



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# WEST VALLEY FAMILY YMCA PARENT HANDBOOK 2018-19

# AFTER SCHOOL CLUB PROGRAMS

HAYNES CHARTER FOR ENRICHED STUDIES (Grades K-5)  
VANALDEN AVENUE ELEMENTARY (GRADES K-5)  
ROUND MEADOW ELEMENTARY (GRADES 3-5)



This handbook is not for summer day camp or any summer day camp programs. This handbook is not for any licensed child care program.

Dear YMCA families,

Welcome to the West Valley Family YMCA! Thank you for making an investment in your child's development. Your YMCA Exempt After School Enrichment Program & Off-Site Accredited Day Camp Program can make a real difference in the life of your child as we focus on building strong foundations of healthy self-esteem through character building activities, creation of asset building environments (Search Institute's 40 Developmental Assets), and attention to your child's learning experience.

Our exempt after school enrichment program and off-site accredited day camp program components include: commitment to learning, fitness activities, enrichment programs in the arts and humanities, service learning, effective decision making, skill building, literacy and leadership development. Studies show that children who participate in YMCA Afterschool Programs:

- **Are more cooperative with adults**
- **Are more likely to resolve conflicts by talking instead of hitting or fighting**
- **Improve their academic performance**
- **Become caring, responsible adults**

The YMCA is committed to providing a family-friendly environment. You are welcome to visit the program at any time to observe your child's participation. Parents and other family members are encouraged to attend YMCA special events, volunteer on field trips and support the YMCA annual fundraising campaign, which raises funds for financial assistance and scholarships for families who otherwise could not afford to attend the YMCA. The YMCA School-Age Afterschool Program has a Parent Advisory Council (PAC) whose role is to evaluate the program, make recommendations for improvements and enhancements to the program.

The West Valley Family YMCA puts Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all. The YMCA is a non-profit charitable organization with a mission reflecting its rich heritage that reaches back to 1844 when the YMCA was founded. We are the Y and we're here for Youth Development, Healthy Living and Social Responsibility.

The YMCA of Metropolitan Los Angeles follows the YMCA Four Core Values, listed as follows:

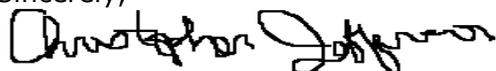
**Honesty**  
**Responsibility**  
**Respect**  
**Caring**

We also strive to incorporate the 40 Developmental Assets that have shown to be essential for kids to become caring successful adults (listed at the end of this handbook).

This Parent Handbook is your guide to the West Valley Family YMCA and our after school club programs and accredited school-year day camp programs. This handbook outlines our program operations, policies, procedures, safety and risk management, program activities, and communication. If you have a question that is not covered in this handbook, please contact your After School Director/Program Lead or the West Valley Family YMCA Program Department.

We look forward to helping your child reach his or her full potential and to build a lasting relationship with you and your family.

Sincerely,



**Christopher Jefferson**

Senior Program Director, Child Care & Community  
WEST VALLEY FAMILY YMCA

# Welcome to the Y!

**The LA Y's Mission:** The YMCA of Metropolitan Los Angeles puts Judeo Christian Principles into practice through programs that build a healthy spirit, mind and body for all.

**Our Values:** All staff and youth are expected to conduct themselves in accordance with the 6 pillars of Character. The Character Counts model of caring, respect, responsibility, trustworthiness, citizenship, fairness as well as the YMCA Four Core Values of Honesty, Caring, Respect and Responsibility.

**Our Cause:** At the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, thrive and grow.

**Who We Are:** The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.

## **Youth Development – Nurturing the potential of every child and teen**

Nine million youth are taking a greater interest in learning; making smarter life choices; and cultivating the values, skills and relationships that lead to positive behaviors, the pursuit of higher education and goal achievement.

## **Healthy Living - Improving the nation's health and well-being**

Millions of adults and youth receive the support, guidance and resources needed to achieve better health and well-being.

## **Social Responsibility - Giving back and providing support to our neighbors**

Across the country, the Y helps people give back and assist their neighbors by offering those opportunities to volunteer, advocate and support programs that strengthen community.

## **The Y's Impact:**

- More than 2,600 locations in 10,000 communities across the country.
- 21 million people (12 million adults and 9 million youth) of all ages, incomes, backgrounds and abilities come to the Y to learn, grow and thrive.
- 500,000 volunteers – kids, parents, individuals, and business and community leaders –are personally vested in strengthening their communities.
- 20,000 full time staff
- 64 million households and 32 million children ages 14 and under live within three miles of a YMCA, while 1,518 YMCAs serve communities where the median family income is below the U.S. average

**Involvement at the Y:** The Y hopes to engage more people in the communities it serves whether it is as a member, volunteer, supporter or advocate. All play a vital role in strengthening our communities. To learn more visit [www.yocala.org](http://www.yocala.org). Each YMCA association is an independent, autonomous organization with its own governing board, professional staff and assets.

## **About the West Valley Family YMCA Board of Managers**

The West Valley Family YMCA is governed by a Board of Managers, who provides oversight to local branch operations, protocols, and procedures. Through regular meetings, as well as an extensive committee structure, the Board monitors on-going operations, ensures the proper funding for the organization, and provides leadership to the long range planning process for the YMCA in the Los Angeles County area.

## **The Volunteer/Staff Partnership**

The community-based, member-oriented ownership of the YMCA provides for a unique relationship between the staff hired to implement programs and those members participating. In many cases, the staff for a particular program has been involved as a member prior to their taking on a leadership position. This "train our own" leadership development philosophy allows for maintaining high standards in program quality. Members and volunteers play a key role in providing program leadership and the input necessary for the local Board of Managers to make sound strategic planning and operational decisions.

## **SECTION I: General Information**

### **WELCOME TO THE Y!**

#### **Why is this Program called an "Exempt" After School Enrichment Program?**

The YMCA legally operates exempt programs on various campuses across the state. Exempt simply means that our program is not a state licensed child care program and that the program does not take place in a licensed child care facility. Parks and Recreation or the Boy and Girls Club are examples of other reputable exempt programs for youth. The YMCA provide exempt programs that are rich in quality and that provide a safe environment for children to learn, grown and thrive. Another word for exempt is non-licensed program. The focus of our program is to provide enriching experiences focused around Academics, Enrichment and Recreation. We do this through afterschool clubs that are offered on a session schedule. Licensed child care programs focus on providing care and supervision in a facility. Exempt Enrichment programs focus on proving enrichment and supervision and a facility is not required. This is not a licensed child care facility.

**Primary Purpose:** To provide a structured afterschool enrichment program that includes specialty classes such as academic support, art, music, drama, cooking, special interest clubs, and organized sports. This type of program is delivered using sessions and only operates when school is in session.

#### **Who We Are**

We believe that to bring about meaningful change in individuals and communities, we must be focused and accountable. At the Y, we measure the success of our cause by how well we engage communities in our three areas of focus. The Y is a cause-driven organization that is for youth development, for healthy living and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health and our neighbors. The Y is for everyone. Our programs, services and initiatives enable kids to realize their potential, prepare teens for college, offer ways for families to have fun together, empower people to be healthier in spirit, mind and body; prepare people for employment, welcome and embrace newcomers and help foster a nationwide service ethic. And that's just the beginning.

#### **Our Areas of Focus**

- **YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen.
- **HEALTHY LIVING:** Improving the nation's health and well-being.
- **SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors.

#### **Our Areas of Focus**

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#### **YMCA Program Philosophy (Our Cause)**

The Y's cause is to strengthen community through youth development, healthy living, and social responsibility. The purpose of our Summer Day Camp Program, as with every Y program, is to help participants grow spiritually, mentally and physically. This experience is grounded in a set of seven objectives that the YMCA has for all program participants:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills
- Have fun

#### **Our Values**

**Caring:** to demonstrate a sincere concern for others, for their needs and well-being. Related values: compassion, forgiveness, generosity, and kindness.

**Honesty:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

**Respect:** to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

**Responsibility:** to do what is right--what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service and citizenship.

#### **Mission Statement**

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

**Please note:** In keeping with the "Mission Statement", YMCA programs refrain from specific religious instruction and worship.

### **Search Institute's 40 Developmental Assets**

The Search Institute has identified 40 concrete, positive experiences and qualities that have a tremendous influence on the lives of children. Research shows that these 40 developmental assets help children make wise decisions, choose positive paths, and grow up competent, caring, and responsible. For success, children need an average of 31 to 40 assets in their lives. The national, self-reported average taken from surveys of thousands of youth is 18 assets. Fewer assets in a child's life result in the greater potential for high-risk behaviors. The YMCA, in partnership with parents and schools, puts the focus on creating asset-rich environments. For a list of the 40 Developmental Assets, please see the appendix section of this handbook.

### **The Eight Categories of Developmental Assets**

1. Support
2. Empowerment
3. Boundaries and Expectations
4. Constructive Use of Time
5. Commitment to Learning
6. Positive Values
7. Social Competencies
8. Positive Identity

### **To Develop the Inner Strengths of Young People Through:**

- Focusing on increasing self-confidence and feelings of self-worth.
- Focusing on increasing each individual's recognition and appreciation of his/her own uniqueness, and motivating him/her toward their full potential.

### **To Develop the Interpersonal Skills of Young People Through:**

- Focusing on their learning to be effective members of and carry out personal responsibilities in groups.
- Focusing on increasing their ability to be aware of the feelings of others and their willingness to respond with empathy.

### **To Strengthen Families Focusing On:**

- Improving the ability of parents and children to communicate with and understand each other.
- Increasing the ability of family members to express concern and appreciation for one another.

Increasing the family's ability to work and play together and function effectively as a unit.

## **REGISTRATION**

### **Program Registration / How to Get Started**

An enrollment packet (also referred to as a registration packet or registration package) is required for all program participants. Children will not be admitted into program without an enrollment packet. Enrollment packets must be turned in at the time that you enroll and must be filled out completely. In an attempt to make enrollment easier, we have reduced the size of the enrollment packet from 28 pages to 12 pages. If you have any questions about a particular form and whether or not it is applicable to your child, please do not hesitate to reach out to us. For your convenience, our enrollment packet is available in a Smart PDF version that allows you to type right into the document, if you prefer. Please be sure to save-as-you-go just in case the PDF freezes or unexpectedly closes.

**All payments and enrollments must be made at the West Valley Family YMCA. We will no longer accept payment authorizations or enrollment packets on-site at our off-site day camp locations. Initial enrollment and the submission of enrollment packets must take place at the West Valley Family YMCA in Reseda. This is for everyone's safety and security.**

We sincerely apologize, but we do not have online registration at this time.

**During the operation of our full-day/single-day program at our off-site licensed child care locations,** your child's file is available for review by the Department of Social Services licensing analyst at all times. Your child may also be interviewed by a licensing evaluator without prior parent permission as per state regulations.

### **Program Sites & Information**

Our exempt afterschool enrichment program is held at:

1. **Haynes Charter for Enriched Studies** 6624 Lockhurst Drive, West Hills, CA 91307 | 818 716 1520
2. **Round Meadow Elementary** 5151 Round Meadow Road, Hidden Hills, CA 91302 | 818 594 0522
3. **Vanalden Avenue Elementary** 19019 Delano St, Reseda, CA 91335 | 818 996 8564

In addition to our exempt afterschool program, we also offer licensed before and after school programs and accredited camp programs on the campuses of 7 public elementary schools from Reseda to Calabasas.

1. **Woodlake Avenue Elementary** (Woodlake Elementary Community Charter) 23231 Hatteras Street, Woodland Hills, CA 91367 | 818 643 0065
2. **Pomelo Elementary** (Pomelo Community Charter) 7633 March Avenue, West Hills, CA 91304 | 818 665 9794
3. **Round Meadow Elementary** 5151 Round Meadow Road, Hidden Hills, CA 91302 | 818 594 0522
4. **Bay Laurel Elementary** 24740 Paseo Primario, Calabasas, CA 91302 | 818 223 9528
5. **Hamlin Charter Academy** 22627 Hamlin St, West Hills, CA 91307| 818 214 9779
6. **Calabash Charter Academy** 23055 Eugene St, Woodland Hills, CA 91364| 818 643 0272
7. **Justice Street Elementary** 23350 Justice St, West Hills, CA 91304| 818 999 2006

\* Each Site has different program offerings. Before School and Day Camp is not held at all sites.

Our programs focus on the whole child and works to develop the 40 Developmental Assets in all children. All YMCA programs also offer children a wide variety of activities. Our programs allow children to explore their interests and desires while building their self-esteem and while also helping them to gain confidence and pride in their accomplishments. The three enrichment areas that we focus on are Educational, Recreational and Fine Arts. We believe that these areas allow for the maximum growth and development of all children. Enrichment programs are facilitated by our existing program staff who have strong passions in several different areas. At times, we may also have enrichment programs facilitated by qualified outside vendors and instructors.

**Age Parameters, Site Combinations and Program Relocation**

The YMCA reserves the right to change the age parameters of any program. The YMCA reserves the right to combine programs. The YMCA reserves the right to relocate a program to another site or provide an alternate program at a different site location.

Families on Option 2 are able to go to Woodlake Elementary School’s YMCA (for Haynes Participants) and Bay Laurel Elementary School (for Round Meadow participants) during school breaks and day camp when YMCA care is available. Our full-day/single day programs at Woodlake and Bay Laurel sites are State licensed by the Department of Social Services Community Care Licensing Division (CCLD) and are accredited by the American Camp Association during day camp. Parents are required to complete a transfer packet prior to being admitted at Woodlake and/or Bay Laurel for care on full-day/single day programs days of operation, as required by CCLD. A transfer packet is not required to attend day camp at Woodlake or Bay Laurel, as our day camps are accredited through the American Camp Association, and not CCLD. Children and families in program at Woodlake and/or Bay Laurel on full-day/single day programs day of operation, are regulated by Title 22 during the child’s/family’s time enrolled at the licensing facility. Our Vanalden location offers accredited day camp during the school breaks. **Families not on Option 2 who opt to pay for day camps separately may register at any available location that has space.**

**Grade Parameters**

- Haynes: K-5 grade
- Vanalden: K-5
- Round Meadow: 3-5 grade

**ABOUT OUR PROGRAM**

**Program Start and End Dates**

	<b>Site(s)</b>	<b>Start Date / End Date &amp; grade of children accepted</b>	<b>Important Notes for both LAUSD and LVUSD:</b>
<b>LVUSD</b> Las Virgenes Unified	<ul style="list-style-type: none"> <li>• Round Meadow Elementary</li> </ul>	<ul style="list-style-type: none"> <li>• Wednesday, August 22, 2018 – Wednesday, June 12, 2019</li> <li>• Grades 3-5</li> </ul>	<ul style="list-style-type: none"> <li>• LAUSD Program is generally open Monday – Thursday, with an optional extra Friday program. LVUSD Program is generally open Monday, Tuesday, Thursday and Friday, with an optional extra Wednesday program.</li> </ul>
<b>LAUSD</b> Los Angeles Unified	<ul style="list-style-type: none"> <li>• Haynes Charter for Enriched Studies</li> <li>• Vanalden Avenue Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>• Tuesday, August 14, 2018 – Friday, June 7, 2019</li> <li>• Grades K-5</li> </ul>	<ul style="list-style-type: none"> <li>• Days of program are based on the options that you select at the time you register.</li> <li>• Please see the fee schedule and the parent handbook for a list of days and dates that program is not offered and that the program is closed.</li> <li>• The start and end dates are based on the current district calendars and are subject to changed based on the district schedule.</li> </ul>

## **Ratios**

Our ratios are 1 adult staff member for every 15 children grades K-2<sup>nd</sup> and 1 adult staff member for every 20 children grades 3<sup>rd</sup> and up.

## **Program Hours**

After School Program:

- After school program is offered until 6:00 pm

Day Camp:

- Day Camp hours begin at 7:00 am
- Day Camp hours end at 6:00 pm at most locations
- Bay Laurel has special day camp closing hours of 6:30 pm

## **Holiday Schedule**

Our program **does not operate** on the following days and we are closed:

- Labor Day
- Veteran's Day
- Thanksgiving Day and the Day After Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day (Washington)
- Memorial Day
- Independence Day
- All student-free school days

Refer to school calendar for specific dates.

If the legal holiday falls on the weekend, the holiday is observed the day before or after. **Example:** If the holiday falls on Saturday, the holiday is observed on Friday. If the holiday falls on a Sunday, the holiday is observed on a Monday. If circumstances deem it necessary, the YMCA reserves the right to deviate from the example listed in the sentence prior to this sentence.

## **The YMCA does not prorate fees when a holiday falls on a weekday.**

Modified Day Schedule: The YMCA sites will close at 1:00pm on Christmas Eve and New Year's Eve, unless otherwise noted, for sites that are open during Winter Day Camp. If New Year's Eve and Christmas Eve fall on a Saturday or Sunday, the 1 pm closure time will be honored on the Friday before.

Additionally, the YMCA will be closed on the following days for Staff Development:

**LAUSD:** August 13, 2018

**LVUSD:** August 20 & 21, 2018 & June 13 & 14, 2019

In addition to school days and day camps when the YMCA is open, we are also open for single-day/full day programming on the following days. **Please note:** you are required to pay a single-day rate if the following days are not included in your selected program option. If you are a first time participant, you are required to adhere to the wait-period and complete a full registration packet. Please see the fee schedule for pricing and for information about what additional days are included in each option:

**LAUSD:** August 31, 2018, September 10 & 19, 2018 and April 1, 2019 (may not be held at home site).

**LVUSD:** September 10, 2018, September 19, 2018, October 8, 2018, January 28, 2019 and March 11, 2019 (may not be held at home site).

