



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA of Greater Brandywine

## Before and After School Enrichment (BASE)

### Parent Handbook 2022-2023

#### YMCA Mission

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

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**The YMCA of Greater Brandywine Before and After School Enrichment (BASE) is held in the safe, secure and familiar setting of your child's school or the YMCA.**

**Our program and staff provide a supportive environment for your child to grow and expand interests beyond the classroom.**

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# WELCOME

Dear YMCA BASE Family,

Thank you for enrolling your child in our YMCA Before & After School Enrichment program for the 2022-2023 school year! We are pleased to offer a wide variety of exciting and enriching programs for you and your family. BASE programs are tons of fun and also instructive for life. Our staff provide activities that have a positive life-long impact on your child through:

- Developing self-confidence and independence
- Communicating core values of caring, honesty, respect, and responsibility
- Creating lasting friendships and lifelong memories
- Provide enriching activities to enhance academic learning and success
- Encouraging learning and exploration in a supportive environment
- Infusing fun and good health into activities each day

Positive relationships among kids, staff, and parents are critical for each child's healthy development and social growth. A small ratio of children to staff enables Y leaders to engage in activities and conversations with each child every day. In our quality programs, staff are upbeat and interact with children using warmth, patience, understanding, and fairness. In addition they:

- Are responsive to children's feelings, needs, cultures, abilities, and languages
- Encourage leadership skills by letting them offer ideas to expand or enrich an activity and suggest and initiate activities
- Allow children - as a key part of learning - to make and learn from their own mistakes

We also make sure that there are positive relationships among staff. We know the children look to Y staff as role models, watching and learning as they cooperate, communicate and solve problems with each other. We are excited about your interest in joining us for the 2022-2023 school year as a part of our Y-Care programs. If we can answer any questions for you, please do not hesitate to call your local YMCA. We look forward to having you as part of our Y family!

Sincerely,

YMCA of Greater Brandywine – Before & After School Enrichment Directors

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 Childcare Admin Team (610) 643-9622 Ext. 2190 [childcareadmin@ymcagbw.org](mailto:childcareadmin@ymcagbw.org)

## LOCATION, CONTACT INFORMATION AND HOURS OF OPERATION

### **Kennett Area YMCA - Serving Kennett and Unionville-Chadds Ford School Districts**

Before Care - 7am - until school starts, After Care - end of school until 6:00 pm

Bancroft Elementary 610-842-6523 181 Bancroft Road, Kennett Square PA 19348  
 Before and After School Care K-5th Grade

Greenwood Elementary 610-960-2064 420 Greenwood Road, Kennett Square PA 19348  
 Before and After School Care K-5th Grade

New Garden Elementary 610-842-6051 265 New Garden Road, Toughkenamon PA 19374  
 Before and After School Care K-5th Grade

Chadds Ford Elementary 610-842-6021 3 Baltimore Pike, Chadds Ford PA 19317  
 Before and After School Care K-5th Grade Kindergarten Wrap Around Care

Hillendale Elementary 610-842-6100 1850 Hillendale Rd, Chadds Ford PA 19317  
 Before and After School Care K-5th Grade Kindergarten Wrap and Care

Pocopson Elementary 610-842-5991 1105 Pocopson Road, West Chester PA 19380  
 Before and After School Care K-5th Grade Kindergarten Wrap Around Care

Unionville Elementary 610-842-5993 1775 West Doe Run Road, Kennett Square, PA 18348  
 Before and After School Care K-5th Grade Kindergarten Wrap Around Care

### **Oscar Lasko -Serving numerous schools in the West Chester Area**

No Before Care - After Care - end of the school day until 6:00pm  
 1 East Chestnut Street, West Chester, PA 19380

### **Octorara YMCA Program Center - Serving children in the Octorara School District**

Before School Care - 7:00 am until school starts - After Care - end of school until 6:00pm.  
 104 Highland Road, Suite 1, Atglen, PA 19310

### **Jennersville YMCA - Serving children in the Oxford and Avon Grove School Districts**

Before School Care - 7:00 am until school starts - YMCA site opens at 6:30  
 After Care - end of school until 6:00pm.

Avon Grove Intermediate 610-869-2010 395 S Jennersville Rd, West Grove, PA 19390  
 Before and After School Care 3rd-6th Grade

Penn London Elementary 610-869-9803 383 S. Jennersville Rd. West Grove, PA 19390  
 Before and After School Care K-2nd Grade

Oxford Area Schools at Nottingham Elementary 610-932-6632 736 Garfield Street, Oxford, PA 19363

Before and After School Care K-6th Grade

Avon Grove Charter School @ Jennersville YMCA 610-869-9622 880 W. Baltimore Pike, West Grove, PA 19380  
Before(only for k-3rd) and After School Care K-6th Grade

### **Upper Main Line YMCA - Serving children in the Great Valley School Districts**

Before School Care - 7:00 am until school starts - YMCA site opens at 6:30

After Care - end of school until 6:00pm.

