



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

BEFORE AND AFTER SCHOOL PROGRAM PARENT HANDBOOK



2016-17 School Year

**ALLEGHENY VALLEY YMCA
5021 FREEPORT ROAD
NATRONA HEIGHTS, PA 15065
Phone: 724-295-9400
Website: WWW.AVYMCA.ORG
Facebook: WWW.FACEBOOK.COM/AVYFB
Twitter: <https://twitter.com/AVYTW>**

MISSION

The Allegheny Valley YMCA is a non profit cause driven organization that provides opportunities to all individuals in the community by putting Christian values and principles into practice through facilities, wellness programs, and activities that build healthy spirit, mind and body. The Allegheny Valley YMCA is a member of an international organization , which accepts diversity and promotes community development and cooperation. Programs are made available to all persons regardless of their ability to pay.

PHILOSOPHY

The Allegheny Valley YMCA has designed the School Age Child Care Program (SACC) according to the YMCA’s philosophy of development of spirit, mind and body. The SACC Program is a well balanced program that fits the needs of children according to their age and individual progress. The program has been designed to promote physical, educational, emotional and social growth.

SCHOOL AGE CHILD CARE PROGRAM

Welcome to the Allegheny Valley YMCA School Age Child Care Program. We are happy that you have chosen our facility for you child care needs. Your child will have many new experiences and opportunities as the Child Care Program helps them grow into a happy, secure and well adjusted child. Every child will have the opportunity to participate in a combination of structured and non-structured activities. An integrated curriculum including art, science, literacy, health and wellness, homework time, character development social competence and conflict resolution will promote the child’s healthy spirit, mind and body.

This handbook has been designed to inform you of our policies and procedures. If after reading this handbook you have any additional questions or concerns, please feel free to contact Rebecca Keller the Child Care Director at the Allegheny Valley YMCA at 724-295-9400 or RebeccaK@avymca.org.

PROGRAM GOALS

The Allegheny Valley YMCA School Age Child Care Program will help your child:

- Build a positive self concept
- Increase independence
- Develop a sense of responsibility
- Learn to respect others and themselves
- Learn basic cognitive skills
- Improve physical skills
- Have Lots of Fun!

All of this is taught through the YMCA’s four core values of Caring, Honesty, Respect and Responsibility.

STAFF

SACC staff have different positions based on level of education and experience. Site Directors and Group Supervisors have at least an associate’s or bachelor’s degree in elementary education, special education, early childhood education or child development. Assistant Group Supervisors have a high school diploma and at least two years experience with children. At least one staff on duty has CPR / First Aid/AED training. All staff have criminal background, child abuse and FBI clearances; health assessment and TB test. Each staff has a lengthy interview and reference checks done before being hired.

LICENSING

The Pennsylvania Department of Human Services licenses the SACC sites. We are required to meet very specific requirements regarding ratios, paperwork, health, safety and trainings. Your assistance is critical in helping us meet these requirements.

CURRICULUM AND DAILY ACTIVITIES

The SACC Curriculum consists of arts and humanities, science, character development, homework time, social competence, conflict resolution, health and wellness and much more. All of the activities are not done on a daily basis due to the limited amount of time that the children are in the program. Most of the activities are done weekly. All activities are age and developmentally appropriate and based on the interests and needs of the children. Daily schedules are posted at the SACC sites. Afternoon Snack is provided.

PROGRAM INFORMATION

Child Care Director:
Rebecca Keller
Phone: 724-295-9400
Email: RebeccaK@avymca.org

LOCATIONS

Allegheny Valley YMCA (for holidays, in-service days and snow days if announced prior to 6am)
5021 Freeport Rd. Natrona Heights, PA 15065
724-295-9400

Buffalo SACC program is located at Buffalo Elementary School in the Freeport School District
(Services are available to Buffalo Elementary Students.)
500 Sarver Rd. Sarver, PA 16055
724-994-8907
CCIS Provider # 9111220171-5

HOURS OF OPERATION

Morning Session: 6am - start of school day
Afternoon Session: End of school day - 6pm

Snow Delays: 6am - start of school (additional fees applied)
Early Dismissals: end of school - 6pm (additional fees applied)
See Page 9 for more information about days off of school.