**Please Note:** The YMCA follows the district calendar for LAUSD (Los Angeles Unified School District) for sites located on LAUSD campuses and the district calendar for LVUSD (Las Virgenes Unified School District) for sites located on LVUSD campuses. If your child attends private school or a school outside of one of these districts, our program will not be provided for any holidays or vacations that are different from the current LAUSD and LVUSD district calendars. The Y will not be able to accommodate your child if they attend a school whose dismissal schedule is not in sync with the dismissal schedule of the host school where the program operates.

**Attendance: Drop-Off, Pick-Up, Absences, Verifications, Departure Times, Late Drop-Off, Classroom Pick-Ups, Low Enrollment Mergers, Site Mergers**

**For after school programs:** If your child is going to be absent from the after school program, it is **VERY IMPORTANT** that you call your YMCA Program Site on the day of the absence. Your Program Site is equipped with voice mail for your convenience. Parents will be contacted by the YMCA staff if any child is marked "unexcused" unless a message has been received stating that he/she will be tardy or absent from the program. You are also welcome to e-mail your director to let them know that your child will not be attending the after school program. If we have not been notified of an absence and your child does not come to the YMCA after school, the YMCA will make attempts through the school and through parent/authorized emergency contacts, to verify your child's absence. We typically verify absences 15-20 minutes after the final after school bell rings. Typically, if we do not contact a parent or their representative to verify an absence, then the absence was verified through the child's teacher or the school. If we verify absences through the school, we will not make any other attempts to verify an absence for the day. This means that a parent may not be contacted when their child is absent for the day.

**The YMCA staff will go to the kindergarten classrooms or pick-up point afterschool to pick-up kindergarten children and walk them over to the YMCA. Some after school sites also provide this pick-up service for 1<sup>st</sup> grader children as well. Please speak with your After School Director/Program Lead to get a better understanding of how classroom pick-ups are organized, as it varies from school to school.**

**Children cannot attend the YMCA after school if they did not attend school that same day. Children must have an attendance record with the school marking them as present or tardy, but present, in order to attend the YMCA after school. Children dismissed from school for disciplinary reasons or illness may not attend the YMCA until they are readmitted into school. The YMCA does not issue any credits or refunds for missed time due to an admittance issue with the host school.**

**For day camp:** Children may not be dropped off at our Summer Day Camp Program after 10:30 am. Children must be dropped off at the program between 7:00 am and 10:30 am. Children arriving after 10:30 am, without prior arrangements, will be turned away. Children may only be dropped off after 10:30 am if:

- The parent has contacted the Camp Director to make arrangements for a late drop-off. For example, if your child has a doctor's appointment and will arrive at the program location at 11:30 pm, please inform the Camp Director the day before to inform them that you need to do a late drop-off. Your Camp Director will either grant or deny your request based on the availability of staff and ratios.

Additionally, some program days have early departure days for a field trip. This will be noted on the detailed weekly activity calendars for the session. At times, we may have field trip departures as early as 8:00 am. Please keep this in mind when preparing your child for the program each day.

Please arrive on time if the program has a field trip planned. The YMCA will not issue credits or refunds of any kind for missed days of program, including missed field trips, so be sure to check the schedule, as it may change without notice. Parents are welcome to call the day camp program as early as 7:00 am (8:00am for Discovery Camp) to ensure that the schedule for the day has not changed. In addition, if your child's group has left for a trip, you will be responsible for your child's supervision and/or transportation for the day. If you miss the bus and intend to transport your child to the field yourself, you must contact the Camp Director first to ensure that they are able to accommodate your child. We do not take extra staff on field trips. Unless we are notified prior to departure and are able to make the accommodation for you, we may not have enough staff to support children who arrive late at the field trip venue. If you miss the bus, you must contact the Camp Director (via the program cell phone) and obtain the Director's permission to accept your child at the venue. Your Camp Director will either grant or deny your request based on the availability of staff and ratios.

The YMCA requires attendance by 10:30 am in order to ensure that we maintain our ratios. At 10:30 am, if we are under or over-staffed, we can quickly make adjustments to the schedules for incoming and departing staff. After this time, it becomes extremely challenging, which is why we do not allow children to be dropped off after 10:30 am and or after the bus has departed for the field trip, unless it is pre-approved by the Camp Director.

**Extracurricular Activities**

Parents are responsible for informing their YMCA Program Site in writing if your child will be participating in an after school activity including school-sponsored events. Please include the following information:

- Days of the week that your child will be attending.
- Time period for the activity (start and end time).
- Time child is expected to arrive at the YMCA program center.
- Type of activity (tutoring, chorus, drama, Brownies, etc.).
- The start date and end date of the extracurricular activity.
- Name of authorized person (school teacher, coach etc.) to pick up and/or drop off your child for the extracurricular activity.

The YMCA Program Site will not release children from the program without the above information in writing. **The**

**YMCA is not responsible to pick children up from extracurricular activities, including, but not limited to, afterschool enrichment or sports offered by another organization or company. Many times, because we have to maintain our ratios, we are unable to leave the main facility or program to pick children up from other parts of the school, other than when school lets out for the day. Parents must make arrangements with the enrichment or extracurricular activities provider to ensure the child is returned to the YMCA after the activity/enrichment has ended.**

#### **Required Sign In and Out Procedures**

Parents must come into the site facility to drop-off and sign-in and/or pick up and sign-out their child. Parents must come in to the site facility and come to the Parent Table where the Sign-In/Sign-Out sheets are located. Parents must legibly sign their full name and the exact time on their child's weekly or monthly sign-in/sign-out sheet record. Parents are required to escort their child to and from the YMCA Program Site. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time. Please do not "honk" or call for us to send your child out to the car. Parents must physically walk inside to sign their child out of the program. Children may only be signed in and signed out by an adult who is 18-years-old or older who has been authorized by the parent on the authorization list. Younger siblings or younger relatives, under the age of 18 years-old may not sign children participant in or out of the program. For the after school program, children come to the YMCA from their classrooms and are signed-into the program by the YMCA staff and sign-out by a parent or authorized representative.

#### **Authorized Pick-Up List**

Only Authorized Individuals May Pick Up Children. For your protection, only persons authorized (must be 18 years or older), in writing, by the parents may pick up your child. Children are not allowed to sign themselves out. Parents must provide complete information on authorized persons including full name and driver's license number or state ID. **The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization.**

Anyone without proper authorization will be stopped from taking a child. If someone other than those persons authorized on the registration form will be picking up your child, you must notify the After School Director/Program Lead in writing. YMCA staff is not permitted to sign out children from program for the day. Additionally, any restricted individual must have a restraining order on file with the After School Director/Program Lead and at the YMCA office.

#### **Both parents' right to pick-up**

Under the laws of the State of California, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g. current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

#### **Custodial Orders**

The YMCA and its staff are not responsible for enforcing and upholding court orders regarding child custody. If your child is involved in a shared custody order, we ask the following:

- Copy of the court order.
- That both parents provide a joint calendar which indicates which parent will be picking up dropping off for each day along with a contact number for each parent on the calendar. This calendar should be provided no later than 5 days before month beginning.
- Please notify staff in writing of any changes to the original calendar
- **Please do not ask our staff to play mediator. We unfortunately cannot relay message between separated parents.**

If a parent that has some right to custody arrives to pick up on a date that they are not scheduled according to the calendar and the court order, our staff will place a courtesy call to the parent which is listed. If they are unable to reach that parent, a message will be left saying that the other parent is here to pick and the child is being released to them. If staff is able to reach the parent then the same information will be given to them. Our staff **WILL NOT** deny or withhold custody to an authorized parent. It is the responsibility of the parents to take this matter up with the courts or law enforcement agencies.

### **Late Pick-Up**

A late pick up fee of \$10.00 per every 15 minutes will be charged beginning at 6:01pm for all children picked up from the program late. All programs close at 6:00pm, except for Bay Laurel, which closes at 6:30pm. The \$10.00 per every 15 minute fee is per child. The late pick-up fee will be assessed, as follows:

- **Arrive between 6:01pm and 6:15pm**, \$10 late fee will be assessed
- **Arrive between 6:16pm and 6:30pm**, \$10 late fee will be assessed, for a total of \$20
- **Arrive between 6:31pm and 6:45pm**, a \$10 late fee will be assessed, for a total of \$30.
- **Arrive between 6:46pm and 7:00pm**, a \$10 late fee will be assessed, for a total of \$40.
- **Arrive between 7:01pm and 7:15pm**, a \$10 late fee will be assessed, for a total of \$50.

**Please note that the late fee policy will begin at 6:31pm for locations that close at 6:30pm.**

Parents who have not notified the Program that they will be late, can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as YMCA staff members.

- **6:00pm:** Program closes.
- **6:15pm:** Staff member in charge begins calling parent work number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the enrollment packet will be called.
- **6:45pm:** Staff member in charge contacts local authorities to determine if any problem related to the parent has been reported. The Program Director (or closest Director available) is contacted and apprised of the situation.
- **7:15pm:** If the child has not been picked up by this time and we have not received communication from the parent or an authorized adult, he or she will be turned over to the Sheriff's Department (or local Police) and DCFS will be contacted.
- **For program locations that close at 6:30pm, please modify the above schedules as follows, by increasing the above steps by 30 minutes.**

There is a \$10 charge for every 15 minutes you are late picking up your child from the program, beginning at 6:01 pm (or 6:31 pm for program locations that close at 6:30 pm). This fee is per child. Emergencies called in will be taken into account.

**IMPORTANT:** The late fee is assessed when you are late picking your child up from the program site by the required time, based on the option you have selected. The bullet points above are designed to show you an example of how you may be charged if you are late picking up your child. The bullets show an example of how a child who is supposed to be picked-up by 6:00pm, will be charge. **The same formula will be used in calculating late fees for children who are on options that end at 3:00pm, 4:00pm or 6:30pm.** For example, if you are on Option 3, Half Day, which ends at 4:00pm and your child is picked-up at 4:48pm, you will be charged \$10 for every 15 minutes you are late, meaning the YMCA would charge a late fee of \$30 per child.

When late, you are required to sign and date the late pick-up log. The late charge can be paid immediately at the YMCA Branch via cash or credit (no checks) or you can pay the fee online (instructions to pay online can be found on the back on the Late Pick-Up Form – you must have an e-mail on file with the YMCA to access the online portal). After you make your payment, please be prepared to keep your receipt of payment so that you can show it to the staff the child's next day of program. On the child's next day of program, you can show the staff a printed receipt (either from paying online or from paying in person at the Y) or you can show the staff an electronic receipt on your smartphone or tablet. Your receipt is your proof that the late pick-up fee was paid and that the child is permitted to return to the program. Late pick-up fees must be paid immediately before the child can return to the next day of program. Due to our own staff evening school schedules and family responsibilities we ask for your respect at all times in promptly picking up your child from program by the closing hour. We **cannot** accept any payments at our day camp programs. Please contact the YMCA immediately if a program staff accepts a cash payment on-site at the day camp program location.

Three late pick-ups within a rolling 30 days may result in termination of your child's enrollment in program. If you are terminated from the program due to a late pick-up termination, the YMCA will not issue any credits, refunds or transfers of any kind for any fees paid.

You risk dismissal from the program if:

- You fail to pay the late pick-up fees.
- You are late in picking up your child three (3) times within a rolling 30-day period.

**Parents must keep the YMCA office and the Day Camp program notified of phone number changes for work, home, and emergency contacts, at all times.**

### **Lunch, Snacks and Food Allergies**

The YMCA will also provide an afternoon snack each day of the program and a morning and afternoon snack during single-day/full-day programs. During day camp programs, the YMCA provides an afternoon snack only. On programs days that are full-day (such as full-day/single day programs and/or day camp programs), children must bring a sack lunch with a drink. **We are unable to warm, heat or cook food for children, so please do not send food that needs to be warmed, heated or cooked (such as a frozen TV dinner, leftovers, etc.).** The YMCA does not allow children to share food. The YMCA also strongly encourages families to pack healthy lunches and snacks with limited sweets. If the program facility has a refrigerator, the children may utilize it for their lunches and drinks, however, the YMCA strongly recommends packing a reusable cold pack, rather than using the community refrigerator, which can sometimes fill, especially on a snack shipment day. The YMCA stands for healthy living, so please do not send sugary drinks, soda, cookies, cakes, candy, goodies and other unhealthy food to program in your child's lunch pail. The YMCA wants to encourage families to pack healthy lunch and substitute sugary treats with more healthy options. If your child needs to have a treat in their lunch pail, please limit it to one a day or (even better), one a week.

Please inform your After School Director/Program Lead on the first day of program if your child has any allergies. We keep an allergy chart with all the allergies that parent's list in their child's registration packet, however, it always helpful to make mention of this upon your arrival to the program. Snack menus are posted monthly. Please check the snack menu to ensure that your child can eat the snacks that are being prepared. Peanut Butter is a common allergy, and should be addressed with your After School Director/Program Lead on the first day of program. The YMCA cannot control what children bring for lunch or snack. We will encourage parents not to send peanut butter, but we cannot guarantee that they will not (unless the host school has a peanuts policy; if this is the case, then the YMCA will adhere to the host school's policy at the YMCA facility and program). Our staff will make every effort to ensure tables and counter tops are safe and clean. Our YMCA staff is not formally trained in how to use an EpiPen. It is the responsibility of the parent to teach and train our program staff on how to utilize your child's EpiPen, in the event that it needs to be utilized.

### **Program and Field Trip Cancellations**

The YMCA reserves the right to cancel any program. If the YMCA cancels a program, all money will be refunded, unless transferred to another program as requested by the participant. We reserve the right to close the program due to low enrollment. We reserve the right to combine a program or site due to low enrollment. This policy relates only to the complete cancellation of a YMCA program and does not relate to our policies in regards to emergency closures.

The YMCA reserves the right to cancel a planned field trip or activity if there are circumstances beyond our control, such as inclement weather, bus/transportation issues or issues with our planned venue or destination, etc. If the YMCA cannot provide an activity or field trip, as advertised, the YMCA will make accommodations to provide a substitute field trip or activity (whichever is most feasible) on the same day. **There will not be a make-up field trip day unless it is feasible for us to have the field trip on the exact same day.** We unfortunately will not provide any refunds, credits, venue tickets or IOU's if we have to cancel a planned field trip or activity. The YMCA reserves the right to change the schedule without prior notice. Although we try very hard not to change the schedule without sufficient notice, it has and may happen.

If there is a planned or scheduled field trip please arrive on time with your child. The activity calendar and the parent area will note departure times for each field trips. There is no common pattern to our departure time. We have, in the past, departed for field trips as early as 7:30 am and as late as 12:00 pm. If you arrive after the scheduled departure time, you risk missing the bus. The YMCA will not issue credits or refunds for late arrivals or for missing the bus. Please note that sometimes, due to unforeseen circumstances, we have had to make last minute changes to departure time. On a day prior to a field trip, please double-check at the parent table or with the staff that the departure time has not changed. Unfortunately, we cannot wait for children to arrive, even if you contact the program to inform them that you are running late – we cannot wait for late arrivals, as this holds up the entire program and all the participants and staff.

### **Photography**

Our program will participate in multiple activities throughout the year. During these events the YMCA staff and YMCA marketing department may take photos to incorporate in marketing materials that may be used and reused throughout the LA county area to promote YMCA programs. These photographs will be used only on YMCA promotional materials. Parents will be asked to provide permission to the YMCA of Metropolitan Los Angeles to photograph your child.

## **FEATURED PROGRAMMING**

### **STEM**

Science, Technology, Engineering, and Math (better known as STEM) is a YMCA program component that is fused into our program curriculum. Some of the academic competencies gained through STEM curriculum include:

- Motivation and engagement
- Thinking skills
- Scientific and numerical literacy
- Information and technology literacy
- Social and cross-cultural skills

### **HEPA**

The Y is expanding its longtime commitment to children and youth by adopting a set of Healthy Eating and Physical Activity (HEPA) standards that will be used in afterschool programs nationwide. These standards will build a healthier future for our nation's children by providing healthy environments rich in opportunities for healthy eating and physical activity. Specifically the program will:

- Establish a minimum of 30 minutes of outdoor physical activity for a half-day program and 60 minutes for a full-day program
- Engage parents with informational materials so that healthy eating and activity is consistent at home
- No access to television or movies, and limited use of digital devices for homework or programs that engage children in activity
- Serve fruits or vegetables at every snack in a family style
- Prohibit foods that are deep fried, pan fried or flash fried unless healthy oils are used
- Serve water at every snack, and encourage only water, low-fat milk, and 100% juice as healthy daily choice

### **Financial Policies**

For a complete list of our financial policies, please see the **Program Agreements** located in the Enrollment Packet and in the appendix of this handbook and the **Financial Policies Agreement (Form C)**, also located in the appendix of this handbook.

### **"Responsible" and "Billing" Parties**

As the enrolling parent/guardian, you are responsible for all fees related to your child's participation. This includes families that receive assistance through third party agencies (DFCS, etc.) such as co-pays and family fees. Upon request, the YMCA is able to send account statements to a "billing" party other than yourself upon written notification by you; however, please remember that you remain responsible for payment of all fees due.

### **How We Establish Our Program Fees**

YMCA program fees are established to offset the costs of operation for the program within the following framework:

- Fees are established on a monthly basis and do not vary due to holidays.
- All children in the program share equally in the cost of providing for the fixed costs for the program, regardless of time usage. Fixed costs include facilities and insurance, directing staff, and administrative costs.
- Direct costs such as snacks, program supplies, and program leadership are considered when establishing fees.

There are no adjustments in the monthly program fees for absence, non-participation or emergency closings. Your fee covers our direct operating expenses (i.e., staffing, snacks, materials, activity fees, etc.). All of these must be available to your child. When you enroll your child, you are reserving space, time, staffing, and provisions whether or not she/he attends.

