YMCA OF SNOHOMISH COUNTY

BEFORE & AFTER SCHOOL CARE

Family Handbook 2026–2027



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Parent/Guardian,

Welcome to the YMCA of Snohomish County's Before and After-School Care Program. We're thrilled to provide care for your family! By choosing the YMCA, you gain peace of mind knowing that your child is being well-cared for in our high-quality program, rooted in YMCA tradition and values.

Your child will enjoy daily opportunities to make friends, build meaningful relationships with others, acquire new skills, boost self-esteem, and engage in diverse activities tailored to their developmental needs and interests. Our community-based learning philosophy shapes every aspect of our program, from activities to environment, fostering a holistic approach to child development.

Our dedicated staff is extensively trained in supervision and positive child care practices, ensuring your child thrives in a safe, supportive, and enriching environment.

We're honored to partner with your family. Please review this handbook for information about our policies and effective communication channels. If you have additional questions, please reach out to your child's program director.

Thank you for entrusting your child to the YMCA of Snohomish County. Together, we're creating an exceptional learning journey, aiming not just to meet, but to surpass your expectations.

The Before and After-School Care Team
YMCA of Snohomish County

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PHILOSOPHY AND PURPOSE

Help children achieve their potential through:

- Pursuing an interest, they are passionate about
- Feeling a sense of belonging and making new friends
- Practicing the core values of Caring, Honesty, Respect, and Responsibility
- Providing opportunities to gain knowledge, skills, and abilities by trying new things
- Providing opportunities to practice and demonstrate leadership skills
- Encouraging physical activity
- Teaching healthy eating options
- Providing daily homework support

Support and strengthen the family unit to:

- Improve healthy living among family members
- Increase family ability to work and play together
- Help families share their values
- Increase "sense of community" with other families

Deliver school-age care programs for children in a positive YMCA environment by:

- Providing safety, support, care, and fun for children
- Broadening community, national, and world understanding of children and families through our daily programs

YMCA OF SNOHOMISH COUNTY MISSION STATEMENT

To inspire, nurture, and strengthen culturally vibrant communities through youth development, healthy living, and social responsibility.

NON-DISCRIMINATION POLICY

The YMCA of Snohomish County is an organization committed to diversity, inclusion, and non-discrimination. We welcome all people regardless of ethnicity/race, faith, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, gender expression, gender identity, sexual orientation, age, religion, socio-economic status, or ability.

CULTURE OF INCLUSION

The Y believes that in a diverse world we are stronger when we are inclusive, when our doors are open to all, and when everyone has the opportunity to learn, grow, and thrive. As our laws and communities continue to change, one thing is constant: the YMCA is, and always will be, a place where individuals and families from all walks of life are welcomed and supported. We demonstrate this through equitable practices and procedures and offering programs and services that continually evolve to meet the changing needs of our community.

LOCATION AND CONTACT INFORMATION

School District	School Location	Schools Served	Site Phone	SSPS
Everett	Cedar Wood	Cedar Wood	425 737 1874	812438
Everett	Forest View	Forest View	425 346 3670	503228
Everett	Lowell	Lowell, Jackson	425 346 4847	649011
Everett	Madison	Madison, Emerson, and View Ridge	425 508 4847	638869
Everett	Mill Creek	Mill Creek	425 626 4403	623241
Everett	Penny Creek	Penny Creek	425 754 8650	727538
Everett	Silver Firs	Silver Firs	425 740 4878	304529
Everett	Silver Lake	Silver Lake, Monroe, Jefferson	425 754 8652	438711
Everett	Tambark Creek	Tambark Creek	360 913 4182	287298
Everett	Whittier	Whittier, Garfield, Hawthorne	425 508 4849	296442
Everett	Woodside	Woodside	425 344 8776	812498
Lake Stevens	Hillcrest	Hillcrest, Glenwood, Skyline	425 923 5616	721369
Lake Stevens	Sunnycrest	Sunnycrest, Highland, Stevens Creek,	425 923 5613	277192
Lakewood	Cougar Creek	Cougar Creek, English Crossing, Lakewood Ele	360 913 1114	TBD
Marysville	Allen Creek	Allen Creek, Sunnyside, Liberty	425 923 5612	508268
Marysville	Kellogg Marsh	Kellogg Marsh, Cascade, Grove, Pinewood, Marshall, Shoultes	425 923 5615	435305
Monroe	Chain Lake	Chain Lake, Salem Woods	425 343 4023	906876
Monroe	Fryelands	Fryelands, Frank Wagner	425 345 5809	708867
Monroe	Maltby	Maltby	425 343 4025	365449
Mukilteo	Columbia	Columbia	425 754 9052	392835
Mukilteo	Lake Stickney	Lake Stickney, Pathfinder	425 309 4820	968041
Mukilteo	Mukilteo	Mukilteo	425 308 5816	115911
Mukilteo	Serene Lake	Serene Lake, Picnic Point, Pathfinder	425 308 6569	684742
Snohomish	Little Cedars	Little Cedars (AM care offered at Totem Falls)	425 346 2671	991835
Snohomish	Seattle Hill	Seattle Hill	425 565 4505	709196
Snohomish	Totem Falls	Totem Falls, Little Cedars (AM care only)	425 754 8653	223935
Stanwood Camano	Cedarhome	Cedarhome, Utsalady	425 740 4829	069668
Stanwood Camano	Twin City	Twin City	360 572 1139	188811
Stanwood Camano	Stanwood	Stanwood Ele	425-551-8674	693369
Stanwood Camano	Utsalady	Utsalady, Elger Bay	360 572 1135	132337