AGES

Buffalo: Kindergarten -5th grade

ADMISSION INFORMATION

ENROLLMENT

The PA Department of Human Services requires that each child have certain paperwork on file in the center at all times. The information in this file must be updated every 6 months. The following is a list of paperwork that is contained within your child’s file.

- **Emergency Contact Form:** (Every line must be filled out. You can not write same for the addresses, Emergency Contacts are three contacts other than the parents, if something does not pertain to your child you must write N/A in that spot)
- **Agreement Form:** You must select your payment plan, your yearly set schedule, the times your child will be dropped off and picked up, your emergency releases and sign the form.
- **Health Assessment:** A physical and record of immunizations is required on the form provided.
- **A.V. YMCA Permission Forms:** Initial and Sign
- **Homework Contract:** Sign
- **Getting to Know You Packet:** This is a voluntary packet of questions about your child. Please, take the time to fill this out as this is one of our most valuable tools when working with children. If you request a meeting with the director they will call to schedule a meeting but your child can not start until after the meeting has occurred. This process typically takes a week but may take longer.

SCHEDULING

- A minimum of two days attendance a week is required to enroll in the program.
- Schedules are selected on the agreement form.
- Schedules can be adjusted twice a school year
- Weekly payment is required based on the schedule selected on the agreement form not the child’s actual attendance.
- Weekly payments will change if additional days of service are added.

MEMBERSHIP

Membership Information		
Membership Type	***Monthly Drafting	Annual Cash Payment
Youth	\$10.27	\$123.20
Single Parent	\$45.63	\$547.60
Family	\$66.33	\$796.00
Police and Fireman Discount- 15% off Membership- that individual must be on Membership Military Discount- 15% off the whole price of any membership		
All membership types include group fitness classes at NO COST as a benefit of membership. Bank Draft Membership Requires- First month down and VOIDED CHECK ***Bank Draft Cancellation is due in writing by the 1 st of the month We draft everyone on the 25 th of each month (weekends are done the Friday before)		

PAYMENT INFORMATION

REGISTRATION

Completed enrollment packets are turned in at the Allegheny Valley YMCA.

There is a one time non-refundable registration fee that must be paid before your child can start. Regardless of how your child care is funded everyone must pay this fee.

- \$25 per child or \$35 per family

RATES

Enrollment Type	Member Fee	Non-Member Fee
Before School	\$10/Day	\$14.50 / Day
After School	\$10/Day	\$14.50/Day
Full-Time School Age	\$90/Week	\$130.00/ Week

Membership must be active and in good standing to receive the member fee.

SPECIAL RATES

These rates are for the entire session. They are NOT in addition to the regular session fee.

Early Dismissal: \$25 for entire session (each occurrence)

Half Day of School: \$25 for entire session (each occurrence)

Delays: \$25 for entire session (each occurrence)

Full Days off at the YMCA (In-service days, teacher clerical days, snow cancellations) \$35 a day (each occurrence)

Holidays: See specific Holiday sign up sheets for rates.

PAYMENTS

Payments are due according to the payment plan that was selected on the agreement form.

Monthly Payment: Due on the first of the Month

Weekly: Due seven days prior to week of service.

Payments can be made at the Buffalo site with a check or money order.

Credit cards and cash payments may be made at the Allegheny Valley YMCA.

NSF FEES

Checks returned from the bank marked "Insufficient Funds" will be assessed an additional \$20.00 fee. After 2 NSF checks all remaining fees for the school year must be made in cash or with a money order.

CCIS

Co-payments are due every Monday. Co-payments that are not received on Monday will be reported to a CCIS Case Manager. If you are late twice you may jeopardize your funding. Also, all absences will be reported on a monthly basis. CCIS payments do not apply to services received at the Allegheny Valley YMCA. Parents must pay full fee.

LATE PAYMENTS

All payments not received by the due date selected on your agreement form will be billed a \$10.00 late fee.

PAYMENT INFORMATION CONTINUED

REPEATED LATE PAYMENTS

Repeated late payments may result in termination from the program. Payments not received in advance, according to payment plan due dates, will result in suspension from the program until payment is made in full.