### **Removal from Program for Non-Payment of Fees**

In order to be fair to all program participants, those who do not pay program fees in a timely manner may be suspended or terminated from the program. If services are suspended, it is the parent's responsibility to ensure alternative option is provided for your child at the end of the school day and / or during the day camp program. The YMCA program site will not be able to accept your child into the program and the YMCA may be forced to contact the local authorities if a child who has not paid for the program attempts to stay. If you have paid for the program, your child or children will appear on the program roster. If you fail to pay the program fees, your child may be cancelled from the roster and your space may be given to someone on the waitlist.

When a draft payment does not go through, the YMCA Accounting Department will reach out to the account holder to obtain payment. Failure by the YMCA Accounting Department to reach you or the account holder is not an excuse for a non-payment, nor does this reserve the parent the right to have a reserved space. We encourage parents to check their accounts regularly to ensure that payments has been successfully processed and contact the YMCA Accounting Department at the West Valley YMCA to correct any payment issues. The YMCA does not provide invoices, payment confirmations or payment receipts. The YMCA Payment Authorization Forms serves as your invoice reminder that

payments will be drafted for the afterschool program on the 1<sup>st</sup> of each month. Unless you intend to pay in advance for the entire program (or week-by-week during day camp) all payments must be made via an automatic draft from a credit or debit card using the YMCA Payment Authorization Form. Payment confirmations and payment receipts can be provided to you either via the YMCA Public ACTIVE Net website or sent to you via e-mail by request from the Accounting Department.

The YMCA is committed to working with you should there be financial challenges. Parents are encouraged to discuss fee payment problems with the School-Age Account Manager before services are suspended or terminated. Arrangements during times of unusual hardship or extraordinary circumstances may be considered.

We do not accept reservations or partial payments. In order for your child to be enrolled in the program and on the roster, a full payment must be made. There are no reservations allowed and we cannot save spaces. The only way to guarantee your enrollment is to ensure that your monthly or session payments have successfully been submitted to the YMCA. If you need further assistance with this and financial policies please contact our Accountant, Veenu Agarwal via email at [VeenuAgarwal@ymcaLA.org](mailto:VeenuAgarwal@ymcaLA.org).

## **AVAILABILITY OF SUBSIDIES**

### **Financial Assistance**

The West Valley Family YMCA membership and programs are open to everyone who desires to participate. Financial assistance, to the extent possible, is made available through the generosity of our donors. Financial assistance is based on need. Applications for consideration are at the front desk and available via e-mail by request ([VeenuAgarwal@ymcaLA.org](mailto:VeenuAgarwal@ymcaLA.org)) and should be submitted as soon as possible, as awards are granted to qualifying families on a first come, first serve basis. We are only able to process complete applications, with all the required documentation. Incomplete applications will not be processed. We are required to review all documents used in determining your eligibility for financial assistance. With that said, if you apply in person, at the West Valley Family YMCA branch, we are required to review your documents to determine your income. Those documents will be returned to you at the time that you apply. The YMCA will not adjust fees if you enroll into the program before you are approved for financial assistance. If you intend to apply for financial assistance, you may not enroll until your financial aid application has been approved. The YMCA will not adjust fees. Not all applicants will receive financial assistance. Funds are limited. **Please be sure to give us your e-mail when you apply for financial assistance – we will be able to send award notifications to you electronically.**

We require 15 days written notice for all changes to your account. With that said, if you apply for financial assistance within 15 days of your draft date, we will not apply the financial assistance until the month following the upcoming month.

### **Multi-child Discount**

**For the afterschool program:** You will receive 10% off for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> child you sign-up for the same after school program site. The sibling discount is 10% of the cost of the lowest costing program and can be applied to no more than 3 additional children.

**For day camp programs:** You will receive 10% off for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> child you sign-up for the same session of a day camp program. The sibling discount is 10% of the cost of the lowest costing program (must be the same week for day camp) and can be applied to no more than 3 additional children. This discount still applies, even if your children are enrolled in the same session, but in different day camp programs. For example, a dad has a child in kindergarten and a child in 7<sup>th</sup> grade. The dad enrolls the kindergartener into sessions 1-3 of our K-5 summer day camp program at Bay Laurel and enrolls the 7<sup>th</sup> grader into sessions 1-3 of our the Good Times program at Woodlake. Although the children are in a different location and a different program, this dad will qualify for a multi-child discount, because the children are in the same session.

**General statement about the multi-child discount program:** All children must be on the same account and must live in the same household. This discount cannot be applied to children on different accounts or in different households. Families who abuse the multi-child discount policy will lose this benefit. Other restrictions apply.

### **One Discount Limit**

The Y offers multiple discounts, including a staff discount (for employees of any Y), financial assistance (for members who qualify) and a multi-child discount (10% off the 2<sup>nd</sup>, 2<sup>rd</sup> and 4<sup>th</sup> child sign-up for the same after school site or the same session of day camp). Members and staff may only apply **ONE** discount and cannot combine discounts. It is highly recommended that members and staff request that the largest discount be applied. We will not combine discounts, even if you qualify for more than one type of discount.

The YMCA is committed to working with you should there be financial challenges. Parents are encouraged to discuss fee payment problems with the YMCA Accounting Department before services are suspended or terminated. Arrangements during times of unusual hardship or extraordinary circumstances may be considered.

## **STAFFING AND COMMUNICATION**

### **YMCA Program Staff**

All YMCA program staff are certified in CPR and First Aid, are 18 years of age or older, and have completed Child Abuse Prevention and Positive Discipline Training. Most of our program staff are graduates of the YMCA Training Program, which is a 24 hour training program on policies, procedures, safety, risk management, etc. and attend monthly cluster meetings and trainings for professional development. We ask that you work with our staff to resolve any issues. We believe in quality programming and appreciate any questions, concerns, feedback and compliments.

The YMCA program staff attends trainings that include:

- **Positive Discipline**
- **Emergency Procedures**
- **Safety Practices**
- **First Aid & CPR**
- **Positive Role Modeling**
- **Group Building**
- **Character Development**
- **Building Self-Esteem**
- **Leadership Skills**
- **Professionalism**
- **Child Abuse Prevention**

Our staff members are mandated to report all suspected child abuse.

We do not guarantee staffing at any location. Staff may move from one site-to-another throughout the school-year as needed and without prior notice.

All After School Directors/Program Leads attend an additional training that includes topics such as:

- **Administrative responsibilities**
- **Team Building**
- **Communication**
- **Staff Performance Management**

### **Who to See When**

Your After School Director/Program Lead will be able to assist you with most questions related to operation of the program including:

- Program Ideas
- Behavior Concerns
- Schedule Changes
- Parent Involvement
- Staffing Concerns

The After School Director/Program Lead is your link to the West Valley Family YMCA and will be able to work closely with you to ensure a positive YMCA experience for both you and your child. If, after working with your After School Director/Program Lead, you are unable to reach satisfactory resolution to a concern, please contact a Program Director at the YMCA branch.

For information about your account, billing, financial assistance, refunds, cancellations, credit cards, changes to your account and all accounting related questions or concerns, please contact Veenu Agarwal in the Accounting Department at 818 668 2621 or [VeenuAgarwal@ymcaLA.org](mailto:VeenuAgarwal@ymcaLA.org).

### **Open Door Policy**

The West Valley Family YMCA has an open door policy and encourages parents to view and participate in their child's program at any time. Parents may enter and observe without advance notice during all normal operating hours. While visiting we ask parents be respectful of the children's routines and program activities. Also at this time we ask that parents not remove staff from group supervision duties by engaging in individual conversation.

Notwithstanding any other provisions the Director in charge may deny access to an adult whose behavior presents a risk to children and any person present in the facility.

### **Opportunities for Communication**

To ensure that you and your child are getting the most out of your YMCA experience, we keep the lines of communication open through a variety of ways including: newsletters, Parent Advisory Councils, bulletin boards, parent/director conferences, parent events, surveys, and feedback forms. You will receive frequent communications from us, both in person and in writing, so you're constantly informed of your child's progress, achievements, and daily activities. **You're welcome to drop in anytime, to visit, check in with your child, and enjoy the program.**

When you stop by for a visit, please sign in on the visitor's log at the parent information table. Keep the YMCA informed about changes in your child's life that may affect his / her behavior. Let us keep you informed of your child's progress on both good and bad days. Feel free to make an appointment with your After School Director/Program Lead to discuss issues. Give us suggestions on effective means of working with your child. Help us praise your child for a job well done. Don't feel alone, we are here to help!

## **THINGS YOU NEED TO KNOW AS A PARENT**

### **Appropriate Parent Conduct**

We also feel it is important that as role models parent's behavior is positive. As with staff who act inappropriately, parents can also be asked to leave the program. If there is a problem with our program or with a staff person we ask that you contact the director or put it in writing. By doing this we will avoid any confrontations that might be uncomfortable for the children, other parents and the staff. Parents are expected to behave respectfully when communicating with staff. Any inappropriate behavior, abuse or harassment will result in the suspension or cancellation of your child's enrollment. This includes yelling, threatening or other perceived aggressive behavior. Please note that refunds will not be issued if your membership or your child's enrollment is suspended or terminated due to inappropriate behavior, abuse or harassment from a parent. If you believe something is unsatisfactory, please speak with your After School Director/Program Lead or a Program Director immediately.

**All parents must follow the YMCA's positive discipline policy with their children while they are on YMCA premises. YMCA parents may not discipline children who are not their own at the program location. This policy includes all parents and any adult, visitor, authorized designee or authorized representative associated to the child. All are expected to conduct themselves appropriately when dealing with the YMCA and with YMCA personnel.**

Conduct in YMCA programs and facilities must be conducive to a diverse constituency where people of all ages and backgrounds feel welcome and safe. YMCA members and guests are expected to behave in a civilized manner towards one another and towards YMCA employees and volunteer staff at all times.

### **Expectations for Parents**

Let us help you!

- Please keep us informed about changes going on in your child's life that might affect his/her behavior.
- Let us keep you informed of your child's progress, on both good and bad days.
- Feel free to make an appointment with your After School Director to discuss any issues.
- Give us suggestions on effective means to encourage your child's positive behavior.
- Help us praise your child for a job well done.
- Don't feel alone, we're here to help!

### **Parent Information Area / Parent Table**

When you sign out your child each day, please check for any up-to-date information or notices at the Parent Information Area. Please check any posters and brochures for other information pertaining to YMCA activities and opportunities to volunteer.

### **Newsletters**

Newsletters with themes, highlighted activities, and other important information are distributed at the YMCA program center monthly. Please review the newsletter carefully, as it may include information on upcoming field trips and events. Please remember to ask for one if you do not receive a newsletter . . . extra newsletters will be available in the Parent Information Area.

### **Ways to Volunteer**

- Share your occupation
- Help with art, cooking, experiments or other projects
- Share a bit of your culture
- Come read, help with educational centers or share a specialized skill
- Plan family events
- Help with fund raisers
- Help with field trips
- Be a spokesperson @ school orientations

### **Parent Concerns**

The YMCA is dedicated to developing and maintaining high levels of member service. We want to hear from you if we have not accomplished this goal. Any one of our YMCA staff is available to assist you with questions or concerns and will work with you for resolution. In the event a concern is not resolved to your satisfaction you may contact the branch (information located on the back of the handbook) and speak with the Regional Director responsible for your service area.

## **ADDITIONAL POLICIES, GUIDELINES AND PROCEDURES**

### **Program Commitment to Include Children with Special Needs**

The YMCA program staff strives to respond to the needs of each child in a group setting, with a ratio of one staff member to 15-20 children. The YMCA provides opportunities for involvement in large and small groups with a balance of staff-directed and child-initiated activities. The YMCA Program is, however, unable to provide one-to-one supervision for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal basic needs customarily provided to other children.

The YMCA program welcomes all children. To the extent it is reasonably able to do so, the YMCA program will provide services to children with disabilities or any special needs in the same manner as services provided for other children of comparable age.

It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent has the obligation to disclose significant medical, physical, or behavioral issues at the time of the child's enrollment and on an ongoing basis.

If it is unclear whether the YMCA Program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Each case will be reviewed on a two week timeline. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision:

- The After School Director/Program Lead will meet with the child and family.
- The After School Director/Program Lead will observe the child in the classroom setting.
- The After School Director/Program Lead will assess the staff member's ability to handle the various manifestations of the child's special needs, and consider whether additional training, the cost of which is not unreasonable, would mitigate the difficulty.
- The After School Director/Program Lead will observe the child's adaptation to the group of children.
- The After School Director/Program Lead will discuss the child's needs with the staff member and supervisor.
- If possible, the child will be enrolled for a trial period.
- A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group service offered will be implemented.
- If the child's attendance cannot be accommodated because the needed accommodations are unreasonable or alter the nature of the service, the parents will be informed without delay.

In order to best meet the needs of your child we ask that you schedule a meeting with the YMCA Leadership Team before enrolling your child in the program. If a child has an Individualized Educational Plan (I.E.P.) at school we may request an aide in our program for the child to attend. This will be the parent's responsibility financially. All aides in our program must be employees of the YMCA or a 3<sup>rd</sup> party partner agency approved by the YMCA.

**In addition and accordance with Federal law and U.S. Department of Agriculture policy, we are prohibited from discrimination on the basis of race, color national origin, sex, age, or disability for meal service.**

### **Toilet Training**

Children must be **fully** toilet trained to participate in the YMCA program (pull-ups are not allowed). All children must be able to use the restroom unassisted. You may supply extra clothes with the understanding that a child may have an occasional accident due to illness or change in schedule (especially kindergarteners). It is our policy that if your child does not meet this goal and has frequent "accidents" (one or more a month) the child may be asked to leave the program and will not be able to return until he/she is able to use the restroom unassisted. We unfortunately do not have the staffing structure in place to assist children who are not fully toilet trained. We also do not want to put our staff in a precarious situation by asking them to assist children with using the restroom.

### **Not Allowed at the YMCA**

The Y is designed to be a retreat from technology and amenities to discover self-potential, group dynamics and friendships. We ask that children do not bring any of the following items: cell phones, iPods, iPads, iPhones, Apple or Smart Watches, smart phones, tablets, Kindles/Readers, DVD players, Nintendo DS/DSI, MP3 players, trading cards, skates, bikes, skateboards, weapons of any kind, toys that do not fit into a school setting, drugs and other substances (both legal and illegal), animals/pets (dead or alive), electronic games, video game units, valuable, electronics, alcohol, medication (both over-the-counter and unauthorized prescription drugs), needles, other illegal substances, radio, poison, cleaning products, other and any personal sports equipment (including but not limited to archery, equipment, bats, hockey sticks, climbing gear and other equipment that should be stored and handled safely for the protections of all people) or any like items that are unlisted. These items can be distracting, can be dangerous or unsafe, can be stolen or damaged, and can inhibit the YMCA program. Our program encourages children to be more active and to be social. Any of these items that are found will be removed from child immediately by a YMCA staff

and returned to the parent at the end of day by the site staff, or turned over to the authorities or YMCA Risk Management Department, if the Y deems appropriate. The After School Director/Program Lead will then determine whether or not the item brought to the program merits disciplinary action (for example, a weapon or drugs, continued violations of bringing electronics to the program, etc.).

Please have your child leave their cell phones at home. If children bring cell phones to the program, they will be asked to leave them in their bag. Cell phones can easily be stolen or misplaced. You are more than welcome to contact your child directly at the site. The YMCA is not responsible for lost or stolen electronics, cellular phones, or any personal items.

### **Clothing and Appropriate Dress**

Please send your child to the program in comfortable "play" clothing. California weather can go from one extreme to another, so monitor the weather and send a jacket, if needed. Children will be doing arts & crafts and going outside for activities, so clothing may get soiled. Children should not wear clothing that will restrict activity. Footwear is required. Closed toe and closed heel shoes are required. No shoes with heels please. Children may not come to the program in sandals.

### **Responsibility for Personal Belongings**

Please mark your entire child's belongings (i.e., lunch boxes, jackets, coats) and be sure to check your child's backpack at the end of each day. The YMCA will not be responsible for lost, damaged, or stolen personal items (including, but not limited to lunch boxes / containers / pails, backpacks / bags, coats, jackets, money, toys, electronics, clothing, etc.) brought to the program by your child or yourself. Please check the lost and found weekly for your child's personal items that may have gone missing. The lost and found is emptied at the end of the school year, so please be sure to check the lost and found before that time. On the day after the last day of the school year, all items in the lost and found will be donated to a charitable organization of the YMCA's choice.

### **Movie / Television Policy / Computer Center**

The YMCA does not include any televised program into our daily schedule. You may notice televisions in some of our sites. This may be due to LAUSD's requirements to have televisions in each classroom. The YMCA believes that children should be active and learn through play and creative outlets. Please note that some of our program locations have computers for students with age-appropriate games and limited monitored internet access. Our computer centers are monitored by an adult staff member. Children will have the opportunity to engage in games that are age-appropriate and also complete STEM activities on the computer. . Children will be reminded of the rules when using the computer centers that are located at some of our sites. Please note, not all of our locations have computers and televisions.

### **Music Policy**

Music may be played on occasion. The YMCA will only play music that is positive and does not contain foul language. AM/FM radio stations are not permitted to be played at the program, with the exception of radio stations that are marketed for young children.

### **Birthdays**

You must clear birthday celebrations with your After School Director/Program Lead. If you would like to have a birthday party for your child, make a request with your After School Director/Program Lead. Please be prepared to tell the After School Director/Program Lead what day and time you would like to have your birthday celebration and what food items will be served. Parents may not bring homemade cakes or food. Food items must be catered or prepackaged (home cooked food is not permitted). It is our policy to not have more than one birthday a session. Speak to your After School Director/Program Lead, as some birthday celebrations can be combined into one day.

## **PROGRAM PHILOSOPHY ON CHILD GUIDANCE AND DISCIPLINE**

### **Children's Appropriate Conduct**

It is our intent that each child enjoys the activities planned by understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist her/him and to know that we expect her/him to succeed. YMCA house rules and anti-bullying strategies will be reviewed weekly at the program site. We also use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below are the general expectations we have for all of our program participants:

- Respect for yourself, for others, and for property.
- Safety first.
- Speak for yourself/listen attentively.
- Be responsible for your words and actions.

