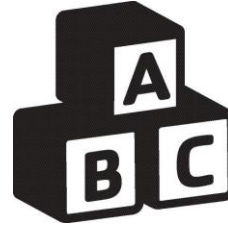




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WEST SHORE YMCA School Year Programs Kids-in-Motion 2018/2019



Dear Parents/Guardians,

Enclosed is the Kids-in-Motion registration packet for the 2018/2019 school year! The enclosed registration packet will need to be fully completed prior to your child's enrollment in our program. All of our Child Care programs are licensed through the Department of Human Services and these forms are necessary to meet regulations and to better provide a safe and secure program for your child. Below is a page-by-page guide to help you in completing this process.

- ❖ **Page 1 and 2** is the "Registration Form." Please complete the information regarding the program/school you desire, your child's name, date of birth, and gender, as well as the additional information. If your child has or will be receiving an IEP, we ask that you include a copy so our staff can provide a better experience for your child. A separate packet is needed for each child you will be registering.
- ❖ **Page 3** is the "Emergency Contact/Parental Consent Form." **Every space MUST be filled in. The Department of Human Services requires that all addresses include town and zip code.** For any blanks that do not apply, simply put "N/A". **A separate signature is required for "Obtaining Emergency Medical Care", "Administration of Minor First Aid", "Walks and Trips", "Swimming", "Wading", and "Transportation by the Facility."** Also, your signature is required on the "Signature-Parent/Guardian" line above the boxes at the bottom. **Please leave the boxes at the bottom blank**, as it will be completed during our review period.
- ❖ **Page 4** is the "Child Health Assessment." This **MUST be completed and signed** by a physician or a CRNP (Certified Registered Nurse Practitioner). This is the **ONLY** form not due before enrollment. However, we **MUST** have it returned within **60 days** of your child's start date in the program.
- ❖ **Page 5** is the "Fee Agreement Form." **Every space must be completed.** The monthly fees are located on the front of the registration form. Please read over the information and sign on the "Signature-Parent/Guardian" line above the boxes at the bottom. **Please leave the boxes at the bottom blank**, as it will be completed by Child Care staff and during our review period.
- ❖ The next **4 pages** contain the "Parent Statement of Understanding", "Permission Form", and the "Nondiscrimination In Services" and requires you to **read and sign or initial where stated**.
- ❖ The **last page** is the "Automatic Payment Plan." This form is **optional**. If you are interested in signing up for our automatic payment plan, simply complete the information and **sign both lines** stating that you have read over the agreement and that **you authorize** the West Shore YMCA Child Care Department to charge your debit/credit card on the due dates listed on the form.

Attached to the registration packet is the "Parent Handbook." Please **read** this handbook as it contains **important information and updates to the program structure and activities**. Upon reading and agreeing to the West Shore YMCA Child Care Parent Handbook, please complete and return the last page with your child's registration packet.

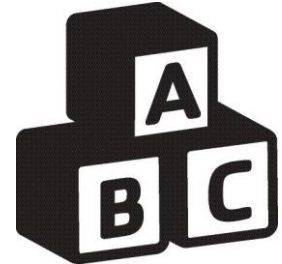
Thank you for choosing the West Shore YMCA for your child care needs!



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WEST SHORE YMCA

Kids-in-Motion half-day Kindergarten 2018/2019



CHILD INFORMATION

A separate registration packet MUST be completed for each child attending care.

If your child has an IEP, please provide the YMCA a copy so our staff can provide a better experience for your child.

Completed registration forms must be submitted no later than August 1, 2018, in order to attend the first week of school, space permitting.

Please complete the following information:

I have additional child/children I'd like to enroll for the 2018/19 school year.

_____	_____	_____	_____ K _____
Child's Name (first & last)	Date of Birth	Gender	Grade in Fall 2018
_____	_____		
Parent's Email Address	Additional Email Address		

Wrap-around care is available at your child's CV Elementary School or at the YMCA Program Annex for Hoover, and is included in the fee for Kids-in-Motion.
Registration in Kids Klub and SACC will only be guaranteed until Friday, May 11, 2018.

Please select the school your child will be attending:

(Fee are based on a Monday-Friday attendance, regardless of attendance, no part-time care rate offered)

AM Kids-in-Motion at the West Shore YMCA (PM Kindergarten at School) - \$510/month

Green Ridge **Hampden** **Hoover** **Winding Creek**

Please select this box only if your child is attending Green Ridge, Hampden, Hoover, or Winding Creek and you will need the YMCA PM Kids Klub or PM SACC program for your Kindergartner from the end of the school day until 6pm, at no additional cost.

PM Kids-in-Motion at the West Shore YMCA (AM Kindergarten at School) - \$510/month

Monroe **Shaul** **Silver Spring** **Sporting Hill**

Please select this box only if your child is attending Monroe, Shaul, Silver Spring, or Sporting Hill and you will need the YMCA AM Kids Klub program for your Kindergartner from 7am until the start of the school day, at no additional cost.

Kids-in-Motion at the West Shore YMCA - \$510/month

_____ Elementary School (if not a school listed above)

*Transportation is ONLY provided from the Cumberland Valley and Camp Hill Elementary Schools listed above.

Admissions, the provisions of services and referrals of clients, shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Financial Assistance is available to those who qualify.





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FEE STRUCTURE AND PAYMENT INFORMATION

Registration Fee for the 2018/2019 School Year is \$45.00 and is due at the time of registration.
The Registration Fee is NON REFUNDABLE AND NON TRANSFERABLE.

Monthly payments are due as follows:

August/September – due by August 13th	December – due by November 26th	March – due by February 18th
October – due by September 24th	January – due by December 17th	April – due by March 25th
November – due by October 22nd	February – due by January 21st	May/June – due by April 22nd

Financial Assistance:

- I am applying for Financial Assistance. I understand there is a \$25.00 per child Financial Assistance Registration Fee to reserve a place in the program.
(Completion of Financial Assistance paperwork is required at time of registration, or FULL REGISTRATION FEE will be charged.)