HOURS OF OPERATION

School District	Before School Hours	After School Hours	Full Day Hours
Everett	6:30am-start of school	End of school-6:30pm	6:30am-6:30pm
Lake Stevens	6:30am-start of school	End of school-6:00pm	6:30am-6:00pm
Lakewood	6:30am-start of school	End of school-6:00pm	6:30am-6:00pm
Marysville	6:30am-start of school	End of school-6:00pm	6:30am-6:00pm
Monroe	6:30am-start of school	End of school-6:30pm	6:30am-6:30pm
Mukilteo	6:30am-start of school	End of school-6:30pm	7:00am-6:00pm
Snohomish	6:30am-start of school	End of school-6:00pm	6:30am-6:00pm
Stanwood Camano	6:30am-start of school	End of school-6:00pm	6:30am-6:00pm

OUR STAFF

Recruiting, selecting, training, and supporting staff are fundamental to the success of our before and after-school programs. At the YMCA, our leaders have experience in working with children, knowledge of interactive learning activities, and they exemplify the Y's core values. The YMCA promotes the consistent care of children with a goal of building long-term, trusting relationships.

STAFF QUALIFICATIONS

Site Coordinators are over age 18 and receive 30 hours of STARS-approved certification in Child Growth & Development, Child Guidance, Health, Safety, and Licensing, Professionalism and Communicating with Parents. Many School-Age Care Staff have degrees related to their field and or Elementary Teaching Credentials. All staff have first aid and CPR training, background checks, and regular in-service training.

STAFF TRAININGS

All program staff undergo continuous training, accumulating a minimum of 10 additional hours in STARS-approved courses in a variety of topics relevant to their positions. Training includes, but is not limited to:

- Developing diversity, equity, and inclusion in school-age programs
- Trauma informed care and behavior support techniques
- First aid and CPR
- Child-abuse awareness and prevention
- Preventative health measures
- Youth development best practices and age-appropriate programing
- Implementation of games and activities

STAFF RATIOS

The State of Washington requires a staff-to-child ratio of 1:15, which the YMCA maintains at 1:15 or better. Additionally, Before and After-School Care Staff, including Site Coordinators, are supplemented by assistants to ensure adequate support for children.

PROGRAM ELEMENTS

DAILY SCHEDULE

Each program has a daily schedule to meet the needs of the children. Schedules are provided to each family and posted at the site monthly.

<u>Before-School Care</u>

Until the start of the school day:

- Snack, youth and adult-led SCALED Learning activities, community time, and active physical play

<u>After-School Care</u>

End of the school day until closing:

- Snack, community time, homework support, outdoor play, and enrichment activities

Afternoon activities include youth and adult-led SCALED Learning curriculum core components: Literacy, Math, Science, Physical Wellness, Art/Drama, Youth Interest Clubs

OUR CURRICULUM

SCALED Learning™, the Y's holistic before and after-school curriculum, presents kids with new challenges as they reach each stage of their development. SCALED Learning™ helps kids grow in the classroom and out in the world through engaging in STEM, hands-on arts, literacy, career-connected learning, diversity and global education, social development, and fun!