LATE PICK UP FEES

- After 6pm you will be assessed a late fee of \$1.00 per minute per child. Payment of the late fee is due upon pick up.
- Chronic late pick up is not permitted and may result in dismissal from the program
- If you suspect that you are going to be late, please call the site so that we can reassure your child that you are coming but that you will be late.
- **Buffalo's SACC # 724-994-8907**
- If by 6:15 you have not contacted staff and your child is still in care SACC staff will call emergency contacts to arrange for pick up. If after one hour of the SACC site closing your child is not picked up the local authorities will be called and your child will be placed in their care.

REFUNDS

Credits for the SACC Program will be given in the event that the A.V. YMCA closes for inclement weather conditions, water main breaks, power outages etc. This does not include school delays and school cancellations. Credits are not given for days that your child is sick or has a scheduling change.

VACATION WEEK

Each child can use one vacation week per school year. A week is based on the weekly usage selected on the agreement plan. Vacation weeks must be submitted in writing at the time your payment would have been due for that week.

TAX STATEMENTS

Receipts are given for payments made. We do keep an individual payment log on each child. If you would like a copy for tax purposes, you can request one from the Child Care Director for a \$5.00 fee. The request must be made on the Tax Receipt Request form and be made 3 weeks prior to the date you need it. Tax Request Forms are available at the front desk of the A.V. YMCA, the Buffalo SACC site or by emailing the Child Care Director.

FINANCIAL ASSISTANCE

Parent first must contact their County Assistance Office for financial assistance for child care

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SPONSORSHIP

The Allegheny Valley YMCA offers sponsored memberships, which also includes child care fees, valid for 6 months. Financial Assistance applications are available at the A.V. YMCA or at www.AVYMCA.org. Completed applications including financial documents must be turned in at the A.V. YMCA. Processing of your sponsorship application may take up to three weeks. You must include a copy of your CCIS denial letter or waiting list letter before you sponsorship application will be processed.

penses. The numbers are listed below.

CCIS of Butler County: 1-888-864-1654

PROGRAM POLICIES

ABSENCE

- If your child is going to be absent, please notify your child's SACC site by calling the site's cell phone number.
- DO NOT CALL THE CHILD CARE DIRECTOR or the YMCA..
- The cell phones have voicemail that picks up 24/7 and is checked at the start of each session.
- **Buffalo's SACC # 724-994-8907**
- Repeated absences that a parent has not called to notify the site staff may result in dismissal from the program.

PA DEPARTMENT OF HUMAN SERVICES ARRIVAL AND DEPARTURE PROCEDURES

- Children must be escorted into the building each day and signed in by an authorized adult.
- Children must be signed out each afternoon by an authorized adult. Children will only be released to adults listed on the Emergency Contact Form.
- All adults including parents must be prepared to provide photo identification.
- If there are special circumstances involving custody issues a copy of the court order must be attached to the enrollment forms upon registration.
- Without legal documentation of a custody order on file we have to release a child to a parent.

AUTHORIZATION TO PICK UP CHILD

Please, inform the site whom may pick up your child and if any changes occur with this information throughout the year. Staff will call you if you have not notified the site that someone other than a parent will be picking up your child.

In case of an emergency, you may call the SACC site to notify us of who will be picking up your child. This will be documented on a form called an "Oral Designation of Parent to Release Child". The PA Department of Public Welfare requires that when using this form staff follow specific procedures.

LOST AND FOUND

Please mark all items with your child's name with permanent marker. Staff will make every attempt possible to return lost items to your child. Items that are unable to be returned will be donated to a local charity at the end of the month. The Allegheny Valley YMCA is not responsible for lost, stolen or damaged items.

DRESS CODE

- We do go outside to play when the weather permits. We also have physical activities daily. Children should wear / bring tennis shoes every day. They should also be prepared for cold weather with gloves, hats, winter coats etc..