Automatic Payment Plan: (A \$10.00/month discount will be applied per family.)

- I would like to sign up for the Monthly Automatic Payment Plan. (Automatic Payment Plan form is required.)
The monthly Automatic Payment Plan will be charged to your Credit/Debit card on the due dates listed above.

Contact the Child Care Office if you need to arrange an alternate payment plan.

REGISTRATION FEE PAYMENT METHOD

AMERICAN EXPRESS DISCOVER MASTER CARD VISA CHECK # _____ CASH (IN PERSON ONLY)

Credit Card # _____ Exp Date: ____ / ____ Card Holder Signature: _____ Date: _____



EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124(a)(b), 3280.181 & 182; 3290.124(a)(b), 3290.181 & 182

THE FOLLOWING INFORMATION IS REQUIRED. FOR INFORMATION THAT DOES NOT APPLY, USE N/A, DO NOT LEAVE BLANK.

<u>CHILD'S NAME</u>		<u>BIRTH DATE</u>
<u>ADDRESS (complete street number & name, city, state, zip)</u>		
<u>MOTHER'S NAME/LEGAL GUARDIAN</u>		<u>HOME TELEPHONE NUMBER</u>
<u>ADDRESS (complete street number & name, city, state, zip)</u>		<u>CELLULAR TELEPHONE NUMBER</u>
<u>BUSINESS NAME</u>		<u>BUSINESS TELEPHONE NUMBER</u>
<u>ADDRESS (complete street number & name, city, state, zip)</u>		<u>ADDITIONAL TELEPHONE NUMBER</u>
<u>FATHER'S NAME/LEGAL GUARDIAN</u>		<u>HOME TELEPHONE NUMBER</u>
<u>ADDRESS (complete street number & name, city, state, zip)</u>		<u>CELLULAR TELEPHONE NUMBER</u>
<u>BUSINESS NAME</u>		<u>BUSINESS TELEPHONE NUMBER</u>
<u>ADDRESS (complete street number & name, city, state, zip)</u>		<u>ADDITIONAL TELEPHONE NUMBER</u>
EMERGENCY CONTACT PERSONS / PERSONS TO WHOM CHILD MAY BE RELEASED - IF A PARENT/GUARDIAN IS UNAVAILABLE		
<u>NAME</u>	<u>ADDRESS (street number & name, city, state, zip)</u>	<u>TELEPHONE NUMBER WHEN CHILD IS IN CARE</u>
<u>NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER</u>		<u>TELEPHONE NUMBER</u>
<u>ADDRESS (complete street number & name, city, state, zip)</u>		
<u>SPECIAL DISABILITIES</u>	<u>MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION</u>	
<u>MEDICINE, SPECIAL CONDITIONS</u>	<u>ALLERGIES (INCLUDING MEDICATION REACTION)</u>	
<u>ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD</u>		
<u>HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS</u>		<u>POLICY NUMBER (REQUIRED)</u>
PARENT/GUARDIAN SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
<u>OBTAINING EMERGENCY MEDICAL CARE</u>	<u>ADMIN. OF MINOR FIRST AID PROCEDURES</u>	<u>WALKS AND TRIPS</u>
<u>TRANSPORTATION BY THE FACILITY</u>	<u>SWIMMING</u>	<u>WADING</u>

**COMPLETE INFORMATION IS REQUIRED. FOR INFORMATION THAT DOES NOT APPLY, USE N/A, DO NOT LEAVE BLANK.
INCOMPLETE PAPERWORK WILL BE RETURNED DELAYING YOUR ABILITY TO REGISTER AND BEGIN CARE.**

SIGNATURE OF PARENT or GUARDIAN

DATE

PERIODIC REVIEW – DO NOT COMPLETE BELOW AT INITIAL REGISTRATION

FOR PERIODIC REVIEW ONLY	
SIGNATURE OF PARENT or GUARDIAN	DATE

FOR PERIODIC REVIEW ONLY	
SIGNATURE OF PARENT or GUARDIAN	DATE

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

Parents may write immunization dates; health professional should verify and complete all data.

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.
	VISION (subjective until age 3)
	HEARING (subjective until age 4)
	LEAD

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

HK-G: CFA-GF9EI-F98: CF-5@B9K-9BFC@A9BHG5B8HK-CG99BH9F-B; *HK; F589'

FEE AGREEMENT

55 PA CODE CHAPTERS 3270.123 & .181(C); 3280.123 & .181(c); 3290.123 & .181(c)

NAME OF CHILD	FEE AMOUNT
	\$ _____ per month

Child Care Service information (payment dates, fees):

Child Care Services provided by the West Shore YMCA includes daily homework time, afternoon snack, group games and activities both inside and outside (when space and weather permits), and a safe and fun environment for children to learn and make friends!

Payment for service for the 2018/2019 school year is due monthly, on the following dates:

- | | |
|---|--|
| August/September – due by August 13 th | February – due by January 21 st |
| October – due by September 24 th | March – due by February 18 th |
| November – due by October 22 nd | April – due by March 25 th |
| December – due by November 26 th | May/June – due by April 22 nd |
| January – due by December 17 th | |

Any monthly payment not received by the Child Care Department on the date stated above will be assessed a \$30.00 late fee. Payments can be made at the center in the form of check or money order. Cash payments can be made at the YMCA office ONLY. A two-week **written** notice is required for termination. If payment is not made by 5pm Friday of the week payment is due, care will be terminated.

In the event that we are required to take your account to a collection agency, you will be fully responsible for all collection costs, court costs, and attorney fees.

PROPER IDENTIFICATION (picture ID) is required of **ANY** person picking up your child who is not known to our staff. **NO ONE UNDER THE AGE OF 16** will be considered an authorized release person.

