



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

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**North Penn YMCA
Indian Valley Family Branch
Youth & Teen Department**

**Kids Kare / Live Y'ers / Teen Care
Parent Handbook**



INDIAN VALLEY FAMILY YMCA

890 Maple Avenue, Harleysville, PA 19438 | 215-723-3569 | www.northpennymca.org

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INTRODUCTION

Welcome to our Indian Valley Family YMCA School Age Care Program. Our before and after school child care provides excellent programs for children in the Souderton Area, Perkiomen Valley School Districts, and Saint Mary Catholic School. We are a state licensed child care program that embodies the philosophies of building the mind, body, and spirit. Our program provides opportunities for children to participate in activities that will benefit them socially, emotionally, physically, and educationally. These activities include arts and crafts, homework supervision, sports activities and games.

BILLING INFORMATION

Attendance: Your child is expected on the days he / she is registered. If your child will miss a scheduled day of attendance, it is the responsibility of the parent to notify us by 12:00pm.

Early Dismissals: If your child is scheduled to attend our program and an early dismissal occurs, there is no charge for your child to attend. If you need care during an early dismissal day and your child is not scheduled to attend our program that day, the cost for attending will be as follows:

- \$18.00 (1:00pm-6:00pm).
- \$20.50 (10:30am-6:00pm).

Financial Assistance: Applications are available at our Indian Valley Family YMCA membership desk. All applications must be turned in with your child's registration information.

In-Service Days & Holidays: Full care programs will be offered on In-Service Days and some holidays for Souderton schools. *Y-Day Program will be offered for Perkiomen Valley School District only on those days when SASD is also off.* Each program runs from 7:00am-6:00pm and will be held at a location Souderton Area School District or at the Indian Valley Family YMCA. Registration forms will be sent to our care sites for parent pick-up at least 2 weeks prior to days off. Registration is first come, first served and space is limited. All Y-DAY registrations have a registration due date. **At the discretion of the Youth & Teen Department administration, Y-DAYS may close before the registration deadline due to high enrollment. ALL ELRC CLIENTS MUST REGISTER FOR Y-DAYS BEFORE THE DEADLINE.**

- SASD / PVSD / St. MARY Families Y-DAY Cost:
 - \$40.00 1st child.
 - \$35.00 each additional child.

Late Fee/Extended Hours: For any child still in care after 6:00pm, a \$15 late fee will be charged to your account every 15 minute. If your child attends on a day not registered for, a daily rate will also be charged to your account.

Refunds: Refunds will not be given for days missed due to illness, vacation, weather conditions, holidays (including Christmas vacation), or failure to attend.

Registration: Registration Form, Registration Fee, Payment Agreement, Civil Rights Agreement and Emergency Contact Form are due at the time of registration. Paperwork will not be processed unless all forms are submitted. A current Child Health Assessment Form with immunization record is due within 30 days of the start date.

Schedules Changes & Withdrawals: All change requests must be submitted in writing to kidskare@northpennymca.org at least two (2) weeks before the change is due to occur. Please include child's name, school, how schedule is changing, and effective date. **Email to kidskare@northpennymca.org**

Tuition: Monthly tuition is due on the 1st of each month with a five (5) day grace period.

- Make Checks Payable to **NORTH PENN YMCA**.
- An **online payment option** is available for your convenience.
- **PLEASE NOTE: The month of June will be Pro-Rated.**
- **Any payment not received by 15th of the month will be subject to the following delinquency procedure:**
 - A \$15.00 late payment fee will be assessed to all past due accounts.
 - All delinquent accounts will be contacted by 16th of month that payment must be received by 25th of month or child may be dismissed at end of month.

CHILD ABUSE

Our YMCA staff is mandated by state law to report all suspected cases of child abuse and neglect to the appropriate authorities. If you have questions regarding the reporting of suspected child abuse and neglect, you should contact our Youth Programs Director.

If an incident occurs in our program between two children (i.e. bullying, sexual, physical or psychological harm), an investigation will be done by YMCA administrative staff. Parents will be contacted for a conference in regards to the incident and findings. The incident may be reported, as mandated by law, to the Office of Children and Youth and the child or children involved may be suspended or removed from the program.

