here at the Y.

Our Before and After School Programs serve children the ages of 5 and in kindergarten to 12 years of age.

Our focus is to provide a safe environment where youth have the opportunity to enhance their achievements, relationships and belonging. Our staff is committed to working with children and hardworking families. Staff continually participate in child development and education training, to ensure your child's safety, health, social and academic growth.

Our team is passionate about:

- Developing self-confidence and independence
- Communicating Core Values of Caring, Honesty, Respect and Responsibility
- Creating lasting friendships and lifelong memories
- Encouraging fun and healthy decision-making
- Infusing learning and exploration into activities each day

Positive relationships among children, staff and parents are critical for each child's healthy development and social growth. We thank you in advance for your continued support and welcome you to our Y family.

Sincerely,  
The Bloomsburg Area YMCA  
[www.bloomsburgy.org](http://www.bloomsburgy.org)



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Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to **LEARN, GROW AND THRIVE.**

## OUR PARTNERSHIP WITH YOU

A great program requires a partnership between staff and parents. As a partner in your child’s success in our program, you have free access at all times to all areas of the classroom used by your child. We invite you to become familiar with the staff and encourage you to visit and to participate in the program as often as possible.

## OUR FOCUS

We infuse evidence-based activities proven to build dimensions of well-being including:

ACHIEVEMENT

TO help children accomplish their passions, talents, and

RELATIONSHIPS

To determine the role positive relationships, play in the well-being of a child

BELONGING

Where children feel safe, respected, and can express their individuality

## YMCA CORE VALUES

### Caring

Interest and concern- including compassion, friendliness , generosity, kindness, and love.

### Honesty

Fairness of conduct and adherence to facts- including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness

### Respect

Special regard for others- including assertiveness, consideration, courtesy, gentleness, unity, tolerance and humanity.

### Responsibility

Moral, legal and mental accountability- including courage, determination, helpfulness, justice, reliability, loyalty and self-discipline

## PHILOSOPHY

YMCA Y-Care fosters each child’s cognitive, social emotional, and physical development through opportunities and experiences which focus on achievement, relationships and belonging.

Each activity is offered in a physically and emotionally safe environment consistent with evidence-base principals of youth development: each child is encouraged to develop at his or her own unique rate by encouraging skill development and frequent leadership opportunities.

The Y collaborates with other organizations that are committed to serving the needs of all the children and families. It’s through these collaborations and a strong youth development that the Y delivers consistent quality care,



The Bloomsburg Area YMCA participates in Keystone Stars, an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

The Bloomsburg Area YMCA participates in KEYSTONE STARS, an initiative of the office of Child Development and Early Learning (OCDEL) to improve, support and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania. We are currently a STAR 2.

The KEYSTONE STARS performance standards provide foundation for improving program quality through four levels:

STAR 1, STAR 2, STAR 3 and STAR 4 Each level builds on the previous level and utilizes research-based practices to promote quality learning environments and positive outcomes. The standards address staff qualifications and professional development, the early learning program, partnerships with family and community, leadership and management.



# Non-Discrimination & Inclusion Policy

We welcome children with all abilities and believe that all children are entitled to the same opportunities for participation, acceptance and belonging. No child will be discriminated against no matter the gender, age, race, disability, or ethnicity. It is essential that we have all pertinent information about the child's needs from the outset of enrollment. We will make every reasonable accommodation to encourage full and active participation based on their capabilities and needs. We believe that each child is unique and work in partnership with families and other professionals to support every child to reach their full potential. If services have been received from an outside agency, please notify us.

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. The Bloomsburg Area YMCA is committed to providing developmentally appropriate early learning and development experiences to support full access and participation of each child. We support families that are linguistically and culturally diverse. If you child's first language is not English, we will work to support your child's communication needs through gestures, communication devices, sign language, pictures and support in the use of his/her home language with materials. Teachers may ask you to help with basic translation and/or to provide a list of common words to aid communication with your child. 4 We are committed to providing developmentally appropriate early learning and development experiences, that support full access and participation of each child. We strive to promote participation in all learning and social activities. By including children who with disabilities, those children will have a higher success for learning and their development can be impacted significantly.

## IEP Policy

Children may have diverse sets of developmental needs. It is therefore important to gather as much information about the best way to educate each child. If your child currently has an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), sharing a copy of this plan with us would be beneficial. The plan will be appropriately used to inform individualized instruction. The information you provide will be kept confidential. The Director of Childcare is willing to meet with families and professionals to discuss a child's IEP.

## Conference Policy

Family & teacher conferences occur once a year or at parent's request. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child. You may request additional conferences regarding your child at any time. We encourage you to communicate any concerns.





## Serving Memorial Elementary School and W.W. Evans

### Childcare Options:

- 3 Days a week Before School Care
- 3 Days a week After School Care
- 3 Days a week Before and After School Care
  
- 5 Days a week Before School Care
- 5 Days a week After School Care
- 5 Days a week Before and After School Care

### Attendance:

- If your child does not need care, please notify us by using **ClassDOJO** or calling 570-784-0188.
  