Program Child is Attending: <input type="checkbox"/> AM Only <input type="checkbox"/> Both AM/PM <input type="checkbox"/> PM Only	Person(s) designated to whom child may be released: (must include parent/guardian)	
AM care begins at 7:00am PM care ends at 6:00pm	Late fee: \$1.00 per minute past 6:00pm	

Extra services to be provided at an additional fee (if applicable):

Care is sometimes available on a day school is closed. A fee of \$40.00 per day is assessed for scheduled All Day Care days, and a fee of \$20.00 per day is assessed for Snow All Day Care days. There is a \$30.00 service charge for all returned checks.

A late fee of **\$1.00 per minute** is charged for **every minute after 6:00 PM** that you are **late** in picking up your child.

I, the parent/guardian:

- Received complete written program information at the time of enrollment (3207.121, 3280.121, 3290.121)
- Agree to update the Emergency Contact/Parental Consent Form information whenever changes occur or every 6 months at a minimum. (3270.124, 3280.124, 3290.124)

Bradley Mattern, Child Care Director	Date	Signature-Parent/Guardian	Date
--------------------------------------	------	---------------------------	------

PERIODIC REVIEW – DO NOT COMPLETE BELOW AT INITIAL REGISTRATION

Date of Admission:	Date of Withdrawal:
Parent/Guardian Review and Date:	Parent/Guardian Review and Date:



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PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return it to the YMCA. A copy will be filed with your child's records.

- I understand that YMCA staff and volunteers are not allowed to babysit or transport children at any time outside the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.
- I understand that I am not to leave my young child or children at the program site unless a YMCA staff or volunteer is there to receive and supervise my child.
- I understand that I or an authorized person is required to sign my child or children in and out every day. Children may not be dropped off and are not able to leave care by themselves.
- I understand that children should not receive excessive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and that I should report this to the Child Care Director if they do.
- I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child, including older siblings or other relatives, must be listed with the YMCA and must be at least 16 years of age. Any other arrangements must be made by calling the YMCA Child Care Office to inform them of a change. All persons picking up a child or children will be asked to show a valid photo ID with their home address, for verification.
- I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.
- I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.
- I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

Parent Signature

Date

Child's Name

Program Attending



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Welcome to West Shore YMCA Child Care! All of our programs are based on four concepts: child, family, YMCA traditions, and accessibility. Our qualified staff will help your children develop in a positive environment that stresses safety, support, and care. Parent involvement in the program is important, as it will assist us in supporting and strengthening the family unit. The West Shore YMCA provides your children with exciting activities that encourage physical, mental, social, and spiritual growth. The form below must be completed for your child to participate in our programs. Thank you for choosing the West Shore YMCA for your child care needs.

Please initial in each of the provided spaces and sign at the end of this form:

____ Behavior/Discipline Policy: I have read, understand, and agree to comply with the Harrisburg Area YMCA Behavior/Discipline Policy

The Harrisburg Area YMCA Child Care Programs are designed to furnish an atmosphere that provides structure, yet gives children a certain amount of choices. It is important that we value each child in our program as an individual and respect the fact each child is facing conflicting feelings about his or her self-image. As such, we realize that no child is perfect and that some children do and say things that they should not. However, we cannot allow a free-for-all environment where all behaviors are tolerated while disregarding the safety of every child enrolled in the program. Therefore, we are letting you know more about our policies and procedures regarding discipline. Enrollment in the YMCA programs is a privilege and failure to adhere to the policies will result in termination from the program.

- A. Any non-accidental incident that a child is involved in which results in a physical injury will be documented with an INCIDENT REPORT. The child who receives an injury, regardless of how minor, will get a documented ACCIDENT REPORT. Please be advised that it is possible for a child involved in an incident to receive both an INCIDENT and an ACCIDENT REPORT.
- B. A parent or guardian must sign all INCIDENT and ACCIDENT REPORTS, and the person signing the report will receive a copy after all necessary parties have signed it.
- C. The YMCA encourages all children enrolled in any of our programs to understand the importance of values. The Harrisburg Area YMCA particularly stresses the values of caring, honesty, respect and responsibility. The children in our **CHILD CARE** programs talk about these values on a regular basis and they are rewarded for adhering to them. Conversely, behaviors that are contrary to these values are not accepted. Examples of this include, but are not limited to teasing, taunting, name-calling and encouraging others to exclude a child from the group. These behaviors will also result in an INCIDENT REPORT.
- D. The YMCA will document, on an INCIDENT REPORT, any threat a child makes to bodily harm another child or a staff person. While we do not wish to have a "zero tolerance policy" regarding these threats, we are required to take them seriously.
- E. An INCIDENT REPORT is intended to inform you, the parent or legal guardian, about inappropriate behavior that has occurred. We encourage you to review the report with your

child and to discuss better ways to deal with the situation that transpired. Should you have any questions or concerns about the report, the staff at your child's site would be happy to discuss them with you. As with any disagreement, the viewpoint of the persons involved may vary greatly. Please remember that at no time is it acceptable for a parent or legal guardian to engage in an argument or threaten the staff who work with the children. Examples of such behavior include but are not limited to: loud voices in front of the children, foul language or threatening physical harm. This type of behavior could result in your child's dismissal from the program.

- F. Should a child cause damage to any YMCA owned or leased property as a result of inappropriate activity or behavior, the Harrisburg Area YMCA reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property.

____ **Picture/Photo Release:** I DO give permission for my child to be photographed or videotaped by or for the Harrisburg Area YMCA for any pictures or videos that may be published or used in promotional displays, brochures, or marketing events.

____ **Sunscreen Policy:** I have read, understood, and agree to comply with the YMCA sunscreen policy. I also understand that if at any time I fail to comply with the policy, my child will not be permitted to participate in the program.

- All children should wear sunscreen daily with an SPF of at least 15 on all exposed skin.
- Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop off.
- Parents or legal guardians will be responsible for providing their children with enough sunscreen (in a sealed container) to take with them for late applications. One container per child, please.
- Child Care staff will be responsible for ensuring thorough follow up applications after two hours of activity in the sun, and/or any other time as needed.