K.D. Markley Elementary 610-644-1790 354 Swedesford Rd. Malvern, PA 19355  
Before and After School Care K-5th Grade

General Wayne Elementary 610-647-6651 20 Devon Rd. Malvern, PA 19355  
Before and After School Care K-5th Grade

Sugartown Elementary 610-699-1500 611 Sugartown Rd Malvern, PA 19355  
Before and After School Care K-5th Grade

Charlestown Elementary 610-935-1555 2060 Charlestown Rd. Malvern, PA 19355  
Before and After School Care K-5th Grade

## **PARTNERING WITH YOU**

At the Y we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes bi-annual satisfaction surveys, monthly newsletters and daily informal communication. To best support you and your family at our Y, please feel free to provide suggestions for improvement regarding these communication tools. In addition to providing suggestions and feedback, we encourage parents to be engaged in our programs by attending special events and family nights throughout the year.

## **YMCA OF GREATER BRANDYWINE MISSION**

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

The YMCA of Greater Brandywine is committed to a value-based character development curriculum. Teaching of the following core values is incorporated into all youth activities:

### **YMCA CORE VALUES**

**Caring:** Interest and concern - including compassion, friendliness, generosity, kindness, love, mercy.

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

**Respect:** Special regard for others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility.

**Responsibility:** Moral, legal, and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.

## CHARACTER DEVELOPMENT

**Our staff also work to help children grow in the 5 practice areas of Character Development:**

**Emotion Management:** Adults support youth in becoming aware of and constructively handling both positive and challenging emotions.

**Empathy:** Adults work with youth to relate to others with acceptance, understanding, and a sensitivity to diverse perspective and experiences.

**Personal Development:** Adults encourage youth to act, persist, and initiate goals and outcomes even through the ups and downs of difficult situations and challenges.

**Relationship Building:** Adults foster experiences where youth plan, collaborate, and coordinate action with others.

**Responsibility:** Adults develop youth to be reliable and committed and to fulfill obligations and challenging roles.

## PROGRAM GOALS

Children in our program will have opportunities to:

- Develop self-confidence and independence.
- Grow in areas of personal development, emotional management, empathy, responsibility and relationship building.
- Receive academic support, including homework help, language arts, math and science experiences.
- Communicate core values of caring, honesty, respect, and responsibility.
- Create lasting friendships and lifelong memories.
- Interact with caring, supportive adults.
- Learn, explore and try new things in a supportive environment.
- Experience activities that promote good health.
- Receive academic support, including homework help, language arts, math and science experiences.

## NONDISCRIMINATION STATEMENT

All people are welcome at the YMCA regardless of race, sex, national origin, religion, sexual orientation or abilities. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Program Supervisor to make necessary arrangements. In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum.

YMCA BASE will reflect and respect the diversity in our community. Religious education is not part of our program. The YMCA of Greater Brandywine is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families; cultivate an understanding among children and staff and incorporate an anti-bias approach to curriculum.

## DAILY SIGN-IN/OUT PROCEDURES

- A sign in/out area will be available when you arrive at the site.
- Please escort your child to and/or from their YMCA program area.
- You must electronically sign your full name at drop off and/or pick up on the iPad attendance roster when dropping and picking your child up.
- Your child will only be released to the parent/guardian or other authorized adult listed on the Parental Consent/Emergency Information sheet.
- Please provide a copy of your custody agreement if applicable.
- Identification may be checked daily. Anyone who you have listed as an authorized pick-up person will be asked to show picture identification at time of child pick-up. While we know it can be inconvenient to show your ID every day, we appreciate your support of our staff in helping to keep your children safe. You can also upload a photo in the ePact file for your child.
- For the safety of your child, we will not release your child to anyone who appears to be under the influence of drugs and/or alcohol.
- Pick up your child on time each day. If an emergency arises and you are unable to reach the site before closing, call the staff to inform them of your progress.

Please be advised that if an adult not on the pick-up list comes for your child, we will not be able to release your child to that person, even if the child recognizes that person. **All persons signing out children must be at least 18 years of age** and your child may not sign themselves in or out of our program.

## EMERGENCY PICK-UP SITUATIONS

In an emergency a child may be released to an individual upon the oral designation of the parent/guardian, if the identity of the individual can be verified by a staff person (PA Code 3270.117).

- If a parent/guardian requests for another individual to pick up their child, the site staff must verify it is the parent who is making the request.
- The site staff must call the parent back via one of the telephone numbers listed on the child's contact information form.
- If the parent answers and confirms that they made the request, our staff will log the following information:
  1. The name of the parent making the request.
  2. The date and time of the request.
  3. The name of the individual to whom the child is to be released.
  4. The name of the staff person taking the call.
  5. The name of the staff person releasing the child.

Please remind the person picking up your child that they will be required to show identification before we can release the child. Unfortunately, we cannot release a child to anyone without proper identification. There are no exceptions.