Kids who participate in the Y's before and after-school programs spend their time expanding the school day through active play with classmates and curriculum that augments what they're learning in school. Discovering the world is fun and safe with the Y, the experts on helping kids grow and learn in spirit, mind, and body.

SCALED LEARNING™ COMPONENTS	DESCRIPTIONS
STEM (S)	STEM projects engage kids in science, technology, engineering, or math to practice academic skills, critically think and promote investigation, inquiry and discovery.
Career-Connected Learning (C)	Kids explore career paths through integrated lesson plans and get to know professionals in industries like engineering, medicine, business, and education through a variety of classroom visits.
Arts (A)	Kids engage in hands-on art projects which grow in complexity as they get older. They will explore a variety of art techniques and media as they discover ways to creatively express themselves.
Literacy (L)	Literacy activities engage kids in things like reading aloud and discussion, creative writing, Reader's Theater, and word games to practice academic skills and promote expression.
Education (E)	YMCA programs help students build confidence to become active learners both in and out of the classroom. From homework help to spelling bees and more, the Y helps kids love learning.
Diversity and Global Learning (D)	Kids become good global citizens through cultural events and projects that explore diverse perspectives, ideas, beliefs, and customs.

STEM DISCOVERY

The YMCA of Snohomish County believes that every youth deserves the opportunity to pursue an interest in Science, Technology, Engineering, and Math (STEM) but acknowledges systemic and social barriers that unproportionally impact the STEM experience for many youths in our programs. Through equitable facilitation practices and intentional curriculum, the STEM Discovery Program aims to create a safe space for ALL youth to explore the world of STEM. In addition to our SCALED Learning curriculum and specialized STEM Discovery curriculum, select Before and After School Care sites receive visits from qualified STEM Discovery Program staff who facilitate exciting, hands-on, specialized STEM curriculum with the hopes to inspire the next generation of STEM professionals.

SOCIAL EMOTIONAL LEARNING (SEL)

YMCA Before and After School programs are committed to supporting each child's social, emotional, and behavioral development as a key part of their overall success. Social-emotional learning (SEL) helps children build essential life skills that contribute to positive relationships, responsible decision-making, and academic achievement.

Through age-appropriate activities, games, and guided interactions, children will develop skills to:

- Understand and manage their emotions
- Build healthy relationships with peers and adults
- Resolve conflicts in respectful and constructive ways
- Practice teamwork and cooperation
- Make safe and responsible choices

Our staff intentionally create a supportive and inclusive environment where children can practice these skills, build confidence, and navigate challenges in a healthy and productive way.

HOMEWORK SUPPORT

Space and materials will be accessible at the site to study and work on homework. Staff will be available for support. Thirty minutes of quiet homework time is provided daily.

QUALITY

To support overall program quality, the YMCA uses the nationally recognized, validated instrument, the Social and Emotional Learning Program Quality Assessment (SELPQA) tool. This is designed to measure the quality of youth programs and identify staff training needs. The tool is used to assess in the following areas:

- Safe and supportive environment
- Staff and youth interaction and engagement
- Youth-centered policies and practices

Results from each site assessment are used to identify areas of success and identify opportunities for improvement through a continuous improvement plan. Follow-up training is available to staff based on their individual professional skills and competencies.

HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS

FOOD AND BEVERAGE

- Water is accessible and available to children at all times, including at the table during snacks and meals.
- Water, unflavored low-fat (1%) milk, or nonfat milk will be the only beverages served.
- Children serve themselves all food and beverages from common bowls and pitchers with limited help.
- A fresh or frozen fruit or vegetable is provided at every snack.
- Fried foods and foods that contain trans-fat will not be served for any snack.
- All provided grains will be whole grains.
- All provided foods will not list sugar as one of the first three ingredients or will contain no more than 8 grams of added sugar per serving.

Y staff will model healthy eating behaviors at all times. This includes eating with children during snack (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.

PHYSICAL ACTIVITY

- Children are provided opportunities for moderate and vigorous physical activity for at least 30 minutes per day for morning and afternoon programs and 60 minutes for a full day program. This will include a mixture of moderate and vigorous activity as well as bone and muscle strengthening activities.
- Physical activity will take place outdoors whenever possible.
- Y staff will model active living by participating in physical activities with children.