____ **Disbursement of Hand Sanitizer:** I give the Harrisburg Area YMCA Child Care staff permission to allow my child to use hand sanitizer.

____ **Handbook Agreement/Receipt:** I have read the YMCA Parent Handbook. I understand the policies contained within it and I am willing to enroll my child based on this information.

____ **Parent Statement of Understanding:** I have read the YMCA Parent Statement of Understanding. I understand the policy the YMCA has in place to protect the child and their family, the YMCA employee and the YMCA itself and agree to follow the policy.

Parent Signature

Date

Child's Name

Program Attending



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Subject: Nondiscrimination In Services

To: Parents

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program service 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/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

**West Shore YMCA
Child Care Department
410 Fallowfield Road
Camp Hill, PA 17011**

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg.
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street, 8th Floor
Harrisburg, PA 17104

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

Parent/Guardian Signature

Date



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WEST SHORE YMCA SCHOOL YEAR 2018/2019 AUTOMATIC PAYMENT PLAN

The West Shore YMCA Child Care Department has the ability to bill your Debit or Credit Card directly, or process an Electronic Funds Transfer (EFT) directly from your bank checking or savings account. This can be done by signing up for our Automatic Payment Plan. The Child Care Department will bill your card or process an EFT for the current balance on your account on the following dates:

August/September – due by August 13 th	February – due by January 21 st
October – due by September 24 th	March – due by February 18 th
November – due by October 22 nd	April – due by March 25 th
December – due by November 26 th	May/June – due by April 22 nd
January – due by December 17 th	

All Automatic Payment Plan credit/debit card transactions and bank EFTs will be handled by the Harrisburg Area YMCA Child Care Department. **If, for any reason, your card is declined or the EFT is rejected for the amount being charged, a service charge will be applied to your account by the YMCA, in the amount of \$30.00.** This fee is in addition to any service fee your bank may impose. This fee and the current amount due on your account will be due **immediately**. Failure to do so will result in suspension of your child/children and your account will be turned over to collections.

By signing, I agree to the terms of the Automatic Payment Plan of the West Shore YMCA Child Care Department.

Signature: _____ Date: _____

Please provide the following information:

Child's Name: _____ Program Attending: _____

Parent Name (as it appears on card or bank account): _____

Address: _____

City, State, Zip: _____ Phone: _____

I authorize the West Shore YMCA Child Care Department to charge my monthly Child Care expenses to the Debit/Credit Card or Bank Account listed below.

Signature: _____ Date: _____

Card Type (circle one): VISA Master Card Discover American Express

Card Number: _____ Expiration Date: _____

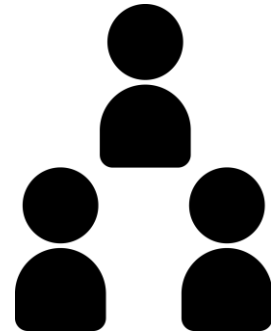
EFT Account Type (circle one and attach a **VOIDED** check or deposit slip): Savings Checking

Routing Number: _____ Account Number: _____



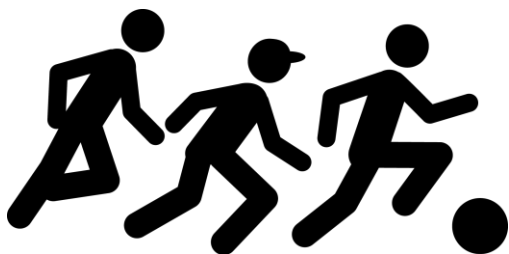
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**ENGAGED
BEYOND THE
SCHOOL DAY**



West Shore YMCA

Child Care Department Parent Handbook 2018-2019



410 Fallowfield Road | Camp Hill, PA | 17011
P: 717.737.9622 | F: 717.975.1897
www.yimaharrisburg.org

INTRODUCTION

Welcome to the Child Care Programs of the West Shore YMCA! This handbook is a guide for parents/guardians and explains the policies of our programs. We ask that you take some time to introduce yourself to the staff at your child's site, and we encourage you to ask questions and express any concerns that you may have during the year. **All of our child care programs are licensed by the Pennsylvania Department of Human Services, Central Region and any questions regarding licensure can be answered by calling 1-800-222-2117.** Additional information on the West Shore YMCA and our programs can be obtained by contacting the Child Care Office at:

**West Shore YMCA
410 Fallowfield Road
Camp Hill, PA 17011
717-737-9622**

PHILOSOPHY

The West Shore YMCA recognizes the increasing need for School Age Child Care and we strive to provide quality service. The program is based on four concepts: child, family, YMCA traditions, and accessibility. Our qualified staff will help your children develop in a positive environment that stresses safety, support, and care. Parent/Guardian involvement in the program is important, as it will assist us in supporting and strengthening the family unit. The West Shore YMCA provides your children with exciting activities that encourage physical, mental, social, and spiritual growth.

GENERAL INFORMATION

Hours of operation: 7:00 am until the start of the school day and again from the end of the school day until 6:00 pm. Please note: children are not to be dropped off until the program officially opens, at 7:00 am and all children must be picked up by 6:00 pm, when the program officially ends.

Arrival and Pick Up: Every child entering and exiting the child care facility must be accompanied by a parent or guardian. Parents or guardians are **REQUIRED** to sign their children in and/or out each day. In addition, parents are required to **PERSONALLY INFORM** a staff person that they are picking up their child. This is essential for the safety of your children and failure to do so may result in their dismissal from the program.

Authorization to Release Children: As part of the enrollment process, you will be asked to complete various forms including the "EMERGENCY CONTACT/PARENTAL CONSENT FORM." There is space on this form to list any additional persons to whom your child may be released. Please be advised, any person(s) you place on that form is authorized to pick up your child unless you inform the YMCA in writing that you wish to make changes to that list. A court order must be on file with the YMCA if a biological parent or legal guardian is NOT permitted to pick up your child. If you would like the YMCA to release your child to someone who is NOT on his or her pick up list, we will need that request in writing or by the phone prior to your child being picked up. Should you call us with such a request, we reserve the right to call you back to verify the information for your child's safety. PROPER IDENTIFICATION (picture ID) is required of any person picking up your child who is not known to our staff and no one under the age of 16 will be considered an authorized release person.