For the safety of the children we serve, we will not release a child to anyone who appears to be under the influence of drugs and/or alcohol. Should there be any suspicion or concern, staff will ask for the child to be transported by another approved adult. If the parent/caregiver refuses to contact someone else, staff will call the police immediately and not release the child until the police arrive.

· Staff must contact the BASE Coordinator/Director responsible for the site or designee and inform them of the situation. If they cannot be reached, staff will contact the Executive Director or a member of the Association Leadership team.

## ABSENCE OR PARTICIPATION IN OTHER SCHOOL ACTIVITIES

We ask parents to inform the YMCA staff in writing any time your child has an extra-curricular activity during program hours. Please be sure to advise your Site Director, in writing, if your child will be joining Before or After School Care later than usual due to participation in any school-based activities such as Girl Scouts, chess club, etc. Be sure to include the day, time and the name of the school program in the note. We will ask the class staff to bring your child to our program and sign them in. If your child is going to be absent from the Before or After School program, please notify your Site Director by leaving a message on the site telephone. Site numbers are listed in this handbook.

## STAFF RATIOS AND TRAINING

Our YMCA BASE program locations are licensed annually by the Department of Human Services (DHS). We follow all state requirements to provide safe, quality care.

A staff to child ratio following state regulations is always maintained. Staff-child ratios are adjusted to assure adequate supervision for the age group, ability, and physical condition of all the children.

Our Site Directors have a degree in the field and a minimum of one year of experience working with children. Our staff complete annual in-service training, fire safety training, water safety training, and maintain current certification in first aid, CPR and child abuse prevention training. Staff attended, and continues to attend, regularly scheduled training events on behavior management, communication skills, and creative activities for working with children.

Prior to hire and every 5 years thereafter, all staff members have a Pennsylvania Child Abuse History Clearance, Pennsylvania State Criminal History Clearance, FBI Check, National Sex Offender Registry Check and Out of State Checks on staff that have lived out of state in the last 5 years.

To make sure your child remains safe outside of the YMCA's supervision and to protect our staff members and volunteers, **we request that you do not ask a YMCA employee or volunteer to baby-sit, host sleepovers, or spend one-on-one time with your child outside of YMCA programs.** Please do not ask staff to come in early or stay late as this constitutes babysitting and is against YMCA program policy.

# REGISTRATION/EPACT

All registration are due by **July 31** and must be completed online through our website. Any registration presented after July 31 will be added to a waitlist until a spot opens in the program you have requested. Registration can be completed via online through our website. Forms to be completed included through ePact:

- Child Care Agreement form
- Draft Authorization form
- Getting to Know You form
- Handbook Acknowledgement and DHS Waiver Signature form
- Student Identification Form

Additionally, required personal information will be collected through ePact, an electronic, secure online system. All information must be submitted before your child's first day. Look for an email inviting you to complete the required online information from [info@ymcagbw.org](mailto:info@ymcagbw.org).

- A current physical form, including immunization records, must be **signed by the physician**, and uploaded to ePACT. (form available on ePact)
- An allergy action plan must also be signed by the physician and submitted for children with known allergies. (form available on ePact)
- We also require a photo of your child be uploaded to the site.

All information included in the registration materials must be updated immediately as changes occur, and, additionally in accordance with state regulations, which is every 6 months. This includes information collected through EPACT. Childcare services must be temporarily suspended if forms and EPACT information are not on file and up to date.

## WHAT IS ePACT?

ePACT is a secure emergency network that we use to collect medical details, emergency contact information and waivers electronically for our child programs.

## WHY ARE WE USING ePACT?

- Improved privacy and security – Eliminating paper forms ensures that your key information is safe and secure, while authorized staff members can still access this information any time they need it.
- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.
- Ensures accuracy of information and eliminates lost paperwork.

## WHAT SECURITY AND PRIVACY POLICIES DOES EPACT HAVE IN PLACE?

Maintaining the privacy and security of our users' data is our top priority. ePACT meets or exceeds

legislative privacy requirements for the US and maintains the highest levels of data encryption to ensure outstanding security for all our users.

Users always own their account and the information in it, and control who they share their information with at all times. ePACT will never sell a user's information, access or use account holder data for promotional purposes.

Learn more about ePACT's privacy and security policies here <https://www.epactnetwork.com/corp/about-us/epact-privacy-security/>

**If you have questions or need assistance with ePACT contact them directly at [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855-773-7228 ext. 1.**

## TUITION/FINANCIAL POLICY

Payment for child care services is due on the Sunday, 2wks **before** the services are delivered.

**Tuition fees are weekly and are based on your child's enrollment in the program and not on attendance.** The parent or guardian is responsible for paying every week via auto-draft to secure placement for your child in the program. Payments not received by the due date will incur a 10% late fee per week per child. Any account delinquent for 5 days or more may result in the suspension of your child's participation privileges. Participation privileges may be restored upon settlement of your account.