Our YMCA staff policy states that staff may not use employment at our YMCA to develop a situation where they will be alone, outside our YMCA, with children they meet in our YMCA programs. This includes babysitting for children in our child care programs. Please do not ask the staff to provide private childcare for your children as they are strictly prohibited, per our YMCA policy.

CUSTODIAL/FAMILY CHANGES & OBLIGATIONS

If a child to be registered for the school age care program has custodial or court documents pertaining to them, a copy must be give us before the child's start date in our program. In the event of custodial sharing, divorce and / or a separation, the parent or guardian responsible for full tuition payment will be the one whose residence matches the address on record for the children enrolled with our childcare / camp program; unless there is court documentation stating what the parent financial obligations are pertaining to child care tuition costs. (Ex. court ordered 60 / 40 split of costs).

If a separation occurs during the course of the care program, it will be the parental obligation of both spouses to immediately notify our school age care program and update the child's enrollment by one of the following methods:

- Withdraw child from care program.
- Parents / guardians withdraw & re-enroll child separately to match custodial schedule per their personally created care schedule with each parent / guardian responsible for payment for their portion of care.

Parents / guardians withdrawal & re-enrollment of child separately to match custodial schedule per court documents with each parent / guardian will be responsible for payment for their portion of care. Please note, if the full monthly tuition payment is not received for both parent / guardian portion of care, we reserve the right to terminate child from our care program. If chosen to withdraw & re-enroll separately, both custodial parents must review and sign Emergency Contact Sheet, Payment Agreements, and Registration Forms together so that all are in full agreement to terms, conditions, emergency contacts, and persons to whom children may be released to.

Custody Orders: Parents are never to ask Y staff to submit a statement or serve as a witness during a custody order. When an enrolled child is the subject of a court order (ex. – Custody Order, Restraining Order or Protection from Abuse Order), the Y must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with the Y administration, both parents shall be afforded equal access to their child as stipulated by law. The Y cannot, without a court order, limit the access of one parent by request

of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to

DISCIPLINE

Discipline within the school age care programs will focus on a positive approach. Reinforcement of desirable behavior will encourage children to conduct themselves in a positive manner.

All children in attendance will be supervised at all times.

Children may be asked to sit out of an activity if their behavior warrants this. The time out period should be appropriate for the age level of the children.

An incident report will be completed by the teacher in charge if a disciplinary action is taken by staff to correct a behavior and the Youth Programs Director and the child's parents will be notified within 24 hours.

If a potential weapon is brought onto school grounds, we will follow school district policy and procedure. This may result in suspension or termination from the before & after school program.

It is our policy to keep misbehavior in perspective, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities.

Behavior that infringes upon the safety of the child or other children such as: attempting to leave a supervised area without permission, bullying, or abusive acts towards others, is considered chronically disruptive behavior. All disciplinary warranted behavior will be dealt with in the following manner:

- A verbal warning will be given to the child along with a reminder of acceptable behavior.
- If the behavior continues, the child and staff will complete a discipline incident report.
- In the event of a third incident report, and / or if the child continues to require constant staff attention, a meeting will be scheduled with the Youth Programs Director, appropriate staff, and parent / guardian in order to determine conditions for the child remaining in the program.

Any child who continues to show chronic disruptive behavior is subject to dismissal from the program at the Youth Programs Director's discretion. Any child who purposely endangers or injures himself / herself, a staff member or another child, is subject to immediate expulsion by the Youth Programs Director. **NO REFUNDS WILL BE GIVEN IF ANY OF THE ABOVE OCCURS.**

SUSPENSION / EXPULSION

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ILLNESS/ACCIDENT

Important note: If the child demonstrates any of the physical signs listed below while in our care, parent/guardian will be notified for immediate pick-up. The parent/guardian has a maximum time frame of one hour to pick-up their child; after one hour we will move to contacting the emergency contact in our system. Teachers cannot properly care for the sick child without interfering with the care of the other children. If a child exhibits any signs of contagious disease, you will be asked to provide a medical evaluation. A child may be sent home or may not be admitted into care at the center for the following situations:

- Minimum temperature of 101 degrees orally or 100 from the armpit (this excludes reactions children may be having from immunizations). Note: Children need to be fever free for 24 hours prior to returning to care.
- A behavior change making the child unable to participate; for example- sluggish, sleepy and/or inconsolable.
- Exceeds 2 or more loose stools; or stools are abnormal for that child.
- Vomiting 2 or more times while at school. May return 24 hours after vomiting has stopped.
- Bronchitis, which is an upper respiratory infection with severe coughing and mucous. May return as per direction of doctor's note.
- Severe cold with fever, coughing, sneezing, and nose drainage. May return when symptoms are gone or with the direction of a doctor's note.
- Whooping Cough. May return as per direction of doctor's note.
- Rashes that have oozing/open wound. May return after rash has disappeared or as per direction of doctor's note.
- Impetigo. May not return until treated and as per direction of doctor's note.
- Scabies. May not return until treated and as per direction of doctor's note.
- Ringworm. Red circular patches on skin and heads. Must consult physician and may not return for 24 hours and as per direction of doctor's note.
- Chicken Pox. May not return until pox have healed and as per direction of doctor's note.
- Measles. May not return for at least five school days, rash has disappeared, and with direction of doctor's note.
- Mumps. May return after fever and swelling are gone and with the direction of a doctor's note.
- Head lice. May return once the child has been treated. Staff will check the child before readmitting.
- Children receiving antibiotics may return after 24 hours of medication or at the direction of a doctor's note.

The Department of Human Services requires whenever there is an illness that is infectious or contagious that we notify all the families. The American Academy of Pediatrics supplies childcare centers with informative handouts for staff and families. Classroom staff will be responsible for distributing informational handouts to families with children enrolled. Certain diseases are reportable to the Board of Health and may result in your child not being able to attend child care until cleared by a physician.

BATHROOM & HYGIENE

Students enrolled at Kids Kare/Live Y'er programs should be potty trained before beginning with the before and after school programs.

- a. A potty trained child:
 - i. No longer wears diapers or pull ups at school
 - ii. Can tell the teacher when he/she needs to go to the bathroom
 - iii. Can attend to his/her own hygiene.
- b. We understand that children will have occasional bathroom accidents. However, if a child is having consistent bathroom accidents, the program will take these steps.
 - i. If a child may have accidents, it is requested that parents/guardians provide the necessary supplies to clean up (wipes, pull ups, etc.) and changes of clothes to be kept on site in case of need. Parent/guardian
 1. If no such supplies are on hand, a parent/guardian will be promptly called to pick up child so the child may be taken home. This is to protect the health and hygiene of the child.

2. The parent/guardian will be called for every accident. A parent or guardian should be on site within 1 hour to pick up.
 3. The director will meet with the child's parent/guardian to determine a cause and/or if a plan of action can be developed to help the child be successful. Some examples are developing positive charts and giving bathroom reminders at specific times.
- ii. If repeated accidents continue to occur, an evaluation will be had between the director and family to see if the program is suited to meet the needs of the child after all reasonable accommodations have been met. If at that time it is found the program has made all accommodations possible, a decision may be made to depend upon if the program is the right program to best meet the needs of the child.

SPECIAL NEEDS

If a child has special needs or the need to take special medications (i.e. insulin, epipens, inhalers, etc.) that our program may need to make reasonable accommodations for, our Indian Valley Family YMCA Youth Programs Department requests parents to contact us at 215.723.0574 before completing your registration packet.

A meeting will be requested between the Youth Programs Director and family to determine if our Indian Valley Family YMCA School Age Care Program is the appropriate care facility to meet your child's needs. Please note that we are not always the best match for all children. We want the very best for every child and it is our hope that we can be the match he / she needs.

We reserve the right to ensure the safety and wellbeing of all children in our program and will make a decision based on the child's needs and the ability of the program to ensure those needs is met through reasonable accommodations.

If we are unable to meet the needs of your child within our program, we will be unable to register them and will suggest alternative means of care in our area. If the child is enrolled and it is later found that even with reasonable accommodations, the program cannot meet the needs of the child, there is a possibility that the children will be withdrawn from the program and alternative care in the area will need to be found.

Please attach a copy of your child's IEP if there is one available. We are committed to providing the optimal environment for all of our children, and the IEP allows us to continue with the care plan the district has identified for your child. Information in the IEP will be kept confidential.