Emergency Information: Please be sure that the staff at your child’s center is kept informed of any changes in your home address or phone number, work phone number or address, insurance information, and person(s) to whom your child is allowed to be released. This information is extremely important so that we can contact you when necessary. The staff will advise parents when to update this information after 6 months in order to comply with DHS regulations. Repeated failure to provide updated contact information may result in your child’s termination from our program.

CHILD CARE STAFF

All of our child care staff must meet certain requirements before being employed by the YMCA. Each employee must be cleared through the PA State Police and Child Line systems, as well as obtaining FBI fingerprinting checks. References are checked and two (2) written references are kept on file. All staff members are trained in First Aid and Child Abuse Prevention. **Please be aware** that all child care providers as well as all YMCA staff are MANDATED to report any suspected child abuse.

PROGRAM SCHEDULE

Kids-In-Motion Kindergarten

<u>Morning hours:</u>	7:00 – 7:30 am	Drop off time, Free Centers
For students attending	7:30 – 8:40 am	Structured Center Activity
Green Ridge, Hampden,	8:40 – 9:00 am	Snack
Hoover, & Winding Creek	9:00 – 11:00 am	Swim lessons, gym activities, lesson
Elementary Schools.	11:00 – 11:45 am	Lunch
	11:45 am – 12:20 pm	Circle Time/Dismissal to bus
<u>Afternoon hours:</u>	12:00 – 1:00 pm	Lunch/Arrival
For students attending	1:00 – 1:20 pm	Circle Time
Monroe, Shaull, Silver	1:20 – 3:00 pm	Swim lessons, gym activities, lesson
Spring, & Sporting Hill	3:00 – 3:20 pm	Snack
Elementary Schools.	3:20 – 5:30 pm	Structured Center Activity
	5:30 – 6:00 pm	Free Centers, Pick up time

School Aged Child Care (Kids Klub) - Cumberland Valley School District

<u>Morning hours:</u>	7:00 – 7:45 am	Table games, reading, quiet activities
	7:45 – Start of school	Craft, organized game and clean up

We do not serve breakfast. However, children are permitted to bring food and a drink into the program to eat before school. Children are responsible for cleaning up afterwards. We ask that any food to be eaten in the morning program be kept separate from the child’s lunch.

<u>Afternoon hours:</u>	End of school – 4:00 pm	Restroom, Wash Hands & Snack
	4:00 – 5:00 pm	Outdoor or indoor organized activity
	5:00 – 6:00 pm	Homework or continued activities

School Aged Child Care (SACC) - Camp Hill School District

<u>Morning hours:</u>	6:30 - 7:00 am	Table games, reading, quiet activities
	7:00 - 7:30 am	Craft, organized game and clean up
	7:30 - 7:45 am	Clean up and leave for schools
	7:45 - start of school	Transportation from YMCA/Drop off at schools

We do not serve breakfast. However, children are permitted to bring food and a drink into the program to eat before school. Children are responsible for cleaning up afterwards. We ask that any food to be eaten in the morning program be kept separate from the child's lunch.

<u>Afternoon hours:</u>	End of school - 3:30 pm	Pick up at schools/transportation to YMCA
	3:30 - 4:00 pm	Restroom, Wash Hands & Snack, Homework
	4:00 - 5:00 pm	Outdoor or indoor organized activity
	5:00 - 6:00 pm	Homework or continued activities

The staff will encourage and assist all children who have homework during designated times. However, we DO NOT have the staff resources to give individual students one-on-one attention or to ensure that all homework is completed at our program.

- Please be sure that all items brought into our program (backpacks, lunch boxes, coats, etc.) are properly labeled and neatly organized on the designated table.
- The YMCA School Age Child Care staff is not responsible for any items which are left at school or left after program hours. There is an agreement between the YMCA and the principals at each school that the children **not** be allowed to enter the classrooms after school hours to retrieve anything left behind.
- A written request is necessary for the transferring of your child's records to another facility. Please allow 2 weeks for the request to be processed.

DROP OFF AND PICK UP PROCEDURES

Every child must be signed in and out of our program daily. This must be done by the responsible parent or guardian and not by the child or program staff. The correct time of drop off and pick up must be recorded, as well as the parent or guardians signature, on the sign in/out sheet located at the program location.

The West Shore YMCA Child Care programs are located at the West Shore YMCA facility, West Shore YMCA Program Annex, as well as the 7 Cumberland Valley Elementary Schools. Please utilize the following information for your drop off or pick up location:

West Shore YMCA Facility – please park in the main YMCA parking lot, and use the main entrance to the West Shore YMCA facility, our Kids-in-Motion program is located in the front of the building, down the right hallway past the Welcome Center; our Teen Club program is located in the rear of the building.

West Shore YMCA Program Annex – please use the main entrance to the West Shore YMCA Program Annex located on the side of the building, off of Fallowfield Road. Parents shall park in the main parking lot of the facility. When entering the building, please ring the doorbell at the Main Door and a staff member will let you in.

Green Ridge Kids Klub – please park in the main parking lot in the front of the school, and use the Gym entrance to the school, our Kids Klub program is located in the cafeteria at the rear of the school.

Hampden Kids Klub – please park in the main parking lot of the school, and use the main entrance to the school, our Kids Klub program is located in the multipurpose room in the front of the school.

Middlesex Kids Klub – please park in the main parking lot of the school, and use the cafeteria entrance to the school, our Kids Klub is located in the cafeteria at the front of the school.

Monroe Kids Klub – please park in the parking lot on the right side as you enter the complex, and use the cafeteria/gym entrance to the school, our Kids Klub program is located in the multipurpose room on the right side of the school.