Parents needing assistance resolving their account should contact the Childcare Admin Team at [childcareadmin@ymcagbw.org](mailto:childcareadmin@ymcagbw.org). Tuition reductions are not given for vacations or short absences. If your child should become ill and not be able to attend the program for an extended period of time (more than one month with a doctor's note); your child's place will be held until the end of the second month of the absence. At the beginning of the third month, we are financially obligated to fill the vacancy.

Registration will be eligible for **one discount applied per registration.** Families receive the largest of eligible discounts, sibling, staff or financial assistance. There is a sibling discount for families with 2 or more children in BASE at the same time. The sibling discount will be 10% off the lowest program fee.

A fee to cover incurred charges will be assessed by the Association office for all returned checks. You will be notified by the member services desk and must bring in a cash payment of the full amount plus the returned check charge. Your child will be temporarily suspended until this balance is cleared. Payments not received by the due date will incur a 10% late fee per week.

## FINANCIAL ASSISTANCE

Financial assistance is available to those families who demonstrate sufficient need and provide the required documentation. Interested families must first contact the Early Learning Resource Center at (866) 262-8565 to see if you qualify for subsidized child care. If you do not qualify with Early Learning Resource/Childcare Works (CCW) or are wait listed, then you may apply for YMCA financial assistance.

You may pick up a Financial Assistance application at the YMCA, or contact your Branch Membership Director. To receive Financial assistance through the YMCA you must be a YMCA Member. Eligibility for financial assistance will be determined upon availability of space and funds, review of the information given and letter of intent. Please allow one or two weeks for the application to be processed. The YMCA of Greater Brandywine

reserves the right to deny assistance to any applicant who provides false information or withholds pertinent information relating to need. The level of need is determined by our financial assistance scale, which is available for yearly family incomes less than \$80,000 per year, and written documentation submitted by the applicant. Determinants of ineligibility/termination for financial assistance funds:

- Failure to return completed application and required documentation by due date
- Failure to comply with the terms of the written agreement
- Failure to submit required government documentation by due date
- Carrying a past due balance
- Failure to report any change in financial status
- Presentation of more than one check returned for insufficient funds
- Falsification of any information on financial assistance application
- Failure to provide required paperwork to governmental subsidy programs
- Abuse of services

## CHILD CARE WORKS

The Child Care Works subsidized Child Care Program helps low-income families pay their child care fees. The state and federal governments fund this program, which is managed by the Early Learning Resource Center (ELRC) office located in your county.

If you meet the guidelines:

- The ELRC will pay a part of your child care cost. This is called a subsidy payment.
- You will pay a part of the cost. This is called the family co-pay.
- The subsidy payment and the family copay go directly to the child care program.

NOTE: If your child care subsidy does not pay the full amount that your child care program charges, the provider may ask you to pay the difference between the subsidy payment and their private charges.

### Guidelines

You must submit an application to the ELRC office, located at 455 Boot Rd. Downingtown, PA 19335 to see if you meet the guidelines for the subsidized child care program.

The following are the basic guidelines:

- You must live in Pennsylvania
- Have a child or children who need child care while you work or attend an education program
- Meet income guidelines for your family size
- Work 20 or more hours a week - or-
- Work 10 hours and go to school or train for 10 hours a week
- Have a promise of a job that will start within 30 days of your application for subsidized child care
- Teen parents must attend an education program
- The child who needs care must be a citizen of the United States or an alien lawfully admitted for permanent residency
- Have proof of identification for each parent or caretaker in the home.

## PROGRAM TERMINATION/WITHDRAWAL

A fifteen (15) written notice to the Director and the Childcare Admin Team & completion of the Youth Program Change form is required to withdraw your child. Without written notice, a financial charge of one month's tuition will be assessed. Re-enrollment is not guaranteed.

## LATE PICK-UP

Child care is available until 6:00 pm. If you are going to be late picking up your child, please arrange to have an emergency pick-up person arrive by 6:00 pm and call the School Age Program Site to inform the staff of your emergency.

A late fee of \$5.00 for pickup one to five minutes past program end time, and \$1.00 per minute thereafter will be charged for pick-up after 6:00 pm.

The Center staff will attempt to contact the parent(s) of any child who has not been picked up by closing time. If parents are unreachable, staff will begin contacting the person(s) authorized to pick up the child. If staff is unable to reach anyone for a period exceeding thirty minutes, we will contact local authorities, including the PA State Police Department Police Department and the Department of Children, Youth & Families.

## PROGRAM CHANGES

We request a minimum of two weeks' notice, preferably 30 day notice, on all program changes. This includes adding or dropping the number of days you are enrolled in the program or adding or dropping an option, such as Y-Days, Before Care or After Care.

## SNACKS/FOOD POLICY

The YMCA will provide a light afternoon snack each day for the children. You may send additional snacks and water, **no peanuts or tree nuts** during BASE please. If your child has any dietary restrictions please record them on the Emergency form and inform all YMCA staff not familiar with your child's special needs. Please also request an Allergy Action Plan if your child has allergies, to complete and return. (See **Allergies** section below)

## NUT-FREE POLICY

We recognize food allergies can cause serious, life-threatening conditions for some children in our childcare program.