MEDIA USE AND SCREEN TIME

- Media use is limited to music and only occasional visual media when it is a part of a one-time special program. When it does occur, visual media will be acceptable only for educational purposes or as a means to get participants moving and participating in vigorous physical activity. Music played in the program is program and age appropriate. Screen time is limited to less than one half-hour per day.
- Some sites may offer computers for the use of homework and other educational activities. Screen time will be monitored by staff.

SNACKS AND MEALS

The YMCA of Snohomish County strives to meet all Y of the USA HEPA standards. Children in School-Age programs receive daily snacks that not only meet DCYF Licensing Standards but exceed those based on the Institute of Medicine's Early Childhood Obesity Prevention Policies. All children enrolled in our care are offered snacks with whole grains, fruits and vegetables and other foods with zero to low added sugar. Water is always available to children and when milk is served, it is 1% and unflavored. We are committed to offering the healthiest options possible, providing nutritional education, and role-modeling healthy choices.

If you would like to provide alternate food for your child during snack time (such as food from home, or extra food from their packed lunch) for dietary, health, or other reasons please ask for an Individual Food Plan as required by state licensing (WAC 110-301-0190-Parent or Guardian Provided Food).

When supplemental or alternative snacks are sent from home, we ask that those choices also reflect HEPA standards. Soda, candy, fried foods, gum, juices or any food containing more than 8 grams of sugar per serving are not allowed.

Children must bring a lunch when attending on non-school days. Food cannot be refrigerated or heated, so please include an ice pack if packing perishables in your child's lunch.

Food preferences will be respected, and children are encouraged but never forced to try new foods and to re-try foods that they have previously disliked. Contact site staff if you have concerns about your child's eating habits. Please inform the Y upon registration if we need to be aware of any specific cultural practices pertaining to meals. Food allergies must be noted on the registration paperwork.

PEANUT AND NUT ALLERGIES

To help the YMCA create a safe environment for children with life-threatening nut allergies, do not send your child with food containing peanuts or other tree nuts. If your child has an item in their lunch or snack that contains peanuts or tree nuts, we will put a reminder sticker on the item and send it back home with your child. Staff will replace the food with a similar item (such as a soy-nut butter sandwich to replace a peanut butter sandwich). If you have questions, speak with the Site Coordinator.

PROGRAM POLICIES

CODE OF CONDUCT

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the YMCA of Snohomish County has adopted a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in YMCA programs.

All individuals are expected to:

- Uphold the YMCA core values of respect, responsibility, honesty, & caring
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation, or any other legally protected statutes
- Be respectful and cooperative with YMCA staff and others

PARENT/GUARDIAN CODE OF CONDUCT

To ensure that Y programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote.

All parent/guardians must:

- Conduct themselves in a manner that represents the four core values of the Y: caring, honesty, respect, and responsibility
- Refrain from foul language at all times, while at a Y program location or interacting or engaging with Y staff or participants
- Not show or exhibit derogatory conduct toward any Y staff, participants, or other parent/guardians
- Not use or be under the influence of illegal drugs, alcohol, tobacco, or cannabis at a Y location
- Not take pictures/videos of other participants or Y programs.
- Comply with request from staff for photo ID.
- Adhere to all required Sign In/Out procedures.
- Pay monthly child care fees according to billing schedule
- Follow all current sick child procedures and policies

In the event that parent/guardians cannot or will not uphold these conditions, those parent/guardians could face suspension from programs.

BEHAVIOR GUIDANCE

The YMCA of Snohomish County policy is based upon developmentally appropriate practice and the core values of caring, honesty, respect, and responsibility. Staff work closely with children to build relationships that foster trust and mutual respect. A variety of techniques are used to both prevent and correct undesired behavior. These may include role-modeling, redirection, positive reinforcement, accommodations such as changes to the environment, and natural or logical consequences.

If the child's behavior is not acceptable and attempts at guidance have been unsuccessful, our procedures are as follows:

1. The child will be encouraged to use his/her words to try to solve the situation peacefully.

2. The child will be redirected to a new activity.
3. The child will be removed from the situation until he/she is able to rejoin the group.
4. Parents/Guardians are alerted and encouraged to share ideas.
5. Parent/Guardian & Staff conference will be held with recommendation for an immediate success plan or short-term suspension from care.

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment by anyone (including family members). We do not condone biting, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain.