- If your child misses 2 consecutive weeks without notifying us, they will lose their spot in the program.

### Payment Responsibility:

Everyone enrolled in Y-Care is required to have a card on file and will be billed weekly. **Parents are responsible to pay for the days their child is registered for care.**

Should you receive funding through ELRC or a YMCA Scholarship Program you must comply with the funding source guidelines.

**If you are two payments behind your child may not attend Y-Care until your bill is current.**

### Late Fee:

**All Children Must be picked up by 6:00. If you are late picking up your child you will be charged a late fee of \$5.00 for every 5 minutes you are late.**

### Withdraw:

If you wish to withdraw your child from Y-Care, written notice must be given to the Director of Childcare withing two weeks of the child's last day. You are responsible for fees during the notice period.

## Important Information

### Y-Care Hours:

Before School Care hours are 6:30-8:30 and After School Care hours are 3:00-6:00. On the days that there is no school (including school cancellations due to inclement weather), all-day care is provided at The YMCA from 6:30-6:00.

### Arrival:

Each child must be accompanied by an adult to the door of the building. A staff member will greet you at the door. The adult accompanying the child must sign them in on the "Attendance Form" with their signature and the time they are dropping them off.

### Dismissal:

Y-Care will either be in the classroom or on the playground at the time of pick up. Each child **MUST** be picked up by an individual at least **18 years of age**. Please notify the staff in someone will be picking up your child that is not on the pickup list and have them provide ID. The person picking up your child must sign them out on the "Attendance Form."

### Inclement Weather:

The Bloomsburg YMCA makes every effort to provide care on days of inclement weather. In the event that we have a program cancellation or delay due to weather, we suggest:

- Following The **Bloomsburg YMCA Facebook page**
- Join our notification app **ClassDOJO**

Children need to be in good health to attend Y-Care. If a child becomes ill while in our care, they will be required to be picked up early. You will be notified immediately if your child becomes ill or has an injury that requires immediate attention. If you cannot be reached, we will call the emergency contact person listed on your emergency contact form.

You will need to pick your child up if they are  
**Experiencing the Following:**

- Too tired to participate in daily activities
- Vomiting
- Diarrhea (more than once)
- Ey discharge or pink eye
- Rash
- Excessive Coughing
- Fever (100 degrees F. or above)
- Lice or nits

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If the Y-Care staff is required to administer medication to your child, you must provide a written order from a doctor (even for over-the-counter medications) and hand it and the medication directly to the staff.

A prescription medication will only be accepted in its original container with the prescription label attached.

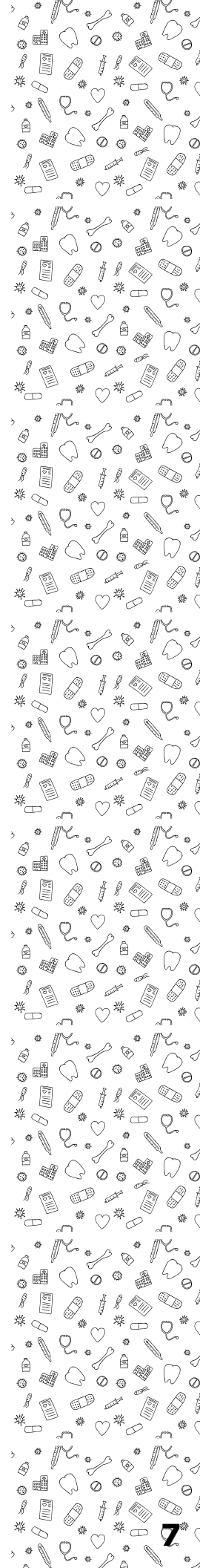
The label of the container shall identify:

- The name of the medication
- the name of the physical who prescribed the medication
- The name of the child for whom the medication is prescribed
- Administration instructions - dosage and times

Anon-prescription medication will only be accepted in its original container with the child's name written on it.

- Written instructions from the physician must accompany the medication

**The guidelines stated above must be met or we will not be able to administer medication to your child.**





# Things You Need to Know

## Items from Home

We kindly ask that children do not bring personal items from home to the YMCA, including **electronic devices**. This helps us ensure a safe and enjoyable environment for everyone, as we cannot be responsible for lost, stolen, or broken items.



## Meals and Snacks

During Morning Care breakfast is not provided for your child. Your child will need to eat prior to coming or eat breakfast at school.

During After School Care we will provide a snack.

If your child attends All Day Care, we will provide breakfast and an afternoon snack. You will need to send in a packed lunch. Please no peanut products.



## Outdoor Play

Outdoor play is provided as much as possible. We will go outside as long as the temperature is 25 degrees Fahrenheit and above. Please make sure your child is dressed appropriately for the weather.