Our nut free policy dictates that no food will be permitted in our classrooms if it contains tree nuts, peanuts or peanut butter in the ingredients or indicates they were manufactured in a plant using nuts.

To further reduce the risk of exposure, children will be required to wash their hands upon arrival and any time after eating. All childcare staff will follow the same rules as the children in regard to food ingredients and hand-washing.

The Y believes the health and safety of our children is a collaborative partnership with our families involving prevention, education, communication and the development of food allergy action plans for all children with allergies.

## HOMWORK HELP

Homework/Quiet Time is a component of the program. Children will be asked to work independently or engage in a quiet activity during that time. Staff will assist students with homework as able; however one-on-one tutoring/read aloud is not a component of the program structure. Due to students' independent initiative, ability and volume of homework, full completion of homework cannot be guaranteed and parents should review all work at home with their child.

## HEALTH/ILLNESS

We ask that you keep your child at home if they are sick. Many communicable diseases start with cold-like symptoms. The YMCA asks to be informed of the nature of any illness, especially when it is communicable to others. If, at any time, the staff feels that your child is too sick to remain in the program, you will be called. You, or someone you designate who is authorized in your child's registration information for pick up, must pick up the child within one hour of receiving the phone call. This policy is for the safety of all of the children and the staff.

Your child should not be sent to childcare, and will be sent home, if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections such as strep
- Nits or lice in hair
- Test positive for COVID-19

Parents, please notify us within 24 hours if your child has a communicable disease, such as chicken pox, pink eye, throat or lice so that we can inform other parents and staff. Your child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

A full list of inclusions/exclusions standards, due to illness, may be found at *Caring for our Children, National Health and Safety Performance Standards for Early Care and Education Programs*.

<https://nrckids.org/CFOC/Database/3.6.1.1>

## MEDICATION POLICY

A copy of a doctor's order (prescription) and a completed medication form must be submitted prior to the administration of **all** medications. All prescription medication must be in its original container with the pharmacy label intact, with your child's name, dosage, doctor's name and phone number, date the prescription was filled, expiration date and specific instructions for administering and storing the medication. You may want to ask your pharmacist to divide the medication into two bottles; one to be kept at home and one to be kept at school.

Over the counter medication will only be accepted if it's in its original container. Parents must provide detailed information on dosage from a physician.

## ALLERGIES

When filling out the emergency contact/parental consent form, please be sure to specify if your child has any food or materials (i.e. latex) allergies. An Allergy Action Plan must be completed by the pediatrician and the parent prior to the YMCA providing care to your child. The form is available on ePact. All necessary medications must be provided along with the allergy action plan (i.e. Epipen or Benadryl). It is our policy that if your child is prescribed an Epipen and it is used in response to an emergency situation, paramedics will be notified immediately.

## MEDICAL EMERGENCY PROCEDURES

In case of an accident, the following emergency procedures will be followed:

1. A staff member will administer immediate, basic first aid. 911 will be called if needed. 911 is called for all serious neck/head injuries. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.
2. A staff member will contact the parent if immediate medical care is necessary.

Please note that YMCA staff do not always have access to the school nurses but have been trained in first aid and emergency procedures and are prepared to handle issues should they arise.

Information regarding the accident will be recorded. Any necessary forms will be completed by YMCA staff and forwarded to you for your signature.

## ACCOMODATIONS

The YMCA of the Greater Brandywine strives to provide programs that include children of different abilities. Our goal is to provide high quality programs and highly qualified staff to enable your child to have a fun, successful, and enjoyable learning and social experience. We welcome the opportunity to discuss a care plan for your child.

## RELEASE OF RECORDS

A request must be made in writing prior to the YMCA releasing any records. In order to fully protect your child's privacy we will not accept faxes. Requests for the release of records will only be granted to

persons/caregivers registering the child for services. Any release of information will be made according to the YMCA of Greater Brandywine operating procedures with regards to business records.

## CHILD SERVICE REPORT

As a DHS licensing requirement and quality initiative, any child in YMCA care for 15 hours or more will be given a child service report every 6 months, assessing student progress.

## CONFERENCES

Conferences are offered to parents. Parents are welcome to request a conference at any time and are encouraged to communicate with site staff and Y directors at any time.

## CHILD ABUSE

The Child Protective Services Law of Pennsylvania requires all licensed care givers or any persons in contact with children to report any suspected child abuse to CHILDLINE immediately. Every staff person at the YMCA will comply with this law to protect the health and safety of all the children. If a parent or guardian is perceived to be under the influence or impaired at time of pick up, staff will ask for the child to be transported by another approved adult and/or contact proper authorities immediately.