Because there are such a wide variety of behaviors that children display, the Y reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program and the staff.

NO TOLERANCE POLICY

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

The following will NOT be tolerated at YMCA facilities and in YMCA programs:

- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA or school property
- Possession, sale, use, or being under the influence of alcohol, tobacco, cannabis or illegal drugs
- Offensive or unlawful conduct
- Purposely leaving the area of supervision without permission
- Improper exposure

It may become necessary for the benefit of the child, as well as for the safety of the other children and staff, to remove a child, parent/guardian or family from our program.

IMMEDIATE SUSPENSION POLICY

In cases of severe behaviors, including but not limited to physical fighting, physical or verbal coercion, sexual misconduct, leaving the program without permission, or destruction of property, immediate pick-up and suspension from the school-age child care program may be enforced. This decision will be made by the Program Director and Site Coordinator based on the severity of the action(s) or incident(s) and within the discretion of Y staff.

Immediate suspension serves to ensure the safety and well-being of all children and staff within the program. During the suspension period, the child will not be allowed to attend the program, and parents/guardians will be notified immediately.
Upon notification of the suspension, parents/guardians are required to pick up their child immediately and may be required to schedule a meeting with Program Director and Site Coordinator to discuss the incident and determine next steps, including the potential for reinstatement into the program. Reinstatement may be contingent upon the completion of any necessary corrective actions, such as a YMCA Success Plan, demonstration of understanding and commitment to upholding program policies and behavioral expectations.

Our School-Age Care programs are committed to maintaining a safe and supportive environment for all participants. Immediate suspension measures are implemented with the utmost seriousness and consideration for the well-being of the entire program community.

EXPULSION POLICY

The YMCA staff will work cooperatively with families of children to develop the best plan of care for your child. A collaborative approach is the best way to correct repeated inappropriate behavior. Family patience, support and follow-through are not only appreciated, but also necessary. Expulsion from the program will be considered in extreme situations.

If the child's behavior is a safety threat to themselves, other children, or YMCA staff, members, or volunteers, and attempts at guidance have been unsuccessful, our procedures are as follows:

1. Parent/Guardian & Staff conference will be held with recommendation for an immediate success plan or short-term suspension from care.
2. Program expulsion policy is reviewed with Parent/Guardian
3. Success plan is implemented with staff, child and family
4. After agreed upon steps are taken and opportunities are given, and behavior continues to be a safety threat, child will be completely removed from program.

If child is expelled from a program Y staff will:

- Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record must include the date, time, staff involved, and details of each incident that led to expulsion.
- Provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child.

RESTRAINT POLICY

Physical restraint will only be used in extreme situations if a child's safety or the safety of others is threatened and will be:

- Limited to holding a child as gently as possible to accomplish restraint;
- Limited to the minimum amount of time necessary to control the situation;
- Developmentally appropriate; and
- Only performed by a school-age provider trained in the program's child restraint policy
- Bonds, ties, blankets, straps, or heavy weights (including an adult sitting on a child) will not be used to physically restrain children

GRIEVANCE POLICY

At the YMCA of Snohomish County, we are committed to providing a safe, nurturing, and inclusive environment for all children and their families. We understand that, from time to time, concerns or grievances may arise. Effective communication between parents/guardians and staff members is of utmost importance. We strongly encourage daily interaction between families and our staff to keep you informed about your child's daily experiences and to promptly address any specific incidents that may occur. We encourage open communication and value your feedback, as it helps us to continuously improve our program.

This grievance policy is designed to provide families with a clear and fair process for addressing concerns or grievances. This policy applies to all enrolled families in School-Age Child Care in the YMCA of Snohomish County.

Grievance Definition: A grievance is defined as a formal complaint or concern submitted by a parent or legal guardian regarding any aspect of the program, staff, or policies, which they believe requires attention or resolution.

Submitting a Grievance: Families are encouraged to follow these steps when submitting a grievance:

1. Informal Discussion: In most cases, concerns can be addressed promptly through an informal discussion with the relevant staff member or Site Coordinator
    a) Speak with the staff involved with your child and/or the Site Coordinator
    b) Allow follow up from the staff to you.
    c) If you are uncomfortable discussing the concern with the staff member involved, you may contact the Program Director to facilitate the conversation.
2. Written Grievance: If the informal discussion does not resolve the concern to your satisfaction, you may submit a written grievance.
   Your written grievance should include:
    a) Your name and contact information
    b) A detailed description of the concern
    c) Any relevant dates, times, and locations
    d) Any previous attempts to address the issue informally
    e) Your desired outcome or resolution
3. Submission: Deliver your written grievance to the Program Director, either in person or via email, within 15 days of the incident or concern.