CHILD ABUSE PROCEDURES

- The Allegheny Valley YMCA is required by Pennsylvania State law to report all incidents and suspicions of Child Maltreatment and Neglect.
- If a staff member suspects a case of child abuse it will be reported immediately to the Child Care Director and the CEO. The incident will be immediately reported by following the proper steps as dictated by DHS regulation 3270.19

PROGRAM POLICIES CONTINUED

RELEASE OF A CHILD TO AN IMPAIRED PERSON POLICY

- The Allegheny Valley YMCA follows the Department of Human Service’s policy concerning the release of children to impaired adults.
- An impaired condition relates to alcohol, mind altering chemicals or other medical conditions that render a person unable to operate a motor vehicle safely.
- If, in the judgment of the Allegheny Valley YMCA staff, an adult appears to be impaired the staff will ask the adult to arrange alternative transportation. If the adult is unwilling to do so the matter will be referred to the local police before the child is released.
- The Allegheny Valley YMCA recognizes that this is a stringent policy, but we are morally and legally responsible if we release a child to an impaired person.

WHAT NOT TO BRING TO SACC OR THE A.V. YMCA

- Any items that may be dangerous are not permitted. Medication (both over the counter and prescription), pocket knives, tobacco products, lighters, matches, illegal drugs and alcohol.
- Electronic devices, cellular phones and all other personal belongings.
- Toys from home.
- Any item that the school district does not allow students to have on school property. All items will be confiscated by staff and returned to parents. The Allegheny Valley YMCA is not responsible for any lost, stolen or damaged items.

WHAT TO BRING FOR FULL DAY OF SERVICE AT THE YMCA

Items listed below should be brought in a bag that can zip closed.
Lunch and snack (refrigeration and microwaves are not available)

- Swimsuit
- Towel
- Reusable Water Bottle

MEDICAL AND ILLNESS PROCEDURE

MEDICATION POLICY

Per DHS regulation 3270.133 Child Medication Regulation. Child Care Staff are able to administer medications if the following are provided.

1. A prescription or nonprescription medication may be accepted only in an original container.
2. Staff shall administer prescription medication only if written instructions are provided from the individual who prescribed the medicine.
3. The label of the medication container must identify the name of the medication and the name of the child for whom the medication is intended.
4. Medication shall be stored in accordance with manufacturer’s or health professional’s instructions on the original label.

The Allegheny Valley YMCA requires that parents complete medication forms before prescription or nonprescription medication will be accepted into the program or administered.

Medications left at the school age sites will be discarded on the last day of school.

MEDICAL AND ILLNESS PROCEDURES CONT.

ILLNESS

A child who is ill should be kept home for a minimum of 24 hours.

Illnesses include:

- Fever of 100% or higher
- Sore throat
- Constant runny nose
- Inflamed / red eyes
- Persistent cough
- Rash
- Diarrhea
- Too ill to go outside
- Vomiting
- Communicable diseases
- Lice / Nits
- Uncomfortable and needs constant attention.

If a child becomes ill while at the SACC Program a parent will be contacted to pick the child up. If a parent can not be reached an emergency contact from the child's enrollment form will be contacted.

Please notify the Child Care staff immediately if your child contracts a communicable disease (i.e. chicken pox) so that the staff may post a notice informing other parents who can then take preventative measures. A doctor's note is required for a child to return to the center following recovery from any contagious disease specifying the date the child may return to the center.

EMERGENCIES

- Staff are certified in First Aid and CPR / AED and will treat cuts and scrapes.
- In the case of an accident or illness we will contact you.
- In the event of a serious injury 911 will be called first and then you will be contacted. A staff member will escort your child to the hospital until you or someone you have designated reaches the hospital.

SPECIAL NEEDS OF A CHILD

- The Allegheny Valley YMCA will make reasonable accommodations for children with special needs.
- Before enrollment parents must contact the Child Care Director to discuss the needs of your child so that accommodations can be arranged.
- If your child has support services a meeting must be held with the Child Care Director, Parent and Support Services before services will be permitted into the program.
- All support services personnel will need to provide originals of their child abuse clearance, criminal clearance and FBI clearance before they will be permitted into the program.
- Parents are required to sign a permission for release of information before support services will be permitted into the program.

BOWEL / BLADDER ACCIDENTS

Children have accidents from time to time and that is understood. It is the policy of the Allegheny Valley YMCA that all children enrolled in our SACC programs be completely toilet trained. This policy is for your child's protection as well as for our staffs' protection. Constant and repeated accidents are cause for dismissal from the SACC program until your child is completely toilet trained.