## PARENT/STAFF COMMUNICATION

We believe that communication and cooperation between parents and BASE staff is invaluable to provide and maintain the highest quality childcare program for your family. **All email/text notifications will be sent out through EPACT so it is very important that the contact information on this site be kept up to date.** Please make every effort to read any materials that we either send home from our program or have posted at the site, especially information regarding early dismissals and schedule changes. Each site has a program and schedule information on their Sign In/Out tables. Parents are also welcome to communicate with the staff directly, call the site phone to speak to the Site Director, or call the BASE Director at the YMCA, with any questions or concerns. We ask that parents notify their child's school site directly if they will not be attending on a normally scheduled day. If you prefer to send a note through the school, please send two copies, one labeled for BASE, the second for the office.



## PERSONAL PROPERTY/ ELECTRONICS

We ask that BASE students refrain from bringing toys, hand-held games, (Gameboys, Nintendo DS), music devices (iPods, MP3 players) and communication devices (iPads, cell phones, etc) to Y-Care. Occasionally a site may grant a special "electronics day", to be announced by the Site Director. Children have to keep devices on "Airplane Mode", and not access the internet, message, or take photos or videos at any time.

We also ask that if your child has a cell phone, that they do not use it during BASE. Please assist us with this by calling the BASE site phone directly and talking to the BASE staff instead of calling your child's phone. Texting or use of a camera phone is strictly prohibited, and may result in your child's phone being confiscated.

## EMERGENCY PROCEDURES

In case of an accident, the emergency procedures will be as follows:

1. A staff member will administer immediate, basic first aid.
2. A staff member will contact the parent if immediate medical care is necessary.
3. In case the parent or designated emergency contacts cannot be reached, the staff will have the authority to call the designated physician and/or call 911 for transportation to a hospital. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.
4. Information regarding the accident will be recorded on the YMCA incident report form, and filed with the appropriate government agencies as necessary. Parent will also be asked to sign the necessary forms.

## YMCA POLICY/APPROPRIATE BEHAVIOR

The YMCA is a drug, alcohol, smoke and weapons free organization. Possession of illegal drugs, alcohol or a weapon of any kind may result in immediate termination of services and notification of legal authorities. If a parent/pick-up person arrives to pick up a child and it is evident that the person is under the influence we will suggest that they call someone else to pick up. If they are not willing to call someone else, or leave with the child, the police will be notified.

Parents are also asked if an issue arises with other children or parents in the Y-Care program to inform the Y-Care staff, who will address the situation. Guardians are required to follow the Core Values of the YMCA and are expected to model appropriate conduct while at the YMCA facilities and school sites. All members of the BASE programs are responsible to adhere to the behavior management guidelines including legal guardians.

## YMCA BEHAVIOR MANAGEMENT GUIDELINES

The YMCA of Greater Brandywine uses the following behavior management guidelines in all YMCA youth programs for behavior which falls outside of our character value expectations.

1. Behavior that conflicts with essential YMCA core values (Respect, Responsibility, Caring, & Honesty) will be addressed in a nature appropriate to the disruptive behavior, and is at the discretion of the YMCA staff and directors.

2. Types of Disruptive Behavior: disrespect of other children & staff, continuous disruptive/uncooperative behavior, hitting, biting, fighting, obscenity, theft, leaving the program area without permission, noncompliance, task refusal, destruction of YMCA, school or other people's property.
3. Bullying: the YMCA practices zero tolerance for bullying behaviors. Bullying is when someone repeatedly and purposefully says or does mean or hurtful things to another person who has a hard time defending him- or herself. Bullying as defined in the YMCA of Greater Brandywine policy also includes cyberbullying.
4. The use or possession of alcohol, tobacco, e-cigarettes, weapons, or any controlled substances by any program participant will result in dismissal from the program.
5. Use of cell phones, cameras, or other electronic devices during program hours is prohibited. Such equipment, if present, will be asked to be put away or confiscated and returned at the end of the day.
6. Criminal behavior of any sort will not be tolerated. This includes the unauthorized use or theft of YMCA of Greater Brandywine program participant or staff member property. Intentional damage or theft of program equipment or any site visited will lead to dismissal from the program and be reported to local law enforcement.

## BEHAVIOR MANAGEMENT

Listed below are the steps utilized by our staff when behavior expectations are not met BASE Program participant and/or Legal Guardian:

- a. Verbal warning given: reminder of rule/expectation.
- b. Loss of activity time or partial loss of activity time—time to refocus and redirect. Parents will be notified of the incident.
- c. If repeated behavior occurs, verbal communication between a parent and program staff with written notice of incident(s).
- d. If repeated behavior occurs, a parent conference with activity staff and program director, followed by a written summary of meeting. Child, parent and staff sign a written contract agreeing to acceptable behavior and alternative solutions, and consequences if behavior does not improve. Executive director/Sr. Association Director of BASE Programs and Behavior Analyst are also notified of incident and may attend the meeting(s).
- e. If inappropriate behavior continues, a child may be suspended from the program for anywhere from one day to one week. A parent conference with program staff, program director, and Association Behavioral Specialist will be required prior to return to the program.
- f. Prolonged disruptive and inappropriate behavior will result in dismissal from programs at the YMCA of Greater Brandywine.