### **Philosophy**

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children at each program location establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to run smoothly. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. **The overall safety of all children in the program is our highest priority.**

### **Breaking Program Rules**

- If a child is not following the rules, he/she will be reminded of the rules.
- If the child continues to break the rules, he/she will be asked to leave that area and find another area to play in.
- If the child still fails to follow the rules, the staff will assign an area for the child.
- If the behavior has not improved by this time, the child will be removed from the group and placed directly beside a staff member.

### **Threatening the Safety of the Staff and/or Children in the Program**

- If a child threatens the safety or health of anyone in our program by hitting, kicking, biting, pushing, spitting or any other dangerous act they will receive a verbal warning.
- If the behavior continues after the verbal warning has been given, the parent will be called to pick the child up within a half an hour. Credit will not be reimbursed for this day.
- After returning to program, if the child continues this behavior, the parents will be called to pick the child up within a half an hour and the child will be suspended for one (1) program day. Credit or refund will not be reimbursed for these days. A parent conference with the Director will be mandatory at this time.
- The next time the child is required to be picked up for inappropriate behavior, they will again need to be picked up within a half an hour and this time the child will be suspended for three (3) program days. Credit or refund will not be reimbursed for these days.
- Upon returning to program after a three day suspension and the child's behavior continues, the parent will be called to pick their child up within a half an hour and the child will receive his/her final suspension of one program session (5 program days). Credit or refund will not be reimbursed for these days.
- After the final suspension, if the inappropriate behavior has not stopped, the parent will be called to pick the child up within half an hour and the child will be expelled from the program thereafter. There will not be any reimbursements of any kind.
- Children may not bring any of the following: cell phones, iPods, iPads, iPhones, Apple or Smart Watches, smart phones, tablets, Kindles/Readers, DVD players, Nintendo DS/DSI, MP3 players, trading cards, skates, bikes, skateboards, weapons of any kind, toys that do not fit into a school setting, drugs and other substances (both legal and illegal), animals/pets (dead or alive), electronic games, video game units, valuable, electronics, alcohol, medication (both over-the-counter and unauthorized prescription drugs), needles, other illegal substances, radio, poison, cleaning products, other and any personal sports equipment (including but not limited to archery, equipment, bats, hockey sticks, climbing gear and other equipment that should be shored and handled safely for the protections of all people) or any like items that are unlisted.

There are some cases where a child will be sent home and/or suspended on the first violation. This is left to the Director's discretion. The Director also reserves the judgment to suspend a child for additional days based on the severity of the incident and the behavior.

### **Suspension from Program**

If your child is suspended from the program due to behavioral / discipline issues, you have exactly 30 minutes to pick-up your child from the program center; the child can be picked up by either a parent or a parent's designee (designee listed on the enrollment form authorized for pick-up). Furthermore, an additional day of suspension will be added for every 30-minute period that the child is not picked-up from the site. An additional day of suspension will be added at the 31st minute and an additional day will be added every 30-minutes thereafter, for a maximum of up 3 additional days. Parents will not receive reimbursement, credit or refund for these missed days, including the missed days of the original suspension. It is important for parents to pick-up their child immediately if suspended due to discipline issues. Our goal is to provide your child with a stimulating environment that keeps them engaged in positive behavior. Unfortunately, some severe discipline issues can arise throughout the day that require immediate parent intervention and possibly a suspension from the program for any set amount of days.

### **Behavior Related Issues**

In addition to behavior management procedures outlined above, parents must be aware that:

- No staff member may ever strike, swear at, abuse, or threaten with physical intimidation, either a child or a parent.
- No staff member will allow a child to be struck, sworn at, abused, or physically intimidated by anyone else in the program.
- No child will be allowed to continue in the program when he/she becomes a safety threat to themselves or others.

- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.
- No parent or guardian will be allowed to harass, threaten, or display violent/intimidating behavior towards staff, participants or other members.

**Special Situations**

In situations that indicate professional help may be necessary, a referral to a professional resource in the community can be given.

**Behavior Management**

**The safety of a child is the highest priority for setting behavior management procedures.** When a child has a serious discipline problem, (on any ONE occasion), the parent may be called by staff to request that the child be picked up within one half hour of the call. Examples of serious discipline problem may include but are not limited to:

- Hitting another child
- Threatening or intimidating others
- Injuring another child or staff member
- Leaving the program site and/or refusing to remain with their group
- Use of foul language or being repeatedly disrespectful towards staff or other children
- Defacing YMCA or school property
- Stealing

Should it be decided by YMCA staff that a child poses a serious discipline problem; the child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely. No refunds or credits will be given if a child is suspended or removed from the program.

The YMCA Program follows all school rules and policies.

Please refer to the Discipline Guidelines in our registration packet for more details on our discipline guidelines.

**Requirements for Supervision of Children**

The Afterschool Director and Program Leader staff members hold each child’s primary safety and well-being at heart. Employees have been selected based on their educational background, experience and commitment to working with children. Criminal background and child protective services checks are done for all staff as well as a TB test. Continual training is provided throughout the duration of employment including, but not limited to; CPR, First Aid, Positive Discipline, Activity schedule, and Enrichment Programs.

Corporal punishment and other humiliating or frightening techniques are prohibited. Punishment must not be associated with food, rest or isolation. (YMCA Policy adopted by Board of Directors, YMCA Metropolitan Los Angeles Date Issued June 27, 1985)

**Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or a group of people want to have power over another and use their power to get their way. Bullying can also happen in cyberspace through the use of emails, Facebook, text messages and the like. At the Y, we have a firm policy against ANY types of bullying. Any type of bullying is grounds to suspend a student from attending. Every person has the right to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all students have a great time at the Y.

Feel free to ask for a conference with the director. We welcome this time for joint learning that can benefit you, your child, and the program.

**Zero Tolerance Policy**

YMCA has a zero-tolerance policy for serious behavior infractions. Since the goal of the YMCA is to provide a healthy, safe and fun environment, inappropriate behaviors have no place. The behaviors listed below are grounds for immediate removal from YMCA programs for the remainder of the current day, and additional days as deemed necessary by YMCA staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at the Y.

- Any behavior that endangers the health and safety of children or staff members
- Leaving the program area without permission, or refusing to remain with assigned group
- Inappropriate touching of other children or sexual misconduct
- Theft, defacing or destruction of property belonging to the YMCA or others
- Verbal abuse or threats, bullying, or name-calling
- Any kind of physical assault such as hitting, kicking or biting

**Children found with weapons or dangerous objects are immediately terminated from our program.**

**It is the West Valley Family YMCA's policy that any child who is suspended from any LAUSD or LVUSD school campus may not attend the YMCA program for the length of their school suspension. The YMCA will not issue credits or refunds for any time missed from our programs due to disciplinary issues at the YMCA or at the host school.**

## **HEALTH, SAFETY AND RISK MANAGEMENT**

### **YMCA Child Abuse Prevention**

The YMCA maintains a policy of Child Abuse Prevention practices, which include procedures, related to:

- Employee reference checking, hiring criteria, and fingerprinting
- Training and supervision requirements for staff
- Staff relationships with children
- Unscheduled site visitation by YMCA supervisory staff and Board of Manager volunteers

YMCA staff and volunteers are not allowed to baby-sit, tutor, socialize, or transport children at any time outside of the YMCA program. (YMCA will take immediate staff and volunteer disciplinary action if a violation occurs.)

These policies are enacted to protect parents, children, and YMCA staff members from actual occurrences of child abuse as well as allegations of abuse. For more information contact your After School Director/Program Lead.

In the event the YMCA discovers an alleged abuse of a child, the California Child Abuse Reporting Law Penal Code Sections 11165-11174.3., requires, by law, that if a children service personnel (those responsible for the custodial care of a child) has reasonable cause to believe that a child has been abused, he/she must report that alleged abuse to the Child Abuse Hotline of the Department of Child and Family Services immediately.

### **Medications**

Any medication which needs to be administered during program hours must:

- Be accompanied by the approved medical forms, authorized by the Senior Program Director.
- Be brought directly to Director in its original container with the child's name, physician's name, and drug name clearly labeled on the container; and
- Have specific written instruction for dosage amounts, times, etc.

YMCA staff members are not permitted to administer any over-the-counter medication, such as aspirin and cough medicine without having written instruction and dosage given by the child's physician and the approval of the Senior Program Director. All medication including inhalers, cough drops, ointments, etc. must be kept locked in a cabinet or in the possession of a YMCA staff member.

**Note:** Staff cannot split pills or administer amounts other than specified on prescription bottle label unless it is in writing by the child's physician and authorized by the Senior Program Director.

### **Chronic Health Issues**

The YMCA Program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. **The YMCA Program reserves the right not to administer insulin shots.** Any other substitute foods for raising blood sugar, such as honey or orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must be reachable by the YMCA staff the entire time the child is at the YMCA Program. **If your child has a chronic illness, please meet with your After School Director/Program Lead to discuss how to best provide program services for your child while in the program.**

### **General Allergies**

**(Please see our Lunch, Snack and Allergies section for information on Food Allergies)**

Please inform your After School Director/Program Lead about any allergy your child may have and list the allergy information in your child's registration packet so that we may take the right precautions to protect his or her health. If your child has severe allergies or those that require medical response, additional forms may be required prior to your child's first day of program. Our YMCA staff is not formally trained in how to use an EpiPen. It is the responsibility of the parent to teach and train our program staff on how to utilize your child's EpiPen, in the event that it needs to be utilized.

**\*\*If your child has a severe allergy please note that we may not be able to accommodate your child's needs based on environment.**

### **Illness during Program Hours**

If your child becomes ill, she/he will be isolated from other children and you will be contacted to pick her/him up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. If you are contacted, you need to make arrangements to pick up your child within one hour. Please be sure to keep the YMCA office and your

Program Site informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized. The YMCA utilizes the Department of Health and Human Services communicable disease chart as a guide.

Parents will be notified in writing when a communicable disease has been introduced into the program. We ask that parents notify the YMCA staff immediately if your child contracts a communicable disease.

### **Child Illness**

For the sake of your child and others, if a child has a temperature of one full degree over normal, is vomiting, or shows other signs of illness (rash, diarrhea, sore throat, etc.); they may not attend the YMCA program. Parents must notify the YMCA After School Director/Program Lead of the absence AND the nature of the absence on the day of the illness.

- **Fever:** If your child has a fever, he/she cannot attend the program. If your child develops a fever at the YMCA, you will be called to pick up your child immediately.
- **Communicable Diseases** (i.e. chicken pox, measles): Please let us know if your child contracts a communicable disease. Your child may come back when cleared by a doctor. For chicken pox, all of the spots must be dry.
- **Lice:** If your child is found to have lice, you will be called to pick up your child immediately, since they are highly transmittable. Before your child returns to the YMCA his / her hair needs to be free of lice, as well as the eggs. Please thoroughly clean wherever your child puts his/her head – car seats, sofas, towels, pillows, etc. to stop infestation. We will take precautions to control the spread of lice within the facility.

### **No Nit Policy**

The YMCA has a No Nit Policy as a health standard intended to keep children lice free, nit free, and able to attend the YMCA program. Lice are one of the most common communicable childhood diseases. Parents can help prevent the spread of lice by conducting routine screening, early detection, and removal of lice and nits. Should your child contract lice or nits, please inform the YMCA immediately. Parents must provide a doctor's note that their child is free of lice and nits before returning to the program.

Should there be an outbreak of lice; parents will be notified in writing. The center will be properly treated. Our priority is the safety and well-being of all of the children in the program. Please do not overreact when notifying the Y. Children can obtain lice in many ways, and often times, children have had lice for several days or over a week before the signs are visible.

### **Injuries during Program Hours**

If your child is injured during program hours, the staff member in charge will take whatever steps may be necessary to obtain emergency medical care, as warranted. These steps may include but are not limited to:

- Provide immediate first aid;
- Attempt to contact a parent or guardian;
- Attempt to contact others listed on your registration forms; and
- In case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called). A YMCA staff member will remain with the child until parents or another authorized adult arrives. YMCA staff may not transport program participants.

The YMCA does not carry medical insurance on participants. All expenses incurred in the treatment of injuries due to accidents that occur during a YMCA program will be the responsibility of the parent/guardian.

The YMCA reserves the right to request a doctor's release to participate in the event of a communicable disease.

### **Sunscreen**

Please apply sunscreen to your child in the morning and have your child pack a bottle of sunscreen for application throughout the day. We highly encourage children to:

1. Wear hats while we are outdoors;
2. Bring a water sipper and keep it full throughout the day;
3. Bring sunscreen and apply it to your exposed parts hourly; and
4. Wear a "sun shirt" on field trip days.

YMCA Staff are not allowed to apply sunscreen on your child. Please instruct your child that they will be responsible for reapplying their sunscreen throughout the day. While it is hard to avoid being out in the sun on full day programs between 10:00 a.m. and 2:00 p.m., we do try to schedule groups to stay out of the sun during these hours as much as possible. We always alternate between indoor and outdoor activities.

Apply sunscreen to your child each morning to help prevent sunburns. For the safety of your child and our staff, the YMCA will NOT apply sunscreen to any child; however, we do have a very limited amount of sunscreen on site for your child to apply to him/herself (this is not a guarantee that the YMCA will also have sunscreen readily available – parents are responsible to send their child with sunscreen each day). Children must be trained on how to apply their

own sunscreen. If you do not want sunscreen applied to your child, please request a waiver from your After School Director/Program Lead on your first day of program or indicate such in your registration packet.

### **Emergency Procedures**

If the YMCA Program Site must evacuate due to an emergency, they will go to the designated location posted on the "Emergency and Disaster Plan". **The YMCA has Emergency Earthquake Supplies for all child and staff at each of our centers and locations.** Parents are welcome to provide an extra earthquake kit or extra emergency supplies as long as we are able to fit it into our transportable containers and as long as there is no concern that the kit will leak. Staff have been trained in all Emergency Procedures, including all the policies and procedures in our Emergency Action Plan. This also includes procedures for natural and accidental disasters, missing child, lockdowns, etc. We have Emergency and Disaster Drills monthly.

### **Emergency-Closing Policy**

If the Program facility or host school closes at any time (this includes closing early) due to emergencies (power outage, lockdown, natural disaster, school or district mandate, etc.), the YMCA program will not be provided. Parents need to listen to local TV and radio stations for closing announcements. Parents will be contacted and are required to pick up their children or make arrangements for an authorized adult to come and pick up their child in case of program closure due to emergencies. The YMCA does not provide refunds or credits for emergency closings. **We do not provide any refunds or credits for Emergency Closures (an unplanned day when the program has to close, due to an emergency). We also do not guarantee that we can provide alternative programming on a day when there is an emergency closure.**

## **SECTION II: Before and After School Program**

### **AFTERSCHOOL PROGRAM INFORMATION**

#### **Program Values and Goals**

The goal of the YMCA Afterschool program is to provide quality programming in the community for children helping them to develop intellectually, socially, emotionally, and physically in a safe and nurturing environment. Family and community involvement is strongly encouraged to support the YMCA program goals and a child's holistic development.

- Provide an environment of safety and support
- Support and strengthen the family unit
- Offer meaningful opportunities for family and community involvement
- Improve family communication
- Improve the health and fitness of School-Age children and their families
- Support and encourage academic growth
- Have fun

#### **Annual Spring Musical Event**

The YMCA has an afterschool musical once a school year, typically sometime between February-June. The musical is a culminating event for all of our after school program participants and is also a community fundraiser. The YMCA has reserved the right to close all sites at 4:00 pm on the day of the musical. Families will be notified well in advance (at least 30 days or more). All applicable late fees will apply for children picked up after 4:00 pm on this day. This early closure day has been calculated into the school year fee schedule. Our hope is that after you pick your child up, you will get the dressed and ready because they will be performing later that evening at 5:30 pm at a centralized location with their friends from the YMCA.

#### **Components & Goals**

- Achievement- 1 hour of homework and/or tutoring.
- Recreation- 1 hour of fitness and skill building.
- Enrichment- 1 hour of organized enrichment and/or club program.
- HEPA standards followed

#### **YMCA School-Age Core Curriculum**

- **Arts and Humanities:** Visual and performing arts are easily integrated into our programs. Children will be able to participate in drama, music, arts, crafts, art history, poetry, etc. throughout the year.
- **Character Development:** In today's challenging world children need reinforcement of positive values, especially when they are away from home. The YMCA models, teaches, and integrates the Six Pillars: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship as well as the YMCA Four Core Values of Honesty, Caring, Respect and Responsibility in all of its programs. You will see these values incorporated into the daily curriculum. Children will learn the meaning of and be encouraged to demonstrate these values and to recognize these values in other people.
- **Health, Wellness, and Fitness:** Building strong kids is an important part of YMCA history. The YMCA provides a minimum of 45 minutes of physical activities per day in the Afterschool program. The YMCA

partners with other organizations and schools to encourage healthy lifestyles. Each year the YMCA celebrates Healthy Kids Day in April.

- **Homework Support:** Homework centers provide the time and space for children to work quietly and effectively. The YMCA staff provides support for children in completing their homework for 25 to 45 minutes each day, based on their grade level. The Director will set specific homework time. However, it is your responsibility as a parent to impress upon your child the importance of taking advantage of the scheduled time for homework. It is the responsibility of your child to know their homework assignments and to bring all necessary books, papers, etc. to the YMCA. **Children are not allowed to return to their classrooms once school has ended.**
- **Literacy:** Literacy includes reading, writing, speaking, gathering information, using information, and critical thinking. Many of our lessons plans focus on reading books and practicing comprehensions skills that can jumpstart creative thinking: dramatic arts, poetry, and music.
- **Science and Technology:** Many children today are fascinated with science and technology, which makes it very easy to incorporate it into our programs. Through technology children research, study and learn what happens in the world around them. Through age appropriate science activities, children develop a better understanding of how their actions and choices affect their environment and their world.
- **Service Learning:** The purpose of this component is to develop the child's skills, knowledge, and civic awareness while making meaningful contributions to his/her communities. Service learning is easily incorporated into our programs through volunteering, leadership and character development. Projects may range from painting a mural to community clean up.
- **Social Competence and Conflict Resolution:** In YMCA school-age programs, staff helps educate children in using natural and logical consequences and encourages them to accept responsibility for their behaviors. They guide activities, give children strategies for dealing with conflict when it arises, and helps them develop socially acceptable ways of interacting with one another.