INCLEMENT WEATHER POLICIES

The decision to delay or close school due to inclement weather or some other reason is made by the Superintendent of Schools. The announcement is made over local radio and TV stations.

The Allegheny Valley YMCA SACC Program will operate during school closings, delays, and early dismissals. The 6 a.m. start time and 6 p.m. closing time will not change unless the weather causes conditions that are too dangerous to keep the center open.

Should weather conditions be too dangerous to open the center, the Child Care Director will notify KDKA TV and post the closing. The closing will state Allegheny Valley YMCA closed/delayed

Parents are responsible to have back up childcare in the event that the YMCA closes.

SCHOOL DELAYS

- The SACC sites will remain open during delays.
- If there is a delay the morning program hours are from 6am - the start of school.
- The fee for a delay is \$25.00 (This fee applies to everyone regardless of arrival time.)
- If your child is not already scheduled to be at the site for the morning session call the site to be sure there is room for your child.
- If you have already scheduled and paid for a morning that turns into a delay your \$10 session fee will count towards the \$25 delay fee. The additional fee is paid the day of the delay.
- Site staff will call all parents whose children are in care if a delay changes to a cancellation to see if the parent wishes to make other arrangements for their child.

SNOW DAYS

If school is closed after 6am: All day child care will be offered at the school SACC sites from 6 a.m. to 6 p.m. There is a \$35 fee for a snow day.
Lunch will be provided for children that do not have lunches for a \$5.00 fee.

If school is closed before 6am: All day child care will be offered at the Allegheny Valley YMCA from 6a.m. to 6p.m. ,unless the weather causes conditions too dangerous to open the A.V. YMCA or for the A.V. YMCA to remain open. KDKA TV will be notified in case of a closing.
There is a \$35 fee for a snow day.
Lunch will NOT be provided if school is cancelled before 6am.
See page 7 for what your child should bring to the YMCA.

SACC and ALLEGHENY VALLEY YMCA CLOSURES

The SACC program and the Allegheny Valley YMCA rarely close due to weather. However, there may be a time when the weather causes road conditions to be too dangerous for program services to be offered. In the event that the Allegheny Valley YMCA, which includes the SACC program and all other programs, closes KDKA TV will be notified and the closing listed on the TV station. The Allegheny Valley YMCA and SACC sites may also close due to water main breaks, loss of power and/or heat or other out of the ordinary malfunctions. Again, the closure will be reported to KDKA TV and will be posted at www.avymca.org

SPECIAL DAYS OF SERVICE

A full day of care will be available at the Allegheny Valley YMCA when school is closed due to in-service days and holiday vacations.

A minimum number of students is required for these days to run.

An enrollment form will need to be filled out for any service held at the A.V. YMCA

These forms will be available at the SACC site and the Allegheny Valley YMCA.

Sign Ups for these days will be due no later than one week prior to the date off to allow enough time for appropriate staffing and planning.

DISCIPLINE POLICY

YMCA YOUTH BEHAVIOR POLICY

The Allegheny Valley YMCA School Age Child Care Program is committed to building the capacity of children to succeed. It is the intent of the behavior policy to reflect the four character development values, Caring, Honesty, Respect, and Responsibility. Our goal is to promote and maintain a positive atmosphere. A child's misbehavior may prevent the staff from fulfilling this goal. A child exhibiting disruptive behavior will be "guided" using the following strategies.

POSITIVE WORKING STRATEGIES

Role Modeling: Effectively exemplifying the good qualities needed for group acceptance. Maintaining authority calmly and consistently.

Positive Reinforcements: Encouraging repetition of good behavior. Praise whenever possible; build confidence. Give each child an opportunity to have success

Focusing on Positive Behavior: Acknowledging good behavior with positive rewards. Try not to award negative behavior with lots of attention. Redirect the challenging child in a positive direction.

Reinforcing Problem-Solving Skills: Settling disagreements without aggressiveness, predicting consequences, thinking about feelings of others. Utilizing different methods of communication with the children.

Calming Out: For repeated negative behavior, our "calming area" is just that. An area for a cool down period of reflection. Calming periods should be limited to one minute per the child's age. The child will be in the range of vision of staff during calming times.