## EXTREME BEHAVIOR

In extreme cases, a child's behavior may warrant immediate suspension or expulsion from the program. Such cases include the use of profane or abusive language, any intentional physically aggressive behavior towards other participants or staff, and any unsafe behavior that affects the safety of themselves and/or others.

## FIELD TRIP BEHAVIOR

The YMCA behavioral management guidelines and site-specific policies are effective during all field trips. If the child(ren) is misbehaving at an off-campus site the parent/caregiver will be asked to pick up the child(ren) at the field trip location. Field trips are a privilege and can be revoked at any time due to behavioral issues.\*

## ACCOUNTABILITY AND CONSEQUENCES

It is the responsibility of the YMCA to ensure each person's right to achieve their goals within the YMCA program environment.

Parents are advised of behavior issues and concerns through written communication (half sheets) that the site staff will share with parents upon pick up, and/or verbal communication via phone as needed. Parents should also expect to receive positive feedback either verbally or written during their program time as well. This communication occurs typically at pick up and will include a connection to the YMCA Core Values that the child has demonstrated during their time in the program.

## SCHOOL DELAYS AND CLOSURES

Closings, when no care is provided:

Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day(for all teacher training), Good Friday and Memorial Day. Please review the YMCA Childcare calendar for more information or additional days.

## EARLY DISMISSAL DAYS (SCHEDULED)

Early dismissal days are due to teacher conferences or end of school year special days. On these days, care for grades K-6 will be provided at the school or YMCA. **All students in the BASE Y-Day option are able to attend these half-days at no extra cost.**

Families may register for early dismissal programs dates when the day does not fall on your current scheduled program day for a fee. Registrations for these dates are based on availability so please register as soon as possible.

## EARLY SCHOOL DISMISSAL (UNSCHEDULED)

YMCA care will close when school closes. All children should have an emergency dismissal plan on file with the school. This plan should include arrangements for your child to ride the bus home or be a pickup directly after school. We will not start our After Care programs or stay open when the school closes. Your child cannot be bussed to the YMCA; please do not include the YMCA as part of your emergency dismissal plan.

## AFTER-SCHOOL ACTIVITIES CANCELED

YMCA care will make every effort to stay open until at least 4:30pm when the School District cancels after school activities due to inclement weather. However, there may be times when we will need to close the program for the day based on School District and Y Administrative safety considerations. Please remember that we are guests in the schools.

## EMERGENCY/INCLEMENT WEATHER SCHOOL DISTRICT DELAYS

Our programs will be delayed based on the schools' policy / decision. If school-delay status changes to school-closed status we will plan to start a Snow Day.

## Y-DAY (NON SCHOOL DAYS)

The Y-Day Program is a full day program that provides care for students during teacher planning days, winter break, spring break, some holidays and snow days. The hours of this program are **7:00 AM to 6:00 PM** with the exception of snow days (please see snow day program below). Although you must be registered for this option we ask that you sign up for days at your school site at least two weeks in advance with the exception of snow days.

Parents must provide the following:

- Please send your child with lunch, 2 snacks (**no peanuts or tree nuts please**), weather appropriate clothing, sneakers, bathing suit and towel.
- Your child may bring a card or board games and a reading or activity book. The YMCA is not responsible for damage or loss to toys or games.
- No electronics are permitted on Y-Days.
- It is the responsibility of the parent to escort the child to the appropriate location, sign the child in, and wait to be acknowledged by the staff person in charge before leaving. Children who are dropped off outside the building or left in the lobby will not be allowed to join our program.
- A parent/guardian or authorized designee must sign their child in/out daily.
- Vending machines are off limits during program hours.

## SNOW-DAY PROGRAM

We will generally be able to provide care at the YMCA through our Snow-Day program. You should check the YMCA website, Facebook page or call the YMCA prior to dropping off your child to confirm our hours of operation that day. We reserve the right to change hours of service as weather conditions change. There will be no swimming on Snow Days.

## SWIMMING

Swimming is an occasional activity within the Y-Day Program. Parents should send their children prepared with a swimsuit and towel. All students are swim tested by our YMCA lifeguards prior to entering the pool for their swimming ability level. Life vests are also available. Students may retest at any time if their ability changes. Students may also opt not to swim. In this case they may remain with staff in the pool area until the swimming activity is over.

## MOVIE POLICY

Children in the BASE programs may watch movies once a month or during inclement weather. The movies are "G" or "PG" rated, and previously reviewed by the staff. We may also watch a movie on Y-Days, Snow Days, or Half Days as a reward for positive behavior and to enjoy a special activity together.

# COMMUNITY RESOURCES

Child Care Information Services (CCIS) 610-344-5717

<http://www.chesco.org/2017/Child-Care-Information-Services-CCIS>

Child Care Information Services (CCIS) has been designated as the hub for child care information in Chester County. CCIS manages the subsidized child day care program, which is a Federal and State funded program through a contract with the Department of Human Services, Office of Child Development and Early Learning DHS/OCDEL).