Shaul Kids Klub – please park in the main parking lot of the school, and use the cafeteria entrance to the school, our Kids Klub program is located in the cafeteria at the front of the school.

Silver Spring Kids Klub – please park in the main parking lot of the school, and use the main entrance to the school, our Kids Klub program is located in the multipurpose room located in the front of the school.

Sporting Hill Kids Klub – please park in the main parking lot of the school, and use the cafeteria entrance to the school, our Kids Klub program is located in the cafeteria at the front of the school.

FEES AND PAYMENTS

The following fees will be in effect for the **2018/2019** school year:

Kids-In-Motion Kindergarten **\$ 510/month**

Cumberland Valley Kids Klub

Before School Care only - Cumberland Valley **\$275/month**
After School Care only - Cumberland Valley **\$315/month**
Before & After Care - Cumberland Valley **\$395/month**

Camp Hill SACC

Before School Care only - Camp Hill **\$220/month**
After School Care only - Camp Hill **\$240/month**
Before & After Care - Camp Hill **\$280/month**

There is a \$20.00 sibling discount per month per additional child attending. Child Care Network and other child care subsidies are accepted. **Financial aid is available through the West Shore YMCA for those who qualify.** Applications for financial aid are available at any of the Harrisburg Area YMCA branches and on our website.

The West Shore YMCA Child Care provides care on all school days, previously scheduled early dismissals, and previously scheduled half days included in the monthly fee mentioned above. Payment is required regardless of whether a child attends the child care program on a given day or not. (i.e. goes home on the bus with a friend, is sick, goes on a family vacation, etc.)

All Day Care is provided on many school holidays. It is available to all enrolled children at a rate of **\$40.00 per day**. Please see page 6 and 7 for a list of holidays when the Cumberland Valley School District is closed **AND** the Child Care Programs **WILL NOT** provide child care services.

Year-end tax statements will be available UPON REQUEST after January 2nd.

Registration Fee is due at the **time of registration**. Remaining payments are due as follows:

August/September – due by August 13 th	February – due by January 21 st
October – due by September 24 th	March – due by February 18 th
November – due by October 22 nd	April – due by March 25 th
December – due by November 26 th	May/June – due by April 22 nd
January – due by December 17 th	

If your monthly fee is not paid by the due date listed above, there will be a **\$30 late fee** charged to your account and your child will be **unable** to attend the Child Care program until the balance is paid in **FULL**. If payment is not made by 5pm Friday of the week payment is due, care will be terminated.

- **If you are having financial difficulty and cannot afford to pay the monthly fee, please contact the Child Care Office at 737-9622. Financial Assistance is available to those who qualify.** Financial Assistance will cover the time frame from application until need subsides. It will not cover extensive overdue balances.
 - **Co-payments are due regardless of attendance. No prorated fees will apply.**
- Monthly payment receipts will be provided UPON REQUEST. Year-end tax statements can also be requested. Please contact our Child Care Office at the West Shore YMCA for the tax statement or questions about your balance.
- The YMCA Child Care programs require a two (2) week notice of termination from the program. All notices must be given to the Child Care Office at the West Shore YMCA.
- **Parents receiving Child Care Network, TANF, or YMCA scholarships must adhere to all payment requirements. Absences from the program exceeding 5 consecutive days will result in CCN placing you on Adverse Action.** Failure to pay established weekly co-payments will result in suspension from our program until all fees, including late fees, are paid and could lead to loss of subsidy.

IN THE EVENT THAT WE ARE REQUIRED TO TAKE YOUR ACCOUNT TO A COLLECTION AGENT, YOU WILL BE FULLY RESPONSIBLE FOR ALL COLLECTION COSTS, COURT COSTS, AND ATTORNEY'S FEES. IN ADDITION, YOU WILL NOT BE PERMITTED TO RE-ENROLL IN ANY CHILD CARE PROGRAM IN THE FUTURE.

WEATHER RELATED DELAYS AND CLOSINGS

In the event of inclement weather or natural disaster (snow, rain, flood, power outages, earthquake, tornado, etc.) child care services may be canceled. The West Shore YMCA Child Care Department's procedures for closings and cancelations are as follows:

There will be **NO Morning (AM) Kid Klub or SACC programs** at the Cumberland Valley Elementary Schools or West Shore YMCA Program Annex on any day in which the Cumberland Valley or Camp Hill School Districts announce a **delayed opening** due to inclement weather or natural disaster. Our AM Kids-in-Motion Kindergarten program will open as usual, as long as the West Shore YMCA facility is open.

There will be **NO Afternoon (PM) Kids Klub or SACC programs** at the Cumberland Valley Elementary Schools or West Shore YMCA Program Annex on any day in which the Cumberland Valley or Camp Hill School Districts announce an **early dismissal** (a dismissal before the normal end of the school day) due to inclement weather or natural disaster. Our PM Kids-in-Motion Kindergarten program will operate as usual, as long as the West Shore YMCA facility is open and the Early Dismissal was announced after AM Kindergarten has dismissed at your child's school.

In the event the Cumberland Valley or Camp Hill School Districts **close school for the day** due to inclement weather or natural disaster there will be **NO Kids Klub or SACC programs at the Cumberland Valley Elementary Schools or West Shore YMCA Program Annex**. Our **AM/PM Kids-in-Motion Kindergarten** will also be canceled.

It will be at the discretion of the Child Care Director to determine if there will be an All Day Care program at the **West Shore YMCA** on days when the Cumberland Valley or Camp Hill School Districts announce they are closed due to inclement weather or natural disaster. You will only receive an email from the Child Care Director in the event school is canceled. That email will contain information regarding an all day care, if offered, as well as how to register your child for that care. Registration for care on a day when school is canceled because of inclement weather or natural disaster will only be available on that day once an email is sent. **Pre-registration for those days is NOT AVAILABLE.**

Normal monthly charges will apply for inclement weather or natural disaster related closings/delays.