### **YMCA Activities**

The specific activities associated with the various curriculum categories generally take place in one or several of the following contexts, each of which is balanced throughout the day or week. All activities relate to the monthly theme and developmental assets. Weekly lesson plans are posted on the curriculum board at the center. Parents may request a copy from the YMCA After School Director/Program Lead.

- **Children's Choice:** The child or youth has the option of choosing from among several activities, some relatively unstructured, and some that are staff-designed learning centers.
- **Small Group or Individual Activities:** The activities available can be done either in small groups or alone. They may be initiated by the adults with the expectation that all children will work on the activity (e.g. homework or quiet time) or initiated by the children themselves.
- **Project Time:** Time is set aside in the schedule for children to begin or return to a long term project needing certain space, materials, tools, or leadership.
- **Large Group:** Activities designed for large group participation, usually under the leadership of a YMCA staff person (e.g., reading a book, or participating in an active game such as soccer).
- **Indoors or Outdoors:** All of the contexts and activities above are presented or done in both outdoor and indoor environment.
- **Snack:** A nutritious afternoon snack is offered each day. A monthly snack calendar is posted at the center. On full-day care days, AM and PM snacks are provided at 9:00 AM and 3:30 PM for all participants.

### **Activity Calendars and Activity schedule for the After School Program.**

For the after school program, parent calendars are provided at the beginning of each month. The parent calendar is designed to provide parents with an outline of the activities and the theme for the month. In addition to this, each site post monthly activity schedule and weekly planning sheets, which, if interested, give parents a more in-depth look at the activities planned. The YMCA provides copies of the monthly parent calendar for parents at the Parent Table. Below is a quick snapshot of what our weekly activity schedule looks like:

## HAYNES ELEMENTARY SCHOOL, YMCA AFTER SCHOOL ENRICHMENT PROGRAM

Week of: October 5<sup>th</sup> - October 9<sup>th</sup>, 2015



### Weekly Activities Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:30-1:45 PM <b>CHECK-IN (EARLY DAY)</b>		Check-In and Verify			
1:45 PM - 2:45 PM <b>SITE SPECIALTY (EARLY DAY)</b>		<b>Power Hour</b> Youth Council Service Learning, Social Responsibility, Character Counts, Global Learning			
2:30-2:45 PM <b>CHECK-IN</b>	Check-In and Verify		Check-In and Verify	Check-In and Verify	Check-In and Verify
2:45-3:45 PM <b>ACHIEVEMENT</b>	Homework Time Skill Building Stations After School Readers	Homework Time Skill Building Stations After School Readers	Homework Time Skill Building Stations After School Readers	Homework Time Skill Building Stations After School Readers	Homework Time Skill Building Stations After School Readers
3:45-4:45 PM <b>RECREATION</b>	3:45-4:00 Snack Time, Family Style  Youth Fitness Warm Up <b>GAME: Fire &amp; Ice Tag</b> Cool Down  Child Choice Activities Arts and Crafts	3:45-4:00 Snack Time, Family Style  Youth Fitness Warm Up <b>GAME: Steal the Bacon</b> Cool Down  Child Choice Activities Outside Choices	3:45-4:00 Snack Time, Family Style  Youth Fitness Warm Up <b>GAME: Mr. Fox</b> Cool Down  Child Choice Activities Arts and Crafts	3:45-4:00 Snack Time, Family Style  Youth Fitness Warm Up <b>GAME: Line-Up Handball</b> Cool Down  Child Choice Activities Outside Choices	3:45-4:00 Snack Time, Family Style  Youth Fitness Warm Up <b>GAME: Basketball Jam</b> Cool Down  Child Choice Activities Outside Choices
4:45-5:45 PM <b>ENRICHMENT</b>	<b>Clay Club</b> <b>Frank the Fox</b>  FFC (Flag Football Club) <b>Team Hand-off Exchange</b>	Fernando Botero Caricature Inspired Painting	<b>Clay Club</b> <b>Manny the Monkey</b>  FFC (Flag Football Club) <b>Run &amp; Pull Workouts</b>	Giacometti Figure Sculpture	STEM Activities  Outdoor Sports  Arts and Humanities
5:45-6:00 PM <b>CHECK OUT</b>	Check-Out Activities	Check-Out Activities	Check-Out Activities	Check-Out Activities	Check-Out Activities

### Weekly Snack Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Note: Children are expected to report directly to the YMCA program site upon dismissal from school. Once a child is checked into the program by the staff, he/she will not be released from the program except to an authorized individual.

## SECTION III: Day Camp Program & Full-Day Care SCHOOL YEAR DAY CAMPS & FULL DAY CARE INFORMATION

### Program Values and Goals

Our Day Camp experience will focus on six goals for each child. Each child will:

1. Gain confidence in individual abilities
2. Learn how to work together as a team
3. Develop leadership skills
4. Learn independence and self-reliance away from home
5. Acquire an appreciation for nature
6. Have a chance to understand one's self and one's values a little better

### Full Day Program

In addition to school days and day camps when the YMCA is open, we are also open for single-day/full day programming on the following days. **Please note:** you are required to pay a single-day rate if the following days are not included in your selected program option. If you are a first time participant, you are required to adhere to the wait-period and complete a full registration packet. Please see the fee schedule for pricing and for information about what additional days are included in each option:

**LAUSD:** August 31, 2018, September 10 & 19, 2018 and April 1, 2019 (may not be held at home site).

**LVUSD:** September 10, 2018, September 19, 2018, October 8, 2018, January 28, 2019 and March 11, 2019 (may not be held at home site).

**Please Note:** The YMCA follows the district calendar for LAUSD (Los Angeles Unified School District) for sites located on LAUSD campuses and the district calendar for LVUSD (Las Virgenes Unified School District) for sites located on LVUSD campuses. If your child attends private school or a school outside of one of these districts, our program will not be provided for any holidays or vacations that are different from the current LAUSD and LVUSD schedules. The Y will not be able to accommodate your child if they attend a school whose dismissal schedule is not in sync with the dismissal schedule of the host school where the program operates.

Please note the following in regards to full-day care:

- Full-day care is from 7:00 am to 6:00 pm (some sites close at 6:30 pm).
- Sites will be merged for full-day care.

- Full-day care is only available if it is included in your selected option.
- If full-day care is not included in your selected option, you may pay for a single day of full-day care, \$40 per day, per child.

The YMCA reserves the right to merge program centers during day camp programs. During day camp programs, the following program centers typically merge: Justice closes and merges with Pomelo, Round Meadow closes and merges with Bay Laurel, and Calabash closes and merges with Woodlake. The YMCA reserves the right to close a site for the day or close a site early with a 15 day notice to parents, with the exception of an emergency closure. The YMCA does not provide prorates, refunds or credits for emergency closures. The YMCA offers care on the LAUSD and LVUSD school calendar at specific schools in those districts. Each YMCA follows the district and school calendar for its host school and may not be able to make accommodations for children who do not follow the LAUSD or LVUSD schedule.

If your program site or elementary school offers full day care, children are required to bring a sack lunch on full day schedules. **Warming up of food cannot be provided so please do not send items that need to be cooked or heated.**

**Day Camp Start and End Dates 2018-19 (Subject to Change based on District Schedule)**

	<b>Camp Session</b>	<b>Session</b>	<b>Dates</b>
<b>LVUSD</b>	Fall Day Camp 2018	Week 1	November 19, 2018 – November 21, 2018; 3 days (Monday-Wednesday only)
	Winter Day Camp 2018-19	Week 1	December 24, 2018 – December 28, 2018; 3.5 days (close at 1 pm on December 24, 2018 & closed on December 25, 2018)
		Week 2	December 31, 2018 – January 4, 2019; 3.5 days (closed at 1pm on December 31, 2018 & closed on January 1, 2019)
	Spring Day Camp 2019	Week 1	April 15, 2019 – April 19, 2019; 5 days
	<b>Camp Session</b>	<b>Session</b>	<b>Dates</b>
<b>LAUSD</b>	Fall Day Camp 2018	Week 1	November 19, 2018 – November 21, 2018; 3 days (Monday-Wednesday only)
	Winter Day Camp 2018-19	Week 1	December 17, 2018 – December 21, 2018; 5 days
		Week 2	December 24, 2018 – December 28, 2018; 3.5 days (close at 1 pm on December 24, 2018 & closed on December 25, 2018)
		Week 3	December 31, 2018 – January 4, 2019; 3.5 days (closed at 1pm on December 31, 2018 & closed on January 1, 2019)
	Spring Day Camp 2019	Week 1	April 15, 2019 – April 19, 2019; 5 days

**T-shirts**

Due to the short turnaround, we do not provide camp T-shirts during the school year day camps. T-shirts are only provided during the summer.

**Activity Calendars and Curriculum for Day Camp**

For the day camp programs, activity calendars are typically ready week or two before the start of a day camp season, both online and at our facilities. Activity calendars are designed to give you a more detailed overview of the daily activities, from open to close. Activity calendars will also tell you what your child needs to bring to the program (such as a special supply from home for an arts and crafts), themed days and dress-up days, field trip departure and expected arrival times, site contact information (including your After School Director/Program Lead’s e-mail address) and much more. Activity calendars are subject to change without any notice. **The YMCA reserve the right to modify or cancel scheduled activities, field trips, vendors, etc., without any prior notice to parents or families.** Although this doesn’t happen often, things do come-up and supplies do get stuck in transit; therefore, we are asking families to be flexible in understanding that camp days will sometimes be filled with unplanned surprises. In the event that the field trip destination changes, last minute, the Y will notify the parent as soon as possible.

**Program Highlight Reels**

As we prepare the activity calendars, you can take a look at the Highlight Reels for our day camp programs, which become available once registration has opened for a particular day camp season. These highlight reels are designed to give you a snapshot of our program and what you may expect when the program actually get started. Again, the Highlight Reels are not a direct reflection of what will make it to the final activity calendar, but it gives you a general idea of what you can expect. Below is a quick snapshot of what our highlight reels look like (this is a sample from 2015).

# BEST SUMMER EVER!

Summer Day Camp at Licensed Child Care 2015; Grades K-5  
WEST VALLEY FAMILY YMCA



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**LAUSD DATES: June 8 – August 14, 2015** **LVUSD DATES: June 16 – August 21, 2015**  
Join the West Valley YMCA for the Best Summer Ever!  
**SEE REVERSE SIDE FOR MORE DETAILS & CAMP INFORMATION!**



**LICENSED SUMMER DAY CAMP LOCATIONS & INFO**

LAUSD	Woodlake Elementary (located near Haynes Elementary School) 23231 Hatteras Street, Woodland Hills, CA 91367   818 348 8284   License #191200082 FOR CHILDREN ENTERING GRADES: K-9
	Pomelo Elementary (Justice Child Care Center will operate out of Pomelo) 7633 March Avenue, West Hills, CA 91304   818 703 6560   License #197408524 FOR CHILDREN ENTERING GRADES: K-9
	Vanalden Elementary (located near Lemay Elementary School) 19019 Delano Street, Reseda, CA 91335   818 996 8564   License #191226194 FOR CHILDREN ENTERING GRADES: K-9
LVUSD	Bay Laurel Elementary (Round Meadow Child Care Center will operate out of Bay Laurel) 24740 Paseo Primario, Calabasas, CA 91302   818 223 9528   License #191231094 FOR CHILDREN ENTERING GRADES: K-5

**WEEKLY HIGHLIGHTS!**

Weekly  
S.T.E.M.  
ACTIVITIES &  
CAMP READERS

Weekly  
FIELD TRIPS,  
ENRICHMENT or  
ON-SITE VENDORS

Weekly  
SWIMMING or  
SPLASH ZONE

Our curriculum and activities meets YMCA of the USA HEPA (Healthy Eating and Physical Activity) standards and is fused with Developmental Assets (Search Institute)  
\*Typical Daily Schedule subject to change without notice.

## Please Send Daily during day camp and full-care days

Sack lunch, drink, snacks, sunscreen, hats, sunglasses and sweatshirts for colder days. All items must neatly fit in an inexpensive backpack. LABEL EVERYTHING. **The YMCA is not responsible for broken, damaged, lost or stolen items. Personal items are brought at your own risk. In regards to Share Days, please do not send valuables.** The YMCA Site does not have a microwave. Please do not send food that needs to be warmed or food that is intended to be eaten warm. The YMCA does not allow children to share food. The YMCA also requires that children bring healthy lunches and snacks with limited sweets. If the Program site has a refrigerator, the children may utilize it for their lunches and drinks. The YMCA and our staff members are not responsible for lost backpacks, lunch pails/bags, or any other personal items brought to the program center. Program staff are not responsible for holding money for children. Children are not permitted to bring valuables, electronics, cell phones, drugs, alcohol, medication, animals or weapons of any form to the YMCA. The YMCA stands for healthy living, so please do not send sugary drinks, soda pop, cookies, cakes, candy, goodies and other unhealthy food to program in your child's lunch pail. The YMCA wants to encourage families to pack healthy lunch and substitute sugary treats with more healthy options. If your child needs to have a treat in their lunch pail, please limit it to one a day or (even better), one a week.

## A Typical Day Camp Schedule:

### *For Day Camp*

- 7:00 am – Extended Care activities guided by YMCA staff
- 9:00 am – Morning snack and morning recess
- 10:00 am – Morning assembly, Camp songs, schedule and rules review; large group activities, ice breakers, team building
- 10:30 am – AM Enrichment and activities. Time in small groups
- 12:00 noon – Lunch and afternoon recess
- 1:30 pm – PM Enrichment and activities. Time in small groups
- 3:00 pm – Afternoon snack and 2<sup>nd</sup> afternoon recess
- 4:00 pm – Extended Care activities guided by YMCA staff
- 6:00 pm – Closing
- Field Trips may take place with various departure and return times. Please see weekly calendar for more details.

## American Camp Association

The American Camp Association is a community of camp professionals who, for over 100 years, have joined together to share our knowledge and experience and to ensure the quality of camp programs. Because of their diverse 10,000 plus membership and their exceptional programs, children and adults have the opportunity to learn powerful lessons in community, character-building, skill development, and healthy living — lessons that can be learned nowhere else.

As a leading authority in youth development, ACA works to preserve, promote, and improve the camp experience. The ACA association is committed to helping members and all camps provide:

- Camp communities committed to a safe, nurturing environment
- Caring, competent adult role models

- Healthy, developmentally appropriate experiences
- Service to the community and the natural world
- Opportunities for leadership and personal growth
- Discovery, experiential education, and learning opportunities
- Excellence and continuous self-improvement

### **Final General Statement**

Please note that these policies are subject to change at the discretion of the West Valley Family YMCA with 30 days written notice.

**This is the end of the parent handbook. The following pages contain the appendix.**

## APPENDIX

### Program Department Contacts:

Christopher Jefferson Senior Program Director, Child Care & Community <a href="mailto:ChristopherJefferson@ymcaLA.org">ChristopherJefferson@ymcaLA.org</a> 818 668 2611	Charrel Cryer Program Director, Child Care <a href="mailto:CharrelCryer@ymcaLA.org">CharrelCryer@ymcaLA.org</a> 818 668 2622	Veenu Agarwal Accountant, Child Care and Membership <a href="mailto:VeenuAgarwal@ymcaLA.org">VeenuAgarwal@ymcaLA.org</a> 818 668 2621
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### West Valley Family YMCA Program Locations:

#### West Valley Family YMCA (Discovery Camp)

**ACA Accredited:** Yes (Summer Day Camp only)

**CCLD Licensed:** N/A

18810 Vanowen Street  
Reseda, CA 91335  
818 668 2606

#### Woodlake Avenue Elementary

**ACA Accredited:** Yes (Seasonal Day Camps)

**CCLD Licensed:** Yes (Before & After School Care  
License #191200082)

23231 Hatteras Street,  
Woodland Hills, CA 91367  
818 643 0065

#### Justice Street Elementary

**ACA Accredited:** N/A

**CCLD Licensed:** Yes (Before & After School Care  
License #197401698)

23350 Justice Street,  
West Hills, CA 91304  
818 999 2006

#### Pomelo Community Charter Elementary

**ACA Accredited:** Yes (Seasonal Day Camps)

**CCLD Licensed:** Yes (Before & After School Care  
License #197408524)

7633 March Avenue,  
West Hills, CA 91304  
818 665 9794  
License #197408524

#### Round Meadow Elementary

**ACA Accredited:** N/A

**CCLD Licensed:** Yes (After School Care for grades K-2  
only License #197403242. Exempt After School Club  
Program for grades 3-5 only)

5151 Round Meadow,  
Calabasas, CA 91302  
818 594 0522

#### West Valley YMCA Branch

18810 Vanowen Street  
Reseda, CA 91335  
818 774 2840

#### Calabash Charter Academy

**ACA Accredited:** N/A

**CCLD Licensed:** Yes (Before & After School Care  
License #197419963)

23055 Eugene St,  
Woodland Hills, CA 91364  
Phone number TBD

#### Bay Laurel Elementary

**ACA Accredited:** Yes (Seasonal Day Camps)

**CCLD Licensed:** Yes (After School Care License  
#191231094)

24740 Paseo Primario,  
Calabasas, CA 91302  
818 223 9528

#### Vanalden Street Elementary

**ACA Accredited:** Yes

**CCLD Licensed:** N/A

**Program Type:** Exempt After School Club Program  
19019 Delano Street,  
Reseda, CA 91335  
818 996 8564

#### Haynes Charter for Enriched Studies

**ACA Accredited:** N/A

**CCLD Licensed:** N/A

**Program Type:** Exempt After School Club Program  
6624 Lockhurst Drive,  
West Hills, CA 91307  
818 314 8707

#### Hamlin Charter Academy

**ACA Accredited:** Yes (Seasonal Day Camps)

**CCLD Licensed:** Yes (Before & After School Care  
License #197493624)

22627 Hamlin St,  
West Hills, CA 91307  
818 214 9779  
License #197493624

#### Branch Hours

Mon-Fri, 5:30am-10pm  
Saturday, 7:30am-4:30pm  
Sunday, 7:30am-4:30pm

## 40 Developmental Assets

After surveying nearly 500,000 young people in towns and cities of all sizes across America, the Search Institute has identified the following building blocks of healthy development that help young people grow up healthy, caring, and responsible.