Removal of Privileges: Wherever appropriate, as they relate to the activity.

Reason and Logic: Helping children to think through a problem and find the solution that works best for everyone concerned.

Children's misbehavior will be categorized into two main types: MINOR and MAJOR. Please note, all minor and major incidents will be documented in written form.

MINOR INCIDENTS

Minor incidents are those day-to-day infractions that occur and would be dealt with on the spot by the SACC Staff.

Examples would be:

- Misuse of A.V. YMCA equipment
- Disruptive outbursts
- Spontaneous slip of questionable words
- Disagreements and squabbles
- Rough-housing

When these types of incidents are dealt with, the emphasis will be on problem solving and helping the child make a better decision in the future. With staff using positive working strategies, the child is, hopefully, able to realize the negative behavior is ultimately non-productive.

MAJOR INCIDENTS

Major incidents endanger the physical and mental safety of the individual, other children and/or staff. Major incidents would include, but are not limited to:

- Leaving a supervised area without permission
- Throwing stones, or other projectiles
- Abusive Language
- Verbal Threats
- Direct disobedience of and/or defiance towards A.V. YMCA staff.
- Minor Incidents that become repetitive or chronic.

A child who exhibits the above behaviors may need time away from the area of conflict, receive an A.V. YMCA incident report, and a conference with the parent(s) will occur. The child will be required to complete the A.V. YMCA Behavior Agreement and submit it to the staff before returning to the SACC Program. Failure to comply with the A.V. YMCA Behavior Agreement could result in suspension from the program for a period of time or expulsion from the SACC Program. There will be no refunds given for suspensions or expulsions.

In cases of assault, vandalism, using illegal substances, or any other endangering behavior, the Director will immediately remove the child from the program, contact parent(s) and expulsion from the program will be warranted.

Parents are financially responsible for intentional damage to Allegheny Valley YMCA property and SACC facilities.

PRE-PLANNED SACC CLOSURES

- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day

No payment will be required for holidays or emergency closings when the A.V. YMCA is closed.

ADDITIONAL SERVICES

HOLIDAY CAMPS

The Allegheny Valley YMCA offers Holiday Camps during the Easter, Thanksgiving and Christmas breaks. Registration forms must be completed and returned to the Allegheny Valley YMCA by the registration deadline to ensure your child has a spot in these camps. Look for information at the SACC sites, the Allegheny Valley YMCA or on the website at www.avymca.org. A minimum number of children need to be signed up for the program to run.

SUMMER DAY CAMP

Summer Day Camp is offered at the Allegheny Valley YMCA during the summer from the time school ends until school begins again. This allows us to provide continuous year round service. Summer Day Camp is a separate program and therefore requires you to fill out camp enrollment papers. Look for information at the SACC site, Allegheny Valley YMCA or on the website at www.avymca.org. Three month youth memberships are available during the summer to allow parents to take advantage of the member rates for Summer Day Camp.

ALLEGHENY VALLEY YMCA SPECIAL EVENTS

The Allegheny Valley YMCA hosts special events, like Healthy Family Day and Halloween at the A.V. YMCA, throughout the year. Look for flyers at the SACC site.

YMCA PROGRAMS FOR KIDS

The Allegheny Valley YMCA has a wealth of opportunities for children and youth to participate in. From swim team, swimming lessons, dance classes, Sporties for Shorties, parent/ child classes, flag football, hockey and basketball leagues the Allegheny Valley YMCA has something for everyone. Check out our brochure for more information.

YMCA PROGRAMS FOR ADULTS

The Allegheny Valley YMCA offers many adult classes and programs. Spinning, Water Aerobics, Yoga, Aerobic classes, Water and Land Zumba, Piyo, along with the Nautilus, Cardio and Weight rooms allow us to provide something for everyone. Stop in for a tour or check out our brochure for more information.



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Thank You for choosing
The Allegheny Valley YMCA
School Age Child Care Program.

Rebecca Keller
Child Care Director
724-295-9400
RebeccaK@AVYMCA.ORG

Buffalo's SACC Program Phone Number:
724-994-8907

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WWW.AVYMCA.ORG/FACEBOOK