SCHOOL HOLIDAYS AND IN-SERVICE DAYS

Child Care is available most days that the YMCA is open. The cost for full day care is **\$40.00 per day**. Parents must supply a bagged lunch. The YMCA will provide snacks. All Day care registration will be taken on a first come/first serve basis. The following is a list of days in which the YMCA Child Care Programs **do not** operate:

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

The West Shore YMCA **will not** have child care services available on **President's Day, Monday, February 18, 2019**. This day is used to provide training and staff development for our Child Care Staff.

Child Care Services are offered on normal scheduled school days. Care options are at the discretion of the West Shore YMCA Child Care Department on scheduled ½ days of school, days in which there is a Field Trip or Field Day that does not allow for normal arrival or dismissal times, on days affected by inclement weather, or on any other day when the normal scheduled school day is altered.

The West Shore YMCA Child Care Department offers **Camp Holly** over **Christmas Break** and a Spring Break Camp over the **Easter/Spring Break** holiday. Contact the West Shore YMCA Child Care Office for further information about this program in late November and late February, respectively. Registration for **Camp Holly** will open the beginning of December. Registration for **Spring Break Camp** will open the beginning of March.

LATE PICK UP POLICY

Our sites are open until 6:00 pm. We are only permitted to use our designated space until that time. If you know that you will be late, it is **your** responsibility to make arrangements for someone to pick up your child. All of our sites have a phone so that you can contact the staff to let them know of any problems that arise. If the staff cannot reach you and it is 6:00 pm or later, the staff is instructed to call the emergency contact person listed on the forms. **You will be billed \$ 1.00 per minute for each minute that you are late according to the site clock.** Being late on a consistent basis may result in your child's termination from the program.

The West Shore YMCA Child Care programs can be contacted at the phone numbers listed below, all phone numbers are a (717) area code:

West Shore Branch YMCA.....737-9622	Middlesex Elementary SACC.....884-1547
Kids-In-Motion-Kindergarten.....884-3056	Monroe Elementary SACC.....574-6659
Camp Hill SACC....576-8726	Shaul Elementary SACC.....712-6957
Green Ridge Elementary SACC.....574-5172	Silver Spring Elementary SACC....574-3936
Hampden Elementary SACC.....576-8727	Sporting Hill Elementary SACC.....576-8724

HEALTH INFORMATION

Every child enrolled in the program MUST have a current physical on file at the YMCA. Each parent will receive notification indicating when a physical is in need of being updated. The physical examination must be performed by a licensed physician or by a Certified Registered Nurse Practitioner (CRNP) and ALL immunizations must be up-to-date unless the form is accompanied by a written medical excuse. It is a DHS regulation that all children enrolled in our program have current physicals on file; failure to do so may result in termination from the program. **We must be advised, in advance notice of any health problems, behavior disorders or dietary needs.**

The health of the children enrolled in the program is highly important to us. Please be aware that it is by school and DHS regulations, which state "we cannot provide care for children that have or show any of the following symptoms":

- Fever of 100 degrees or higher
- Constant runny nose that is yellow or green in color
- Inflamed eyes, pink eye or other infection
- Any untreated, contagious or persistent illness
- Rash or other contagious skin condition
- Diarrhea
- Vomiting
- All children must be able to participate in the designated activities

It is our policy that a child who has shown sign of any of the above symptoms cannot return to care for 24 hours after the child has last shown symptoms. This is to help ensure that the spread of the illness is limited.

IN THE EVENT OF AN EMERGENCY

The YMCA has plans in place in the event of an emergency during our program hours. As a requirement of the Department of Human Services, as well as local Township and County Emergency Management Agencies, all Emergency Plans are reviewed and submitted for approval yearly. Complete copies of the Emergency Plans are kept on site at each program location, as well as with the Child Care Director.

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation** - Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- **In-place sheltering** - Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation** - Total evacuation of the facility may become necessary if there is a danger in the area. In the event we have to evacuate a program location and are unable to shelter-in-place, because of an emergency, the following plan is in place for relocation:
 - **West Shore YMCA Kids-in-Motion** program will relocate to the YMCA Programs Annex, located at the end of the West Shore YMCA parking lot.
 - **Camp Hill SACC** program will relocate to the West Shore YMCA facility, located across the parking lot.
 - **Green Ridge Elementary Kids Klub** program will relocate to Shaul Elementary Kids Klub.
 - **Hampden Elementary Kids Klub** program will relocate to Sporting Hill Elementary Kids Klub.
 - **Middlesex Elementary Kids Klub** program will relocate to Silver Spring Elementary Kids Klub.
 - **Monroe Elementary Kids Klub** program will relocate to Silver Spring Elementary Kids Klub.
 - **Shaul Elementary Kids Klub** program will relocate to Green Ridge Elementary Kids Klub.
 - **Silver Spring Elementary Kids Klub** program will relocate to Green Ridge Elementary Kids Klub.
 - **Sporting Hill Elementary Kids Klub** program will relocate to Hampden Elementary Kids Klub.
- **Modified Operation** - May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

In the event of an emergency situation, we will call you and inform you of the emergency steps taken. We will also call you once the emergency situation has been resolved.

MEDICATION POLICY

The YMCA staff will administer prescription drugs to the children in our before and after school programs PROVIDED that the medication is submitted in its original container and must have a prescription label on it, which includes the child's name, the time(s) the medication is to be given, the name of the medication and the dose that the child is to receive. All prescription bottles must be dated within the last year. If the original medicine bottle label does not include the above-

mentioned information, a prescription from the doctor containing the EXACT same information may be substituted.

A parent or legal guardian will be required to sign in on a medication log each time any PRESCRIPTION MEDICATION that is to be administered at his or her child's center.

The YMCA staff will NOT administer over the counter medications.

SPECIAL NEEDS AND REQUESTS

The West Shore YMCA is very willing to work with families when a child has special needs or requests. Please keep us informed of any food allergies, asthma, etc. If your child has an IEP, please consider providing us with a copy. The more information we have about your child, the better able we are to assist in appropriate care.