INCLUSION

The YMCA Kids Kare Program uses developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

TRANSITIONS

Children will encounter many transitions. Change and transitions can be unsettling and upsetting to children when in unfamiliar surroundings, introduced to new caregivers or routines. As children develop from birth throughout childhood they move, or transition, from one learning environment or setting to another. At the YMCA Kids Kare Program we recognize children learn best when they feel safe, nurtured, and have positive experiences with their environment, caregivers and peers. The YMCA aims to develop a caring, professional, and respectful relationship with our children and families. Transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them before, during and after transitions occur. These transitions occur when starting at a new environment, every day transitions from home to childcare setting, to a new provider, and transitioning to school. We are committed to assisting our families and children in making these traditions as seamless and comfortable as possible.

FAMILY ENGAGEMENT

The YMCA believes that the lives and experiences of children are intertwined with those of their families. Families are the most important teachers, advocates, and nurturers of their children. The term “family” is inclusive of all adults who interact within the program in support of their child. This includes biological, adoptive, and foster parents; grandparents; legal and informal guardians; and adult siblings. Service providers include teachers and paraprofessionals in schools; child-care providers; and other professionals that work directly with children in early childhood systems. Strong family engagement in our program is essential to promoting children’s intellectual, physical, and social-emotional development. Family engagement is the inclusion of families in the activities and programs that enhance development, learning, and wellness. We are committed to preparing children for school and supporting academic achievement in elementary school and beyond while engaging family in the process.

Family Engagement includes:

- Monthly Newsletters
- All parents are notified of any changes to program including scheduling electronically by email and/or Remind App • The YMCA hosts events throughout the year engage families in the program
- The YMCA hosts fundraising events though out the year to engage families in supporting our program. • We encourage the families to participate in our program through parent surveys to give us feedback on our program.
- We encourage families and the community to participate in our program.
- Staff greets all participants and their families at arrival to the program to foster a mutually respectful relationship.
- Conference by request anytime and after completion of Child Service Reports mid-way through school year for Full-Time care students.

INCLEMENT WEATHER

Early Dismissals: If SASD, PVSD, or St. Mary dismisses early our PM care program will remain open for those scheduled for that day. If your child is not scheduled to attend, they will be charged the daily rate. Parents may be contacted to pick up early to ensure everyone arrives home safely.

Snow Days: If SASD cancels school due to inclement weather, a Snow Day Program will be held at our Indian Valley Family YMCA from 8:00 am – 6:00 pm. Cost: \$40per child. If only PVSD school due to inclement weather, a Snow Day Program will not be held. (must be in conjunction with SASD being closed) **If there are less than 10 children present by 10:00 a.m., the Y-Day may close early. In the event that only one or two schools close, but the district is still open, no care will be provided for the closed schools.**

2 hour Delays: **If SASD calls for a delay, the Kids Kare AM program open at 9:00 am** for those scheduled to attend that day. If your child is not scheduled to attend, they will be charged the daily rate. **If PVSD calls for a delay, there will be NO AM care program.** However, the PM program will open as normal unless the district closes school

Although we do not anticipate closing the Kids Kare/Live Y'er programs during inclement weather, we urge you to listen to the news, in case there is an unforeseen situation where the building cannot be open or our staff cannot get to the facility.

MEDICATION

If at all possible, families should administer medications while the child is in their care. Medication can be given just before drop off, at the time of pick up, and just before bedtime if the medication is 3 times a day. When this is not possible, staff will administer medication under the following conditions:

- All medications, whether prescription or non-prescription, must be followed according to the label. All medications must be logged into the Medical Log located in each room. If the medication is non-prescription, and has no directions for children under the age of two, and the parent wants a child under the age of two to receive the medication, THE YMCA CANNOT ADMINISTER WITHOUT A NOTE FROM THE CHILD'S PHYSICIAN STATING NAME OF CHILD, DOSAGE, LENGTH OF TIME MEDICATION IS TO BE ADMINISTERED, etc.
- All prescription medications must be current, in the original pharmacy container, and have the child's name, instructions, and physician's name. The instructions must also be placed in the medication log by the parent or guardian.
- Medication must be signed in and out daily, listing the exact amount of medication required for that day. Please send the medication in its original packaging.
- Medications will be kept in a locked medication box/cabinet in the classroom for ease of accessibility.
- The YMCA retains the right to refuse to administer medication if the Director or Assistant Director feels that there is a conflict. The parent/guardian will be notified.
- Non-prescription medications will not be administered by YMCA personnel longer than five to seven days from the start of the administration or if the instructions state a shorter time. Families need to understand that if the child is still showing symptoms beyond 5-7 days, they need to consult their physician. We will administer medications if accompanied by a note from the doctor if the instructions are contrary to the container instructions.
- If a child is still showing symptoms it will be suggested that the family take the child to the physician.