	CATEGORY	ASSET NAME AND DEFINITION
EXTERNAL ASSETS	<b>Support</b>	<ol style="list-style-type: none"> <li>1. <b>Family support</b>-Family life provides high levels of love and support.</li> <li>2. <b>Positive family communication</b>-Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s).</li> <li>3. <b>Other adult relationships</b>-Young person receives support from three or more nonparent adults.</li> <li>4. <b>Caring neighbourhood</b>-Young person experiences caring neighbours.</li> <li>5. <b>Caring school climate</b>-School provides a caring, encouraging environment.</li> <li>6. <b>Parent involvement in schooling</b>- Parent(s) are actively involved in helping young person succeed in school.</li> </ol>
	<b>Empowerment</b>	<ol style="list-style-type: none"> <li>7. <b>Community values youth</b>-Young person perceives that adults in the community value youth.</li> <li>8. <b>Youth as resources</b>-Young people are given useful roles in the community.</li> <li>9. <b>Service to others</b>-Young person serves in the community one hour or more per week.</li> <li>10. <b>Safety</b>-Young person feels safe at home, at school, and in the neighbourhood.</li> </ol>
	<b>Boundaries &amp; Expectations</b>	<ol style="list-style-type: none"> <li>11. <b>Family boundaries</b> - Family has clear rules and consequences and monitors the young person's whereabouts.</li> <li>12. <b>School boundaries</b> -School provides clear rules and consequences.</li> <li>13. <b>Neighbourhood boundaries</b> - Neighbours take responsibility for monitoring young people's behaviour.</li> <li>14. <b>Adult role models</b>-Parent(s) and other adults model positive, responsible behaviour.</li> <li>15. <b>Positive peer influence</b>-Young person's best friends model responsible behaviour.</li> <li>16. <b>High expectations</b>-Both parent(s) and teachers encourage the young person to do well.</li> </ol>
	<b>Constructive Use of Time</b>	<ol style="list-style-type: none"> <li>17. <b>Creative activities</b>-Young person spends three or more hours per week in lessons or practice in music, theatre, or other arts.</li> <li>18. <b>Youth programs</b>-Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community.</li> <li>19. <b>Religious community</b>-Young person spends one or more hours per week in activities in a religious institution.</li> <li>20. <b>Time at home</b>-Young person is out with friends "with nothing special to do" two or fewer nights per week.</li> </ol>
	<b>Commitment to Learning</b>	<ol style="list-style-type: none"> <li>21. <b>Achievement motivation</b>-Young person is motivated to do well in school.</li> <li>22. <b>School engagement</b>-Young person is actively engaged in learning.</li> <li>23. <b>Homework</b>-Young person reports doing at least one hour of homework every school day.</li> <li>24. <b>Bonding to school</b>-Young person cares about her or his school.</li> <li>25. <b>Reading for pleasure</b>-Young person reads for pleasure three or more hours per week.</li> </ol>
INTERNAL ASSETS	<b>Positive Values</b>	<ol style="list-style-type: none"> <li>26. <b>Caring</b>-Young person places high value on helping other people.</li> <li>27. <b>Equality and social justice</b>-Young person places high value on promoting equality and reducing hunger and poverty.</li> <li>28. <b>Integrity</b>-Young person acts on convictions and stands up for her or his beliefs.</li> <li>29. <b>Honesty</b>-Young person "tells the truth even when it is not easy."</li> <li>30. <b>Responsibility</b> -Young person accepts and takes personal responsibility.</li> <li>31. <b>Restraint</b>-Young person believes it is important not to be sexually active or to use alcohol or other drugs.</li> </ol>
	<b>Social Competencies</b>	<ol style="list-style-type: none"> <li>32. <b>Planning and decision making</b>-Young person knows how to plan ahead and make choices.</li> <li>33. <b>Interpersonal competence</b>-Young person has empathy, sensitivity, and friendship skills.</li> <li>34. <b>Cultural competence</b>-Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.</li> <li>35. <b>Resistance skills</b> -Young person can resist negative peer pressure and dangerous situations.</li> <li>36. <b>Peaceful conflict resolution</b>-Young person seeks to resolve conflict non-violently.</li> </ol>
	<b>Positive Identity</b>	<ol style="list-style-type: none"> <li>37. <b>Personal power</b>-Young person feels he or she has control over "things that happen to me."</li> <li>38. <b>Self-esteem</b>-Young person reports having a high self-esteem.</li> <li>39. <b>Sense of purpose</b>-Young person reports that "my life has a purpose."</li> <li>40. <b>Positive view of personal future</b> - Young person is optimistic about her or his personal future.</li> </ol>

# WEST VALLEY FAMILY YMCA

## Form B: Payment Plan and How it Works

# READ THIS BEFORE ENROLLING

There are two payment schedules that you should be aware of **BEFORE** signing up for our program:

### OPTION 1 – START IN AUGUST 2018

- If you are intending to start the program in the month of August 2018, the August monthly payment is due in full and upfront at the time of registration unless you enroll before August 1, 2018. If this is the case, we will set up an automatic payment from your checking/savings or credit/debit account, which will be drafted on August 1<sup>st</sup>, 2018.
- After your initial payment for August is paid, you will then be charged on the 1<sup>st</sup> of every month, beginning September 1, 2018.
- You will be charged a total of 10 times for the school year (which includes the charges for August that you paid, in full, at the time of registration), on the 1<sup>st</sup> of each month, ending with your final payment on May 1, 2019. This is a total of 10 equal, monthly payments (August, September, October, November, December, January, February, March, April, and May).
- Your final charge will be on May 1, 2019. This payment will cover your program for the month of May 2019 and for the month of June 2019 up to the last day of school in the current school year.
- **If you plan to enroll to start in August 2018 (which is when 90% of our enrollees start), the August payment is due in full, regardless of which day in August 2018 your child starts; the first month payment is always due in full by August 1, 2018 or at the time of registration, if enrolling after August 1, 2018, but in the month of August for an August start date.**

### OPTION 2 – START IN SEPTEMBER 2018 OR AFTER

- If you are intending to start the program in the month of September 2018 or any month after September, **you cannot register until on or after September 1, 2018 or on or after the first day of the month you intend to start. You may not enroll prior to this date. Unfortunately, we cannot hold spaces for families who want to start in future months, rather than the most recent month of program.**
- **If you intend to wait and enroll on or after September 1 or after the first day of the month you intend to start, the program may already be full and you may be putting your enrollment at risk, as we cannot reserve spaces for September 2018 prior to September 1, 2018 or any month prior to the first day of that month. This is a risk and it is not recommended.**
- After your first payment you will then be charged on the 1<sup>st</sup> of every month beginning the following month.
- You will be charged equally each month.
- Your final charge will be on June 1, 2019. This payment will cover your program for the month of June 2019 up to the last day of school in the current school year.
- **Your June 2019 payment is your final payment for the school year and is a full payment, regardless of the number of days of program in the month of June. This allows for your final payment to be fair and consistent with families who signed up to start in August 2018.**

#### Payment Due Date Schedule – Full Monthly Payment Due on each of the Dates below:

Option 1 Starting any day in August 2018	Option 2 Starting any day in September 2018 or after September 2018
<ul style="list-style-type: none"> <li>• August 1 Draft from Account (if enrolled prior to August 1 and planning to start in August)</li> <li>• August upfront in cash or credit (if enrolling on or after August 1 and planning to start in August)</li> </ul>	<ul style="list-style-type: none"> <li>• September (or first month, other than August) is due upfront in cash or credit at the time of registration.</li> <li>• Anyone starting September 1 or after will be charged for June 2019.</li> </ul>
<ul style="list-style-type: none"> <li>• September 1, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• October 1, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• October 1, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• November 1, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• November 1, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• December 1, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• December 1, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• January 1, 2019</li> </ul>
<ul style="list-style-type: none"> <li>• January 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• February 1, 2019</li> </ul>
<ul style="list-style-type: none"> <li>• February 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• March 1, 2019</li> </ul>
<ul style="list-style-type: none"> <li>• March 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• April 1, 2019</li> </ul>
<ul style="list-style-type: none"> <li>• April 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• May 1, 2019</li> </ul>
<ul style="list-style-type: none"> <li>• May 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• June 1, 2019</li> </ul>

# WEST VALLEY FAMILY YMCA

## Form C: Financial Policies Agreements (total of 7 pages)

**Please read this document very carefully before completing enrollment.**

### SECTION I: After School Program:

#### PAYMENTS

Monthly payments may be made one way: Set-up an Automatic Payment Plan using the YMCA Payment Authorization form. The YMCA Payment Authorization form grants permission from you to the YMCA to electronically transfer funds from a savings/checking account or set up a recurring monthly credit card or debit charge. If your payment is rejected or returned, your program services will be suspended immediately and a full payment, with applicable YMCA services fees, must be submitted to the YMCA main office immediately; after which, your services will be reinstated.

#### PAYMENT PLANS

All program payments are due on the 1<sup>st</sup> of each month and must be paid via an Automatic Payment Plan (EFT or recurring monthly charge).

**ATS Payment Plan:** Pay automatically through an EFT (Electronic Funds Transfer) from your checking or savings account or a recurring monthly credit card or debit charge. Payments are drafted monthly on the 1<sup>st</sup> day of each month. Fees are withdrawn at 12:01 am on the 1<sup>st</sup> day of the month. A YMCA Payment Authorization form is required along with account information (if you are setting up an EFT from your checking account, a void check associated to that account is required). A \$25 service fee will be applied to each returned item (declined credit cards, NSF, etc.). If more than two items are returned in a school year, your program services may be suspended or terminated for the remainder of the current school year.

Unfortunately, the payment due date is non-negotiable and must be paid on the 1<sup>st</sup> of each month. Unfortunately, we cannot split payments.

#### PAYMENT SCHEDULE

Our School Year Program Options are based on the LAUSD School year calendar and the LVUSD School year calendar.

LAUSD 2018-19 School Year Calendar: Tuesday, August 14, 2018 – Friday, June 7, 2019

LVUSD 2018-19 School Year Calendar: Wednesday, August 22, 2018 – Wednesday, June 12, 2019

#### OPTION 1 – START IN AUGUST 2018

- If you are intending to start the program in the month of August 2018, the August monthly payment is due in full and upfront at the time of registration unless you enroll before August 1, 2018. If this is the case, we will set up an automatic payment from your checking/savings or credit/debit account, which will be drafted on August 1<sup>st</sup>, 2018.
- After your initial payment for August is paid, you will then be charged on the 1<sup>st</sup> of every month, beginning September 1, 2018.
- You will be charged a total of 10 times for the school year (which includes the charges for August that you paid, in full, at the time of registration), on the 1<sup>st</sup> of each month, ending with your final payment on May 1, 2019. This is a total of 10 equal, monthly payments (August, September, October, November, December, January, February, March, April, and May).
- Your final charge will be on May 1, 2019. This payment will cover your program for the month of May 2019 and for the month of June 2019 up to the last day of school in the current school year.
- **If you plan to enroll to start in August 2018 (which is when 90% of our enrollees start), the August payment is due in full, regardless of which day in August 2018 your child starts; the first month payment is always due in full by August 1, 2018 or at the time of registration, if enrolling after August 1, 2018, but in the month of August for an August start date.**

#### OPTION 2 – START IN SEPTEMBER 2018 OR AFTER

- If you are intending to start the program in the month of September 2018 or any month after September, **you cannot register until on or after September 1, 2018 or on or after the first day of the month you intend to start. You may not enroll prior to this date. Unfortunately, we cannot hold spaces for families who want to start in future months, rather than the most recent month of program.**
- **If you intend to wait and enroll on or after September 1 or after the first day of the month you intend to start, the program may already be full and you may be putting your enrollment at risk, as we cannot reserve spaces for September 2018 prior to September 1, 2018 or any month prior to the first day of that month. This is a risk and it is not recommended.**
- After your first payment you will then be charged on the 1<sup>st</sup> of every month beginning the following month.
- You will be charged equally each month.
- Your final charge will be on June 1, 2019. This payment will cover your program for the month of June 2019 up to the last day of school in the current school year.
- **Your June 2019 payment is your final payment for the school year and is a full payment, regardless of the number of days of program in the month of June. This allows for your final payment to be fair and consistent with families who signed up to start in August 2018.**

<b>Payment Due Date Schedule – Full Monthly Payment Due on each of the Dates below:</b>	
<b>Option 1</b> Starting any day in August 2018	<b>Option 2</b> Starting any day in September 2018 or after September 2018
<ul style="list-style-type: none"> <li>• August 1 Draft from Account (if enrolled prior to August 1 and planning to start in August)</li> <li>• August upfront in cash or credit (if enrolling on or after August 1 and planning to start in August)</li> </ul>	<ul style="list-style-type: none"> <li>• September (or first month, other than August) is due upfront in cash or credit at the time of registration.</li> <li>• Anyone starting September 1 or after will be charged for June 2019.</li> </ul>
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<ul style="list-style-type: none"> <li>• April 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• May 1, 2019</li> </ul>
<ul style="list-style-type: none"> <li>• May 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• June 1, 2019</li> </ul>

The YMCA does not prorate fees for shortened months, such as August, December, January, April and June, as these days have already been removed from the fee schedule and deducted from your 10 equal payments.

In order to be consistent in our billing, the YMCA takes the total cost of program for the school year, including an absence allowance for your benefit, and divides that total cost into 10 equal monthly payments. You are paying for the cost of program for the school year, not the cost of program for each month. We created this system so that you can manage your budget. Without this system, your fees would go up and down each month based on the total number of days of program each month, which can be challenging to manage. Remember, you are paying for the total cost of our program, you are not paying by the hour or by the day.

**The YMCA reserves the right to make adjustments to our programs fees, including increases or decreases our monthly fees.** The YMCA will provide a written notice of any program fee changes or adjustments at least 30 days prior to the change.

**Please note:** The YMCA is committed to keeping our programs as affordable as possible, while providing financial assistance and scholarships to families who are unable to afford our programs. Our fees are established to ensure that all of the expenses associated with your program are taken care of. This includes staffing, benefits, payroll taxes, contractor fees, supplies (food and program supplies), permits, maintenance, rent, utilities, grounds and building services, training, excursions, buses, etc. **Please be advised that the YMCA is being impacted by local, county and state-wide mandates that are increasing minimum wages from \$9.00 to \$15.00 over the next few years. Due to this impact, the YMCA has reserved the right to raise program fees with a 30 day written-notice.**

The YMCA does not prorate for shortened months or late enrollment.

Families who enroll and begin between May 1, 2018 and May 14, 2018 will be charged **in full** for May and will be charged a prorated amount for June 2018 of 50% of their enrollment fee for May 2018. Both the May 2018 and June 2018 fee are due at the time of enrollment. Families who enroll to begin in the month of May 2018 do not qualify for any refunds, cancellations or changes once enrolled and once the fees are paid. This applies, regardless of the child’s continuous enrollment from the time they enroll until the end of the school year. There are no exceptions to this rule, so if you are planning to only enroll for May and June of 2018, please plan accordingly. Enrollment is contingent upon the availability of space.

We will not accept any new or returning enrollments for the current school year after May 15, 2018. We do not prorate for enrollments during the month of May, regardless of what day you enroll and what day you start.

Other than the scenarios listed in the above paragraphs, the YMCA does not prorate.

**If you are an employee of LAUSD or LVUSD, arrangements can be made to change the payment due date. Please contact the Program Office to make those arrangements. The month of August, December, January and May are the only months where we will not negotiate the payment due date for LAUSD or LVUSD employees.**

**Program Options:** The YMCA offers a variety of program options for families. The Fee schedule lists all available options at your program site. On the reverse side of the fee schedule, you will find a description of each option, what is INCLUDED in each option and what is not included. It is imperative that you read each option carefully so that you can make the best decision for your child. Many of our options have changed for the 2018-19 school year. The option offers exactly what is listed. The YMCA can unfortunately no longer offer customized options. **With enough parent interest from, additional options can be added at the beginning of the school year. Surveys are sent at the end of each school year**

asking parents if the options were a good fit for their family. Please send feedback annually. All additions or changes to program options must be vetted and approved by the Senior Program Director. Typically, new or revised options will NOT be added mid-school-year, but could be added, given consideration, at the start of the next school year.