CONFERENCES

A "Getting to Know You" meeting is offered to every family within 60 days of every child's enrollment. We encourage you to schedule a time to meet with your child's counselors to discuss how things are going and to answer any questions you may have. Conferences are available at your request.

BEHAVIOR/DICIPLINE POLICY

The Harrisburg Area YMCA Child Care Programs are designed to furnish an atmosphere that provides structure, yet gives children a certain amount of choices. It is important that we value each child in our program as an individual and respect the fact each child is facing conflicting feelings about his or her self-image. As such, we realize that no child is perfect and that some children do and say things that they should not. However, we cannot allow a free-for-all environment where all behaviors are tolerated while disregarding the safety of every child enrolled in the program. Therefore, we are letting you know more about our policies and procedures regarding discipline. Enrollment in the YMCA programs is a privilege and failure to adhere to the policies will result in termination from the program.

- A. Any non-accidental incident that a child is involved in which results in a physical injury will be documented with an INCIDENT REPORT. The child who receives an injury, regardless of how minor, will get a documented ACCIDENT REPORT. Please be advised that it is possible for a child involved in an incident to receive both an INCIDENT and an ACCIDENT REPORT.
- B. A parent or guardian must sign all INCIDENT and ACCIDENT REPORTS, and the person signing the report will receive a copy after all necessary parties have signed it.
- C. The YMCA encourages all children enrolled in any of our programs to understand the importance of values. The Harrisburg Area YMCA particularly stresses the values of caring, honesty, respect and responsibility. The children in our **CHILD CARE** programs talk about these values on a regular basis and they are rewarded for adhering to them. Conversely, behaviors that are contrary to these values are not accepted. Examples of this include, but are not limited to teasing, taunting, name-calling and encouraging others to exclude a child from the group. These behaviors will also result in an INCIDENT REPORT.
- D. The YMCA will document, on an INCIDENT REPORT, any threat a child makes to bodily

harm another child or a staff person. While we do not wish to have a “zero tolerance policy” regarding these threats, we are required to take them seriously.

- E. An INCIDENT REPORT is intended to inform you, the parent or legal guardian, about inappropriate behavior that has occurred. We encourage you to review the report with your child and to discuss better ways to deal with the situation that transpired. Should you have any questions or concerns about the report, the staff at your child’s site would be happy to discuss them with you. As with any disagreement, the viewpoint of the persons involved may vary greatly. Please remember that at no time is it acceptable for a parent or legal guardian to engage in an argument or threaten the staff who work with the children. Examples of such behavior include but are not limited to: loud voices in front of the children, foul language or threatening physical harm. This type of behavior could result in your child’s dismissal from the program.
- F. Should a child cause damage to any YMCA owned or leased property as a result of inappropriate activity or behavior, the Harrisburg Area YMCA reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property.

The West Shore YMCA reserves the right to suspend or terminate the enrollment of any child who is consistently unable to participate as part of the group, as defined by the Harrisburg Area YMCA Behavior/Discipline Policy. Any child who has been terminated from a West Shore YMCA child care or camp program will not be eligible to re-enroll at any time in the future. Termination or suspension will be considered based on an excessive amount of INCIDENT REPORTS or if the severity of a specific incident is such that we feel that the safety of the other children or staff may be in jeopardy. Such decisions are not entered into lightly. When a decision of this nature is made by the Child Care Director and subject to the approval of the Executive Director, the circumstances surrounding the event(s) have already been discussed with all child care staff involved and with the parent or guardian of the child in question. Any incident which occurs in a Harrisburg Area YMCA program must be kept confidential; therefore, the outcome cannot be discussed with the parents of other children involved in the program. There will be no refunds given for a child who has been suspended or terminated by the West Shore YMCA.

POLICY FOR INTOXICATED PARENTS

The West Shore YMCA School Age Child Care Program cannot release a child to any parent that appears to be intoxicated or under the influence of a chemical substance. For the safety of the child, staff will contact another authorized person to release the child. If the parent is not willing to abide by this policy, the staff will have no recourse but to call the police. Please do not put our staff in a position where they have to make this decision.

ADDITIONAL INFORMATION



What is CHIP?

CHIP is short for the Children's Health Insurance Program - Pennsylvania's program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance. There are a lot of reasons kids might not have health insurance - maybe their parents lost a job, don't have health insurance at work or maybe it just costs too much. Whatever the reason, CHIP may be able to help. Call 1-866-727-5437 for more information!

For more information on Child Care Network funding, contact:

CCIS of Cumberland/Perry County
230 S. Spring Garden St.
Carlisle, PA 17013
Phone: (717) 243-4014
Toll-Free Phone: 1-800-358-8725
Fax: (717) 243-0309



To Empower People to Prevent Child Sexual Abuse

More information on Darkness to Light can be found at: <http://www.d2l.org>

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg.
PO Box 2675
Harrisburg, PA 17105

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

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street, 8th Floor
Harrisburg, PA 17104



United Way of the Capital Region
2235 Millennium Way
Enola, PA 17025
Phone: 717.732.0700
Fax: 717.732.5100

For information on the Child Tax Credit, call 1-800-829-1040.

CUMBERLAND VALLEY
SCHOOL DISTRICT



Cumberland Valley School District
6746 Carlisle Pike
Mechanicsburg, PA 17050
(717) 697-8261
www.cvschools.org



Camp Hill School District
2627 Chestnut Street
Camp Hill, PA 17011
(717) 901-2400
<http://www.camphillsd.k12.pa.us/>

Access to Vaccines

The Vaccines for Children Program offers vaccines at no cost for eligible children through doctors enrolled in the program.

Visit <http://www.cdc.gov/features/vfcprogram/> for more information.

I have received and understand the information contained inside the West Shore YMCA's Child Care Department Parent Handbook for the **2018/2019** school year and I agree to abide by its policies.

Parent's Name

Parent's Signature

Child's Name

Date

Program Attending