SECURITY

To ensure the safety of your child, a "code word" system is used for the school age care program and each family is given a code word. This is a safety word known only to the parents of the child. At any time, a parent, guardian, or designated adult may be asked to provide a Photo ID when picking up a child from the program. This ID will be checked against your child's Emergency Contact Form. If the ID does not match the names on the Emergency Contact Form, your child will not be released from our program. If someone other than those on your Emergency Contact Form is going to pick up your child, you must notify the Youth Programs department before 12:00pm that day with the person's name, address, and physical description.

If an evacuation situation occurs, all children will be transported to an off-site location. This location varies depending upon the location of their school. Each site has an Emergency Preparedness Plan with the location clearly marked. See your Site Director for more information. If a school is evacuated, the Youth Programs Director will notify the parents / guardians. Any person picking up a child must know the child's code word to be dismissed into his/her care.

THE Y™. For a better us.™ ANNUAL CAMPAIGN

With three facilities in Lansdale and Harleysville, the NORTH PENN YMCA has been providing charitable programs and services to the North Penn. Indian Valley and Perkiomen Valley Communities since 1955. In 2023, over \$665,000 in financial assistance, scholarships and other charitable services were provided to youth, teens and families. With your gift, you help our Y provide support and opportunities to everyone in our community, regardless of their financial situation. Donate today by indicating your gift amount on your child's registration paperwork, or by contacting our Youth Programs Director for more information.

UPDATING YOUR INFORMATION

Per the Department of Human Services (DHS) regulations, each child's emergency contact form is required to undergo a periodic review every six (6) months, starting with the date the paperwork was initially signed. The purpose of this review is for parents/guardians to review the emergency contact information listed in their child's file to ensure that it is correct and up-to-date, in case an emergency should occur. The date listed for the periodic review/signature should be exactly six (6) months from the original date. Example: If the paperwork was originally signed on August 20, 2024, the date for the periodic review should be February 20, 2025.

It is the responsibility of the parent/guardian who originally signed the emergency contact form at the time of registration to inform the Youth Programs Department Administration of any changes or updates to their child's emergency contact information. All changes/updates are required to be in writing and need to be signed and dated. **No exceptions.**

ADMINISTRATION CONTACT INFORMATION

Youth Programs Director: kidskare@northpennymca.org
Phone: 215-723-3569 Kids Kare/Live Y'er Hot Line: 215-723-0574
Program Hours of Operation: 7:00-8:30 am & 3:00-6:00 pm (sasd & pvsd)
Administrative Office Hours: 9:00 – 4:00 pm
(director may be at sites during Program Hours of operation and not available in administrative office)

OUTREACH SITE CONTACT INFORMATION:

PERKIOMEN VALLEY SCHOOL DISTRICT

Schwenksville Live Y'ers Program
55 Second Street
Schwenksville, PA 19473
(P): 215.272.7629

Skippack Live Y'ers Program
4081 Heckler Road
Collegeville, PA 19426
(P): 215.206.1220

SOUDERTON AREA SCHOOL DISTRICT

E. Merton Crouthamel (E.M.C.) Kids Kare Program
143 South School Lane
Souderton, PA 18964
(P): 484.682.5750

Franconia Kids Kare Program
366 Harleysville Pike
Souderton, PA 18964
(P): 484.681.3812

Oak Ridge Kids Kare Program
465 Moyer Road
Harleysville, PA 19438
(P): 484.636.4812

Salford Hills Kids Kare Program
2721 Barndt Road
Harleysville, PA 19438
(P): 215.859.1172

Vernfield Kids Kare Program
960 Long Mill Road
Telford, PA 18969
(P): 484.636.6247

West Broad Street Kids Kare Program
342 West Broad Street
Souderton, PA 18964
(P): 215.264.3051

*phone numbers may change, please confirm site number with site staff the first days of school