## SECTION II: Day Camp Programs:

### FINANCIAL POLICIES

I understand the financial policy for Fall, Winter and Spring Day Camp, which states as follows:

- **ACCEPTED FORM OF PAYMENT FOR DAY CAMP:** I understand that due to the short turnaround, the YMCA cannot accept checks as a form of payment for day camp programs. The YMCA will accept cash or credit only.
- **PAYMENTS:** With the exception of summer day camp, all day camp payments are due in full at the time of registration and enrollment.
- **DEPOSITS:** The YMCA will not accept partial payments or deposits for Fall, Winter or Spring Day Camp.
- **DEADLINE FOR CANCELLATIONS OR CHANGES:** For day camp sessions, the deadline for cancellations or changes is one week prior to the start of a session on the Monday prior to the start of the session. The deadline on that Monday is 10:00 pm. All submissions for Cancellations or Changes must be submitted in writing. Verbal notice is not sufficient. Your After School Director/Program Lead is not responsible to give the YMCA accounting department notice of your cancellation or change. The best way to ensure your cancellation or change is submitted and processed is for you to submit it yourself at the West Valley Family YMCA branch in Reseda or via e-mail to Veenu Agarwal, Accountant, at [VeenuAgarwal@ymcaLA.org](mailto:VeenuAgarwal@ymcaLA.org).
- **EXIT & CANCELLATIONS:** I understand that I may cancel my child's enrollment for any day camp session as long as I request it on or prior to the deadline for cancellations or changes of the session or sessions I am requesting to be cancelled from. After the deadline for cancellations or changes, the YMCA will not approve any cancellations from the program. To request a cancellation from a session or sessions of day camp, I must request an Exit & Cancellation Form. I understand that I must complete and return the form on or before the deadline for cancellations or changes of the session or sessions I am requesting to cancel from. I understand that the YMCA will only approve cancellations requested after the deadline. I understand that the YMCA will be happy to make any cancellations to my enrollment as long as I submit the request on or prior to deadline for cancellations or changes for the session or sessions I are requesting. **The deadline for request for exits and cancellations is always 7 days prior to the start of a day camp week, on that Monday by closing. The Y closes at 10:00pm on most Mondays with the exception of special holiday early closures. In the event that the YMCA is closed or has closed early on a Monday, you can e-mail your request for an exit or cancellation to Veenu in Accounting at [VeenuAgarwal@ymcaLA.org](mailto:VeenuAgarwal@ymcaLA.org).**
- **TRANSFERS & CHANGES:** Due to the short turnaround at day camps during the school year, the YMCA will not approve any transfer request for day camp. This includes transferring money from one session of camp to another week of session, transfer money from one YMCA program to another YMCA program and transferring enrollment from one child to another child
- **CREDITS:** I understand that the YMCA will not issue credits for missed days of program or missed days of a session. The YMCA will not issue credits for missed days of any session due to the wait period requirements for first time participants. If a refund is approved, I may request it in the form of a program credit.
- **REFUNDS:** I understand that I may request a refund for the Day Camp Program using the refund request form. I understand that there is a \$25 refund fee for all approved refunds that will be deducted from the total refund amount approved. The \$25 refund fee is per session and per child. If I am requesting a refund for several sessions and it is approved, I will be assessed a \$25 refund fee for each session and for each child. I understand that the refund request form is exactly what it states, a request. Completion of the refund request form does not guarantee me a refund. If I am requesting a refund for a session or sessions and it is after the deadline for cancellations and change for that session, I understand that the refund will not be approved under any circumstance. **The deadline for request for refunds is always 7 days prior to the start of a day camp week, on that Monday by closing. The Y closes at 10:00pm on most Mondays with the exception of special holiday early closures. In the event that the YMCA is closed or has closed early on a Monday, you can e-mail your request for a refund to Veenu in Accounting at [VeenuAgarwal@ymcaLA.org](mailto:VeenuAgarwal@ymcaLA.org).**
- The YMCA reserves the right to combine or cancel programs due to low enrollments.
- The YMCA reserves the right to limit the age or grade range for any program.
- I understand that if I have applied for financial assistance, I must wait until my application is approved before enrolling in any programs. If I enroll before my application for financial assistance is approved, the YMCA cannot go back and adjust / reduce session fees.
- **LATE ARRIVAL:** On full-day care or Day Camp days, Children may not be dropped off at Day Camp after 10:30 am. Children must be dropped off at the program between 7:00 am and 10:30 am. Children arriving after 10:30 am, without prior arrangements, will be turned away. Children may only be dropped off after 10:30 am if:
  - They have contacted the Director to make arrangements for a late drop-off. For example, if your child has a doctor's appointment and will arrive at the program at 11:30 pm, please inform the Director the day before to inform them that you need to do a late drop-off. Your director will either grant or deny your request based on the availability of staff and ratios.

The YMCA requires attendance by 10:30 am in order to ensure that we maintain our ratios. At 10:30 am, if we are under or over-staffed, we can quickly make adjustments to the schedules for incoming and departing staff. After

this time, it becomes extremely challenging, which is why we do not allow children to be dropped off after 10:30 am, unless it is pre-approved by the Director.

**PLEASE NOTE:** Section II is information for Fall, Winter and Spring day camp. Although some policies are the same, this is NOT the financial agreement form for summer day camp.

**SECTION III: General Information for all Afterschool Programs and Day Camps Programs:**

Between the years 2017-2020, minimum wage will increase from \$9.00 per hour to \$15.00 per hour. This is due to a combination of federal, state, county and city mandated wage increases. Like every organization and company, this has an impact on the YMCA. We are committed to being fiscally responsible with our resources, which includes ensuring that all of our cost are covered.

Please note, the YMCA reserve the right to change, modify, increase or decrease our fees at any time. As a courtesy, if we need to adjust fees, a 30 day written notice will be provided. In addition, we have financial assistance available for families who may not be able to afford the YMCA program.

In order for the YMCA to be fair to all program participants, only parents who have paid for the program will have their child or children listed on the program roster. Children will automatically be on the roster for the afterschool or day camp monthly or weekly session once my payment has successfully been electronically transferred or and paid to the YMCA. If your draft is declined due to Non-Sufficient-Funds (NSF) or any other account issues, your child's enrollment will immediately be cancelled from the roster and the space will immediately be opened to the general school population for enrollment. You may re-enroll if space is available.

When a draft payment does not go through, the YMCA Accounting Department will reach out to you or the account holder to obtain payment. Failure by the YMCA Accounting Department to reach you or the account holder is not an excuse for a non-payment, nor does this reserve you the right to have a reserved space. The YMCA encourage families to check my accounts to ensure that payments has been successfully processed and that you should contact the YMCA Accounting Department at the West Valley YMCA to correct any payment issues.

There is a \$50 non-refundable registration fee due at the time of registration. This fee is non-refundable, even if your child never attends or starts the program. The YMCA will not refund, credit or transfer the \$50 registration fee for any reason. The Program Department has two annual registration fees per year. There is a \$50 registration fee for programs that take place during school-year. This fee must be paid annually (once per school year). The school year programs include fall, winter and spring day camp and after school programs. There is a separate \$50 registration fee for our summer day camp programs. This fee must be paid annually (once every summer). The two registration fees do not cover each other. The registration fees only cover the current season. For the purpose of understanding, we have defined two seasons: school year and summer. Once you have paid the registration fee for each of the seasons, you will not need to pay it again until the next year when the season starts again. Once you pay the registration fee for the 2018-19 school year, you will not need to pay it again until the next school year. Once you have paid the registration fee for our 2018 summer day camp programs, you will not need to pay it again until the next summer. The registration fees are annual and must be paid each year; once a year for summer and once a year for our school year programs, if you intend to participate in those program seasons. The registration fee is always due at the time of registration.

**LATE PICK-UP FEE**

A late pick up fee of \$10.00 per every 15 minutes will be charged beginning at 6:01pm for all children picked up from the program late. All programs close at 6:00pm, except for Bay Laurel, which closes at 6:30pm. The \$10.00 per every 15 minute fee is per child. The late pick-up fee will be assessed, as follows:

- **Arrive between 6:01pm and 6:15pm**, \$10 late fee will be assessed
- **Arrive between 6:16pm and 6:30pm**, \$10 late fee will be assessed, for a total of \$20
- **Arrive between 6:31pm and 6:45pm**, a \$10 late fee will be assessed, for a total of \$30.
- **Arrive between 6:46pm and 7:00pm**, a \$10 late fee will be assessed, for a total of \$40.
- **Arrive between 7:01pm and 7:15pm**, a \$10 late fee will be assessed, for a total of \$50.

**Please note that the late fee policy will begin at 6:31pm for locations that close at 6:30pm.**

Parents who have not notified the Program that they will be late, can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as YMCA staff members.

- **6:00pm:** Program closes.
- **6:15pm:** Staff member in charge begins calling parent work number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the enrollment packet will be called.
- **6:45pm:** Staff member in charge contacts local authorities to determine if any problem related to the parent has been reported. The Program Director (or closest Director available) is contacted and appraised of the situation.
- **7:15pm:** If the child has not been picked up by this time and we have not received communication from the parent or an authorized adult, he or she will be turned over to the Sheriff's Department (or local Police) and DCFS will be contacted.
- **For program locations that close at 6:30pm, please modify the above schedules as follows, by increasing the above steps by 30 minutes.**

There is a \$10 charge for every 15 minutes you are late picking up your child from the program, beginning at 6:01 pm (or 6:31 pm for program locations that close at 6:30 pm). This fee is per child. Emergencies called in will be taken into account.

**IMPORTANT:** The late fee is assessed when you are late picking your child up from the program site by the required time, based on the option you have selected. The bullet points above are designed to show you an example of how you may be charged if you are late picking up your child. The bullets show an example of how a child who is supposed to be picked-up by 6:00pm, will be charge. **The same formula will be used in calculating late fees for children who are on options that end at 3:00pm, 4:00pm or 6:30pm.** For example, if you are on Option 3, Half Day, which ends at 4:00pm and your child is picked-up at 4:48pm, you will be charged \$10 for every 15 minutes you are late, meaning the YMCA would charge a late fee of \$30 per child.

When late, you are required to sign and date the late pick-up log. The late charge can be paid immediately at the YMCA Branch via cash or credit (no checks) or you can pay the fee online (instructions to pay online can be found on the back on the Late Pick-Up Form – you must have an e-mail on file with the YMCA to access the online portal). After you make your payment, please be prepared to keep your receipt of payment so that you can show it to the staff the child's next day of program. On the child's next day of program, you can show the staff a printed receipt (either from paying online or from paying in person at the Y) or you can show the staff an electronic receipt on your smartphone or tablet. Your receipt is your proof that the late pick-up fee was paid and that the child is permitted to return to the program. Late pick-up fees must be paid immediately before the child can return to the next day of program. Due to our own staff evening school schedules and family responsibilities we ask for your respect at all times in promptly picking up your child from program by the closing hour. We **cannot** accept any payments at our day camp programs. Please contact the YMCA immediately if a program staff accepts a cash payment on-site at the day camp program location.

Three late pick-ups within a rolling 30 days may result in termination of your child's enrollment in program. If you are terminated from the program due to a late pick-up termination, the YMCA will not issue any credits, refunds or transfers of any kind for any fees paid.

You risk dismissal from the program if:

- You fail to pay the late pick-up fees.
- You are late in picking up your child three (3) times within a rolling 30-day period.

**Parents must keep the YMCA office and the Day Camp program notified of phone number changes for work, home, and emergency contacts, at all times.**

### **ABSENCES, CHANGES & CANCELLATIONS**

**Absence:** A two-week leave allowance is built in for absence for the School Year plans. We do not offer credits, prorates or refunds for missed days of camp or program. If your child is ill, please call your site one hour before school is out on after school days and by 10:00 am on full-day care days. Please call each day of absence. You are not charged if you choose not to use your absence allowance or if you exceed the absence allowance. **There is no absence allowance for children and families who only attend our day camp programs. The YMCA believes that day camp is a week long experience, therefore, we do not offer part-time or drop-in day camp enrollment and do not credit, prorate or refund for missed days of camp.**

**Changes & cancellations:** 15-days written notice is required for all changes or cancellations to program. Notice must be submitted in writing 15 days prior to the billing and draft date using the YMCA **CHANGE FORM** (for program changes, such as switching to another options) or YMCA **EXIT FORM** (for cancellations from the program). Please submit your notices for cancellations or changes using our forms. Without proper written notice, changes to your account will not be made and the cancellation will not be processed. You will be billed as you are scheduled. Change forms and Exit forms can be picked up at the YMCA Branch or at the program site. A signature is required to make any changes or cancellations and you must fill out the change form or exit form yourself (YMCA staff is not permitted to submit the form on your behalf). If your notice of a change or cancellation is submitted after the 15-day written notice deadline, the change or cancellation will be processed for the month following the requested month and you will be billed or drafted as scheduled.

### **HOLIDAY CLOSURES, SPECIAL DAYS, MERGERS**

The YMCA will be **CLOSED** on the day of the legal observance of the following holidays:

New Year's Day	President's Day	Memorial Day	Fourth of July	Labor Day
Thanksgiving Day	Christmas Day	Veterans Day	Day after Thanksgiving	Martin Luther King Day

Refer to school calendar for specific dates.

If the legal holiday falls on the weekend, the holiday is observed the day before or after. Example: If the holiday falls on Saturday, the holiday is observed on Friday. If the holiday falls on a Sunday, the holiday is observed on a Monday. If circumstances deem it necessary, the YMCA reserves the right to deviate from the example listed in the sentence prior to this sentence.

The YMCA does not prorate fees when a holiday falls on a weekday.

Modified Day Schedule: The YMCA sites will close at 1:00pm on Christmas Eve and New Year's Eve, unless otherwise noted, for sites that are open during Winter Day Camp. If New Year's Eve and Christmas Eve fall on a Saturday or Sunday, the 1 pm closure time will be honored on the Friday before.

Additionally, the YMCA will be closed on the following days for Staff Development:

**LAUSD:** August 13, 2018

**LVUSD:** August 20 & 21, 2018 & June 13 & 14, 2019

In addition to school days and day camps when the YMCA is open, we are also open for single-day/full day programming on the following days. **Please note:** you are required to pay a single-day rate if the following days are not included in your selected program option. If you are a first time participant, you are required to adhere to the wait-period and complete a full registration packet. Please see the fee schedule for pricing and for information about what additional days are included in each option:

**LAUSD:** August 31, 2018, September 10 & 19, 2018 and April 1, 2019 (may not be held at home site).

**LVUSD:** September 10, 2018, September 19, 2018, October 8, 2018, January 28, 2019 and March 11, 2019 (may not be held at home site).

**Please Note:** The YMCA follows the district calendar for LAUSD (Los Angeles Unified School District) for sites located on LAUSD campuses and the district calendar for LVUSD (Las Virgenes Unified School District) for sites located on LVUSD campuses. If your child attends private school or a school outside of one of these districts, our program will not be provided for any holidays or vacations that are different from the current LAUSD and LVUSD district calendars. The Y will not be able to accommodate your child if they attend a school whose dismissal schedule is not in sync with the dismissal schedule of the host school where the program operates.

Please note the following in regards to full-day care:

- Full-day care is from 7:00 am to 6:00 pm (some sites close at 6:30 pm).
- Sites will be merged for full-day care.
- Full-day care is only available if it is included in your selected option.
- If full-day care is not included in your selected option, you may pay for a single day of full-day care, \$40 per day, per child.

The YMCA reserves the right to merge program sites during day camp programs. During day camp programs, the following program sites typically merge: Justice closes and merges with Pomelo, Round Meadow closes and merges with Bay Laurel, and Calabash closes and merges with Woodlake

The YMCA reserves the right to close a site for the day or close a site early with a 30 day notice to parents, with the exception of an emergency closure. The YMCA does not provide prorates, refunds or credits for emergency closures. Please see the most recent edition of our Parent Handbook for information on emergency closures of our program sites.

The YMCA offers care on the LAUSD and LVUSD school calendar at specific schools in those districts. Each YMCA follows the district and school calendar for its host school and may not be able to make accommodations for children who do not follow the LAUSD or LVUSD schedule.

## **OTHER GENERAL INFORMATION**

- The YMCA reserves the right to change the age and grade parameters for any program. The YMCA will offer arrangements if the age parameters are reduced. For example, if the YMCA changes summer camp from K-5th to K-2nd, the YMCA will offer families an option for 3<sup>rd</sup>-5<sup>th</sup> graders, which may not be at your home site.
- Children who do not attend the host school must have the written permission of the host school principal to attend our afterschool program. Day Camp is open to all and permission from the principal is not required. We unfortunately do not provide transportation from outside schools. Children must have attended school for the day in order to attend the YMCA afterschool program. If your child is removed from the school due to illness or discipline issues, your child may not return to the YMCA until they are readmitted to school. The YMCA will not provide any prorates, refunds or credits for this missed time.
- You have the right to upgrade or downgrade your option at any time during the school year if the YMCA has a 15-day notice of change, in writing, using a YMCA Change Form and if the option is still available for enrollment. When you downgrade, the downgrade is effective on the 1<sup>st</sup> day of the next month or the 1<sup>st</sup> day of the following month if a 15-day notice was not provided. The YMCA offers no credits or refunds for past payments made when a family downgrades to a less expensive option.
- The YMCA accepts third party funding from the Resource Center, certain Cal-Works programs and from the Department of Children and Family Services. The YMCA does not accept all 3rd party funding, so please check with the program office if there is another 3rd party funding source that you prefer to use. Some third party families do not pay the full fee of the YMCA. Parents/guardians are responsible for any and all fees not paid by their third party funder. Please see our Subsidy Agreement Form in our registration packet.
- The YMCA provides financial assistance, at a maximum of 35%. Please complete a financial assistance application if you wish to apply for an award from the YMCA. If your financial situation changes and you require financial

assistance and are awarded, the awarded may only be applied 15-days prior to the billing date. If after the billing date, the award will be applied to the following months balance.