## Supervision

School Aged children are supervised at all times with appropriate child/staff ratios. School Aged children are assigned to a group. Staff count the School Aged children (name to face) on a regular basis, at every transition, and whenever leaving one area and arriving at another, going indoors or outdoors, to confirm the safe whereabouts of every child at all times. In addition, staff know how many school aged children are in their care at all times.



# Emergency Procedures/Evacuations

Department of Human Services Child Care Regulations require that childcare programs create and implement emergency plans to assure the safety and welfare of the children attending all childcare programs. Specific information concerning this policy is given to all parents annually. Our emergency plan provides for response to many types of emergencies.

By regulation, fire/emergency drills are conducted at a minimum of every 60 days. Your child is prepared and reassured during these drills. Staff members receive annual fire safety and emergency evacuation training.

In an emergency, the Director, may take appropriate action as deemed necessary to ensure your child's safety, health and well-being. This is to assure you of our concern for the safety and welfare of the children attending the Y-Care. Depending on the circumstance of the emergency, protective actions are followed.

## Immediate Evacuation

Children are evacuated to a safe area on the grounds of the facility emergencies.

## Sudden Occurrence

Weather or hazardous materials may dictate that taking cover inside the building is the best immediate response.

## Evacuation

Total evacuation of the facility may become necessary, if there is danger in the area. In this case, we escort the children to the emergency location as designated in the Emergency Evacuation Plan posted at the YMCA and sent via **ClassDOJO** when wireless services are operational.

## The Emergency & Evacuation Plan is always available at the program site.

- **DO NOT CALL THE SCHOOL IN THE EVENT OF AN EMERGENCY.** This will keep our phone line free to make emergency phone calls and relay information. The Y is updated with emergency information and parents will be notified via **ClassDojo**.
- The persons designated to pick up your child are on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form can pick our child up from the program.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and co-operation. Should you have any questions regarding our emergency operating procedures, please contact Stacy Wallick.

# Suspension Policy

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced.

## The Y-Care Staff will:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriate of activities, supervision.
- always use positive methods and language while disciplining children.
- Praise appropriate behaviors
- Consistently apply consequences for rules.
- Be given verbal warnings.
- Be given time to regain control.
- Document disruptive behavior
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- Have a conference with the child's parent/guardian to discuss how to promote positive behaviors.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

## SCHEDULE OF EXPULSION OR SUSPENSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion or suspension. An expulsion or suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the provider.

The parent/guardian will be informed regarding the length of the expulsion or suspension policy.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the provider home.

# Code Of Conduct

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, The Bloomsburg Area YMCA follows a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in Y programs.

## Individuals will:

- Follow Directions in a respectful, positive manner
- Respect the staff, other adults, and each other (BE KIND)
- Respect property and each other's belongings
- Use appropriate language
- Always stay with the group

## Individuals will not:

- Bully Others
- Use physical aggression towards others (includes hitting, kicking, biting, and throwing objects)
- Endanger the health and safety of themselves or others
- Use inappropriate language, including foul language and teasing
- Be disruptive
- Steal
- Break or destroy objects

## When Behavior rules are broken:

**Children who do not follow the above behavior guidelines may risk being dismissed from the program. We have a zero-tolerance policy when situations like hitting, kicking, bullying, violent outbursts, or disagreements pose a threat towards peers and staff.**

# Consequences

## Physical Aggression

- First Offence: Child will be sent home
- Second Offence: Child will be sent home and unable to come the next day
- Third Offence: Removal from the program

## Unsafe behavior while walking or separating from the group putting a person's safety at risk

- First Offence: Child will be encouraged to rejoin the group so we can get to our destination safely. IF unsuccessful, the child will have to be picked up by a parent
- Second Offence: Child will have to be picked up by a parent
- Third Offence: Removal from the program

## Stealing

- First Offence: Child will be sent home
- Second Offence: Child will be sent home and unable to come the next day
- Third Offence: Removal from the program

## Bullying

- First Offence: In-classroom consequence (i.e. writing a letter to make amends, doing a good deed for the other, ect.)
- Parent will pick up the child from the program. Discuss with parent
- Third Offence: Removal from the program

## What is Bullying

Bullying is unwanted, aggressive behavior among school aged children that is meant to harm others, mentally and physically. The behavior is repeated over time. Both, kids who are bullied and who bully others, may have serious, lasting problems. Bullying often includes:

- Teasing
- Talking about hurting someone
- Spreading rumors or telling lies
- Leaving kids out on purpose
- Insulting someone
- Attacking someone by hitting them or yelling at them

# Parent's Manual Signature Page

**Child Name:** \_\_\_\_\_

I acknowledge that I have received and read the Parent's Manual. I understand the policies, procedures and expectations outlined in this manual.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Code of Conduct Agreement

Your signature and you child's signature are **Required** below to show agreement with the code of conduct and acceptance of the listed consequences based on the type and level of offense.

**Parent/Guardian Signature:** \_\_\_\_\_

**Child Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_