Children's Health Insurance Plan (CHIP) 1-800-986-KIDS (5437)

<http://www.chipcoverspakids.com/>

CHIP puts health coverage within reach for all uninsured kids and teens who are not eligible for or enrolled in Medical Assistance.

Children, Youth and Families 610-344-5800

<http://www.chesco.org/201/Children-Youth-Families>

The mission of the Department of Children, Youth and Families is to utilize high quality, comprehensive social services that strengthen the family's ability to provide for the safety and well-being of each child.

Chester County Intermediate Unit (CCIU) 484-237-5000

<http://cciu.org/>

The Chester County Intermediate Unit various educational, supplemental and support services for ages 3-21.

Housing Assistance: Human Services, Inc. – Rental Assistance Program: 610-429-3033, ext. 189

Community, Youth, and Women's Alliance: 610-384-9591\*

Legal Service: Chester County Bar Association: 610-692-1889

Mental Health Services: Chester County Dept. of Mental Health/Intellectual and Developmental Disabilities: 610-344-6265

Warm Line (for non-emergency mental health calls): 866-846-2722

Holcomb Behavioral Health: 610-363-1488

Food Services:

Church of the Holy Trinity/Act in Faith: 484-324-8492

West Chester Food Cupboard: 610-344-3175

The Salvation Army: 610-696-8746

St. Agnes Church Day Room: 610-429-0697

## **Other Important Numbers:**

Compassionate Friends (bereaved parents): 610-933-2346

Downs Syndrome Interest Group of Chester County: 610-889-0291

Mothers Against Drunk Driving: 800-948-6233

National Alliance for the Mentally Ill: 717-238-1514

Parents, Families, & Friends of Lesbians & Gays: 484-354-2448 Parents

Parents Without Partners: 610-383-9830

Women's Resource Center: 610-687-6391

Crime Victims: 610-692-7420

Crisis Intervention (Mental Health): 877-918-2100

Domestic Violence: 888-711-6270

Drug & Alcohol Information and Referral: 866-286-3767

Red Cross Emergency Number for S.E. PA: 215-299-4889

Chester County Aging Services: 800-692-1100, ext. 6350

Chester County CareerLink: 610-384-9393

Chester County Department of Drug and Alcohol Services: 610-344-5630

Chester County Health Department: 610-344-6225

Chester County Dept. of Human Services: 610-344-6640  
Chester County Department of Mental Health/Intellectual and Developmental Disabilities: 800-692-1100, ext. 6265  
Chester County District Attorney: 610-344-6801  
Chester County Domestic Relations Support Hotline: 800-221-4636  
Chester County Library System: 610-280-2600  
Chester County Assistance Office (Welfare Office): 888-814-4698 or 610-466-1000

## STAKEHOLDERS

We recognize those groups or individuals who are significantly impacted by children and families who are served by our facility or those who have the potential to impact the family. Families are encouraged to participate in building a list of Stakeholders who directly or indirectly impact the health and welfare of our children.

<b>West Chester University</b>	610-436-1000
<b>Delaware County Community College</b>	484-237-6200
<b>United Way of Chester County</b>	610-429-9400
<b>Pediatric Dental Practices</b> Children's Dental Health Associates	610-869-9727
<b>Pediatric Medical Practices</b> CHOP Pediatric Care of Children	610-869-4700 610-594-6440
<b>Pennsylvania State Police (non-emergency)</b> Avondale	610-268-2022



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

**Subject:** Nondiscrimination in Services

**To:** Program Participant Parents

**From:** Claudia Aust, Senior Association Director of Before & After School Enrichment & Camp

Admissions, the provision of services, and referrals of clients shall be made without regard to color, race, religious creed, disability, ancestry, age, sex, or national origin (including limited English proficiency).

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual and/or their guardian who believes that they were discriminated against may file a complaint of discrimination with:

YMCA of Greater Brandywine  
1 East Chestnut Street  
West Chester, PA 19380

U.S. Department of Health and Human Services  
Office for Civil Rights-Suite 372  
Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

PA Human Relations Commission  
110 North 8<sup>th</sup> Street, Suite 501  
Philadelphia, PA 19107

Commonwealth of Pennsylvania  
DPW Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street, Suite 5034  
Philadelphia, PA 19107

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223 Health & Welfare Building  
P.O. Box 265  
Harrisburg, PA 17105



BASE Parent Handbook Receipt Acknowledgement  
Please return this page with your registration paperwork.

I have received and read the BASE parent handbook. I have also had the opportunity to ask questions regarding these policies. I agree to all of the policies and procedures set forth.

Parent Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

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

Please initial that you understand the following policies

\_\_\_\_\_ Illness Policy

\_\_\_\_\_ Behavior Policy

\_\_\_\_\_ Allergy Action Plan

\_\_\_\_\_ Late pick-up