- The LAUSD and LVUSD furlough days in November 2018 will only be included if listed as INCLUDED in the option you have selected. The YMCA has branded these furlough days in November 2018 as "Fall Day Camp." If Fall Day Camp is not included in your selected option, you may pay for it separately.
- I understand that if my child is involuntarily removed from the program (suspended or expelled) due to behavior problems, I will not receive a refund, credit or transfer of any kind for any fees paid. I understand that if my child is suspended from the program due to behavioral / discipline issues, I will have exactly 30 minutes to pick-up my child from the program site; my child can be picked up by either by myself, another parent or my designee (designee listed on the enrollment form authorized for pick-up). Furthermore, an additional day of suspension will be added for every 30-minute period that my child is not picked-up from the site. An additional day of suspension will be added at the 31<sup>st</sup> minute and an additional day will be added every 30-minutes thereafter, for a maximum of up 3 additional days. I understand that I will not receive reimbursement, credit or refund for these missed days, including the missed days of the original suspension. It is important that I pick-up my child immediately if my child is suspended from the program due to discipline issues. The YMCA's goal is to provide my child with a stimulating environment that keeps them engaged in positive behavior. Unfortunately, some severe discipline issues can arise throughout the day that require immediate parent intervention and possibly a suspension from the program for any set amount of days

This Financial Policies Agreement is designed to outline some of the policies, procedures and financial policies for our after school and full day/full week programs operating during the school year and is not an exhausted list of all of our program policies and procedures. Please see the most recent edition of our Parent Handbook for a complete outline of our policies and procedures. This is NOT intended for summer day camp programs. We have a separate fee schedule, registration packet, parent handbook, and policies/procedures agreement for summer. This information is typically available in February or March, prior to summer camp enrollment day.

**This is a financial policies agreement between the YMCA and the parent/guardian or authorized representative below. This is not a YMCA program services contract between the YMCA and any parent/guardian or authorized representative or child/minor or any other party/representative.**

# WEST VALLEY FAMILY YMCA

## Form D: Earthquake Kits/Emergency Preparedness

**PLEASE REMOVE THIS PAGE, COMPLETE THE RESERVE AND PLACE INSIDE OR TAPE ON THE OUTSIDE (REVERSE SIDE UP) ON THE EMERGENCY KIT  
SEE REVERSE**

**DUE:** September 15, 2018 – for students who enroll in the program within or prior to the month of August 2018

**DUE:** Within 14 days of enrollment – for students who start on or after September 1, 2018.

As part of our safety and risk management plan, each child in the YMCA program required to have an emergency kit. As much as we hope an emergency doesn't happen, we want to be prepared if it does. The YMCA will store your child's individual kit and return it to you at the end of the school year or at the end of the camp session (if you are only signed up for individual camp). Each new school year the emergency kit will need to be replaced by the child's parent. If you leave before the end of the school year, please remember to ask for your kit to be returned to you. To maintain freshness of the food supplies, kits must be replaced each year. **If a child is absent from our program for more than 60 days, the emergency kit will be disposed of and the YMCA will not replace the kit. If you wish to have your kit back after your child has exited from the program, please pick it up within 60 days of your child's exit.**

Emergency kits are required to have an emergency information sheet as well as the items on the list below. You can purchase a pre-packaged kit from a store or vendor or you can make the kit yourself. If you choose to make the kit yourself, the items listed below should be put into a large Ziploc bag or small bag or container with your child's name on it. This could be a fun activity that you do with your child at home.

Every child in our program must have a kit within **30 DAYS** of their start date. We would appreciate your cooperation in returning the kit as soon as possible. Thank you for help and understanding in making YMCA a safe place.

### Emergency Kit Should Contain:

- 1 Food Bar – at least 2,400 calories
- 6 water pouches (enough water for three days)
- 1 emergency blanket (Mylar blanket)
- 1 light stick
- 9 wet wipes

**All of the above items are provided in the Student Emergency Kit from S.O.S. in Van Nuys. You can order the kit online and have it shipped or pick it up from their store in Van Nuys. The cost without shipping is around \$9.00 per kit ([www.sosproducts.com](http://www.sosproducts.com) | 15705 Strathern St # 11, Van Nuys, CA 91406, (800) 479-7998).**

Other items to include:

- Emergency Information Card (see reserve side)
- Medication supply for two days (only if necessary)

### Don't want to make a kit? You can also purchase a kit.

- Amazon (online; order and ship)
- SOS Survival Products (online or in store)
- Red Cross Store (online; order and ship)
- The West Valley Family YMCA Program Department (while supplies last) (\$10 to rent an earthquake kit for the school-year or \$25 to own). **You may pay with cash, credit or check at the Y.**

# WEST VALLEY FAMILY YMCA

## Form E: Photo of Your Child for Emergency Purposes

At the Y, we want to keep your kid safe and we also want to be prepared for all emergencies.

Along with your enrollment packet, please submit an up-to-date photo of your child for their file. Children's photos and files will be locked away in a file cabinet at the program site in an emergency binder that staff can grab-and-go in case of an emergency or evacuation.



# WEST VALLEY FAMILY YMCA

## Form J: Positive Discipline Policy

It is our intent that each child enjoys the activities planned by understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist her/him and to know that we expect her/him to succeed. YMCA house rules and anti-bullying strategies will be reviewed weekly at the program site. We also use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below are the general expectations we have for all of our program participants:

- Respect for yourself, for others, and for property.
- Safety first.
- Speak for yourself/listen attentively.
- Be responsible for your words and actions.

### **Philosophy**

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children at each program site establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to run smoothly. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. **The overall safety of all children in the program is our highest priority.**

### **Breaking Program Rules**

- If a child is not following the rules, he/she will be reminded of the rules.
- If the child continues to break the rules, he/she will be asked to leave that area and find another area to play in.
- If the child still fails to follow the rules, the program staff will assign an area for the child.
- If the behavior has not improved by this time, the child will be removed from the group and placed directly beside a program staff member.

### **Threatening the Safety of the Staff and/or Children in the Program**

- If a child threatens the safety or health of anyone in our program by hitting, kicking, biting, pushing, spitting or any other dangerous act they will receive a verbal warning.
- If the behavior continues after the verbal warning has been given, the parent will be called to pick the child up within a half an hour. Credit will not be reimbursed for this day.
- After returning to program, if the child continues this behavior, the parents will be called to pick the child up within a half an hour and the child will be suspended for one (1) program day. Credit or refund will not be reimbursed for these days. A parent conference with the Director will be mandatory at this time.
- The next time the child is required to be picked up for inappropriate behavior, they will again need to be picked up within a half an hour and this time the child will be suspended for three (3) program days. Credit or refund will not be reimbursed for these days.
- Upon returning to program after a three day suspension and the child's behavior continues, the parent will be called to pick their child up within a half an hour and the child will receive his/her final suspension of one program session (5 program days). Credit or refund will not be reimbursed for these days.
- After the final suspension, if the inappropriate behavior has not stopped, the parent will be called to pick the child up within half an hour and the child will be expelled from the program thereafter. There will not be any reimbursements of any kind.
- Children may not bring any of the following: cell phones, iPods, iPads, iPhones, Apple or Smart Watches, smart phones, tablets, Kindles/Readers, DVD players, Nintendo DS/DSI, MP3 players, trading cards, skates, bikes, skateboards, weapons of any kind, toys that do not fit into a school setting, drugs and other substances (both legal and illegal), animals/pets (dead or alive), electronic games, video game units, valuable, electronics, alcohol, medication (both over-the-counter and unauthorized prescription drugs), needles, other illegal substances, radio, poison, cleaning products, other and any personal sports equipment (including but not limited to archery, equipment, bats, hockey sticks, climbing gear and other equipment that should be stored and handled safely for the protections of all people) or any like items that are unlisted.

There are some cases where a child will be sent home and/or suspended on the first violation. This is left to the Director's discretion. The Director also reserves the judgment to suspend a child for additional days based on the severity of the incident and the behavior.

### **Suspension from Program**

If your child is suspended from the program due to behavioral / discipline issues, you have exactly 30 minutes to pick-up your child from the program site; the child can be picked up by either a parent or a parent's designee (designee listed on the enrollment form authorized for pick-up). Furthermore, an additional day of suspension will be added for every 30-minute period that the child is not picked-up from the site. An additional day of suspension will be added at the 31st minute and an additional day will be added every 30-minutes thereafter, for a maximum of up to 3 additional days. Parents will not receive reimbursement, credit or refund for these missed days, including the missed days of the original suspension. It is important for parents to pick-up their child immediately if suspended due to discipline issues. Our goal is to provide your child with a stimulating environment that keeps them engaged in positive behavior. Unfortunately, some severe discipline issues can arise throughout the day that require immediate parent intervention and possibly a suspension from the program for any set amount of days.

# LAUSD: AFTER SCHOOL CLUB PROGRAM FOR GRADE K-5<sup>TH</sup> FEE SCHEDULE 2018-19

Our Afterschool Club Program is not a licensed child care program and does not operate at a licensed child care facility.

## OPTION DETAILS:

PROGRAM NUMBER	PROGRAM NAME & DESCRIPTION	WHAT IT INCLUDES	NOT INCLUDED
1	School Year PM 5 Days a Week	<ul style="list-style-type: none"> <li>Afterschool Program until closing, M-Th on school days only</li> <li>Afterschool Program until closing, M-Th, on school days only with early dismissal and/or minimum days</li> <li>Full Day Program from 7:00 am to 6:00 pm on August 31, 2018, September 10, 2018, September 19, 2018 and April 1, 2019 (may be held off site).</li> </ul>	<ul style="list-style-type: none"> <li>Fall, Winter and Spring Day Camp</li> </ul>
2	School Year PM PLUS 5 Days a Week	<ul style="list-style-type: none"> <li>Afterschool Program until closing, M-Th on school days only</li> <li>Afterschool Program until closing, M-Th, on school days only with early dismissal and/or minimum days</li> <li>Full Day Program from 7:00 am to 6:00 pm on August 31, 2018, September 10, 2018, September 19, 2018 and April 1, 2019 (may be held off site).</li> <li><b>Fall, Winter and Spring Day Camp (may be held off-site).</b></li> </ul>	<p><b>The last day to sign up for this option is October 5, 2018, pending space availability.</b></p>
3	School Year PM 5 days a Week, Half Day	<ul style="list-style-type: none"> <li>Afterschool Program until 4:00 PM, M-F on school days only</li> <li>Afterschool Program until 4:00 PM, M-F on school days only with early dismissal and/or minimum days</li> <li><b>Spaces are limited</b></li> </ul>	<ul style="list-style-type: none"> <li>Program after 4:00 pm each day</li> <li>Fall, Winter and Spring Day Camp</li> <li>Full Day Program from 7:00 am to 6:00 pm on August 31, 2018, September 10, 2018, September 19, 2018 and April 1, 2019 (may be held off site).</li> </ul>
4	Friday Club Program Add-On	<ul style="list-style-type: none"> <li>After school program until 6:00pm, Friday on school days only.</li> <li><b>Must be enrolled in Option 1 or 2 to enroll in this option. This is an ADD-ON to option 1 or option 2</b></li> </ul>	<ul style="list-style-type: none"> <li>Child must be enrolled in Option 1 or Option 2. If child is enrolled in Option 1, includes everything in Option 1. If child is enrolled in Option 2, includes everything listed in Option 2.</li> </ul>
5	Friday Club Program Only	<ul style="list-style-type: none"> <li>After school program until 6:00pm, Fridays on school days only</li> </ul>	<ul style="list-style-type: none"> <li>Program on Monday-Thursday</li> <li>Fall, Winter and Spring Day Camp</li> <li>Full Day Program from 7:00 am to 6:00 pm on August, 31, 2018, September 10, 2018, September 19, 2018 and April 1, 2019 (may be held off site).</li> </ul>

**YMCA IS CLOSED ON THE FOLLOWING DAYS:** In addition to the program specific days of closure, listed above, Monday, August 13, 2018, Labor Day, Veteran's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Christmas Day, Thanksgiving Day, Day after Thanksgiving, New Year's Day. The YMCA closing at 1 pm on Christmas Eve and New Year's Eve at our off-site day camp locations (if Christmas Eve and New Year's Eve take place on a Sunday, we will close at 1 pm on the preceding Friday).

**ANNUAL MUSICAL EVENT:** The YMCA has an afterschool musical once a school year, typically sometime between in either May or December. The musical is a culminating event for all of our after school program participants and is also a community fundraiser. The YMCA has reserved the right to close all sites at 4:00 pm on the day of the musical. Families will be notified well in advance (at least 30 days or more). All applicable late fees will apply for children picked up after 4:00 pm on this day. This early closure day has been calculated into the school year fee schedule. Our hope is that after you pick your child up, you will get the dressed and ready because they will be performing later that evening, with their friends from the YMCA, at our Annual Musical, which is typically held at an off-site, central location.

**LICENSED BEFORE & AFTER SCHOOL PROGRAMS:** When school is **IN** session and on **SPECIFIED** pupil free days, the YMCA offers **STATE LICENSED** before school, after school **and** single-day/full-day programs for children grades K-5\* at the following **COMMUNITY CARE LICENSING** Facilities: Hamlin Charter Academy (197493624), Bay Laurel Elementary (191231094), Round Meadow Elementary (197403242) (**\*Pre-K to 2<sup>nd</sup> grade only**), Calabash Charter Academy (197419963), Pomelo Community Charter School (197408524), Justice Street Academy Charter (197401698) and Woodlake Elementary Community Charter (191200082)

**ORGANIZED DAY CAMPS THROUGH THE AMERICAN CAMP ASSOCIATION:** When school is **OUT** of session during **SPECIFIED** weekly sessions (summer, fall, winter & spring day camp), the YMCA offers **ACCREDITED** organized day camp for children grades K-5\* at the following **AMERICAN CAMP ASSOCIATION** Accredited program locations: Vanalden Avenue Elementary, Bay Laurel Elementary, Pomelo Community Charter School, Hamlin Charter Academy, Woodlake Elementary Community Charter and the West Valley Family YMCA Branch Discovery Camp (Summer Only)

# LVUSD: AFTER SCHOOL CLUB PROGRAM FOR GRADE 3<sup>RD</sup>-5<sup>TH</sup> FEE SCHEDULE 2018-19

Our Afterschool Club Program is not a licensed child care program and does not operate at a licensed child care facility.

## OPTION DETAILS:

OPTION #	OPTION NAME & DESCRIPTION	WHAT IT INCLUDES	NOT INCLUDED
1	School Year PM 5 Days a Week	<ul style="list-style-type: none"> <li>Afterschool Program until closing, M-Th on school days only</li> <li>Afterschool Program until closing, M-Th, on school days only with early dismissal and/or minimum days</li> <li>Full Day Program from 7:00 am to 6:00 pm on September 10, 2018, September 19, 2018, October 8, 2018, December 21, 2018, January 28, 2019 and March 11, 2019 (may be held off site).</li> </ul>	<ul style="list-style-type: none"> <li>Fall, Winter and Spring Day Camp</li> </ul>
2	School Year PM <b>PLUS</b> 5 Days a Week	<ul style="list-style-type: none"> <li>Afterschool Program until closing, M-Th on school days only</li> <li>Afterschool Program until closing, M-Th, on school days only with early dismissal and/or minimum days</li> <li>Full Day Program from 7:00 am to 6:00 pm on September 10, 2018, September 19, 2018, October 8, 2018, December 21, 2018, January 28, 2019 and March 11, 2019 (may be held off site).</li> <li><b>Fall, Winter and Spring Day Camp (may be held off-site).</b></li> </ul>	<p><b>The last day to sign up for this option is October 5, 2018, pending space availability.</b></p>
3	School Year PM 5 days a Week, Half Day	<ul style="list-style-type: none"> <li>Afterschool Program until <b>4:00 PM</b>, M-F on school days only</li> <li>Afterschool Program until <b>4:00 PM</b>, M-F on school days only with early dismissal and/or minimum days</li> <li><b>Spaces are limited</b></li> </ul>	<ul style="list-style-type: none"> <li>Program after 4:00 pm each day</li> <li>Fall, Winter and Spring Day Camp</li> <li>Full Day Program from 7:00 am to 6:00 pm on September 10, 2018, September 19, 2018, October 8, 2018, December 21, 2018, January 28, 2019 and March 11, 2019 (may be held off site).</li> </ul>
4	Wednesday Club Program Add-On	<ul style="list-style-type: none"> <li>After school program until 6:00pm, Wednesdays on school days only.</li> <li><b>Must be enrolled in Option 1 or 2 to enroll in this option. This is an ADD-ON to option 1 or option 2</b></li> </ul>	<ul style="list-style-type: none"> <li>Child must be enrolled in Option 1 or Option 2. If child is enrolled in Option 1, includes everything in Option 1. If child is enrolled in Option 2, includes everything listed in Option 2.</li> </ul>
5	Wednesday Club Program Only	<ul style="list-style-type: none"> <li>After school program until 6:00pm, Wednesdays on school days only</li> </ul>	<ul style="list-style-type: none"> <li>Program on Monday-Thursday</li> <li>Fall, Winter and Spring Day Camp</li> <li>Full Day Program from 7:00 am to 6:00 pm on September 10, 2018, September 19, 2018, October 8, 2018, December 21, 2018, January 28, 2019 and March 11, 2019 (may be held off site).</li> </ul>

**YMCA IS CLOSED ON THE FOLLOWING DAYS:** Monday, August 20, 2018, Tuesday, August 21, 2018, Friday, June 13, 2019, June 14, 2019, Labor Day, Veteran's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Christmas Day, Thanksgiving Day, Day after Thanksgiving and New Year's Day. The YMCA closing at 1 pm on Christmas Eve and New Year's Eve (if Christmas Eve and New Year's Eve take place on a Sunday, we will close at 1 pm on the proceeding Friday).

**ANNUAL MUSICAL EVENT:** The YMCA has an afterschool musical once a school year, typically sometime between in either May or December. The musical is a culminating event for all of our after school program participants and is also a community fundraiser. The YMCA has reserved the right to close all sites at 4:00 pm on the day of the musical. Families will be notified well in advance (at least 30 days or more). All applicable late fees will apply for children picked up after 4:00 pm on this day. This early closure day has been calculated into the school year fee schedule. Our hope is that after you pick your child up, you will get the dressed and ready because they will be performing later that evening, with their friends from the YMCA, at our Annual Musical, which is typically held at an off-site, central location.

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