Resolution Process: Upon receiving a written grievance, the Program Director will initiate the following resolution process:

1. Acknowledgment: The Program Director will acknowledge receipt of the grievance within five (5) business days.
2. Investigation: The Program Director will conduct a thorough investigation of the concern. This may involve interviewing relevant parties and gathering evidence.
3. Resolution: The Program Director will work to resolve the grievance within fifteen (15) business days.
   a) If the resolution process requires more time, the Program Director will communicate the delay and provide an estimated timeframe for resolution.
4. Written Response: Once the resolution is determined, the Program Director will provide a written response to the family. The response will include the findings of the investigation, any corrective actions taken, and the program's plan to prevent a recurrence of the concern.
5. Appeal: If the family is not satisfied with the resolution, they may appeal to the YMCA of Snohomish County's Director of Risk Management
   a) The Director of Risk Management will conduct a review and provide a final written response within fifteen (15) business days.

Confidentiality: All grievances and related discussions will be handled with the utmost confidentiality, ensuring the privacy of all involved parties. Reporting a complaint will not compromise a family's ability to participate in our programs, nor a staff members employment. The YMCA of Snohomish County is committed to providing an open and transparent process for addressing concerns and grievances. We value the feedback of our families and continuously strive to create a safe and supportive environment for all children and youth in our care.

PROGRAM PRACTICES

DROP OFF AND PICK UP

Please drive slowly and watch for children. Parents/Guardians or other authorized adults must accompany their child(ren) to and from the designated location. All children must be accompanied by an authorized adult while children are walking to or from their cars. Their care and safety is the responsibility of the parent/guardian. Anyone picking up a child must be listed as an authorized adult on the child's registration.

SIGN IN/OUT PROCEDURES

- Anyone picking up a child must be listed as an authorized adult on the child's registration.
- Parents/Guardians and/or only those adults authorized to drop off and pick up the child must be physically present and sign in and out their child(ren).
- Identification may be checked at any pickup. Be prepared to show your driver's license or photo identification.
- The YMCA respects the rights of parents/guardians to access their own child. However, if YMCA staff feel a parent/guardian is in an unsafe condition to drive or otherwise leave with their child (such as under the influence of drugs or alcohol), the YMCA staff may suggest that the parent/guardian or the Y staff call a responsible adult, or a cab. The YMCA staff may also call 911 for assistance and to report the incident.
- Children must be picked up on time each day. If an emergency arises and you are unable to reach the site before closing, call the staff to inform them of your progress.

LATE PICK-UP PROCEDURE

If a child remains in our care longer than 30 minutes after the program ends and we have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent/guardian by phone using the numbers provided on the registration paperwork
- Call persons listed as an adult authorized pick up for the child(ren)
- Call persons listed as emergency contacts
- After 60 minutes, the authorities may be called to ensure the safety of your child

LATE PICK-UP FEES

1-10 minutes	$10 per child
11-30 minutes	$30 per child
31 or more minutes	$30 plus $1 every minute thereafter

Late pick-up fees will be charged to the payment method on file within 5 business days.
Consistent late pickups may result in suspension or expulsion from the program at the sole discretion of the YMCA.

ATTENDANCE POLICY

The YMCA is committed to providing reliable, high-quality care for children and families. Regular attendance helps children get the most from their Y experience by building routines, friendships, and a sense of belonging. This policy also helps ensure care schedules accurately reflect each family's needs, supports compliance with Washington State Child Care Subsidy requirements, and allows the YMCA to continue providing high-quality care to the community.

ATTENDANCE EXPECTATIONS

Families are expected to have their child attend care on at least 75% of their registered program days each month.
For care options, this means:

Enrollment	Minimum Required Attendance
5 days per week	16 days per month
3 days per week	9 days per month
2 days per week	7 days per month

*Attendance expectations are based on your child's registered schedule and may vary slightly depending on the number of scheduled program days in a given month.

REPORTING ABSENCES

If your child will be absent, please notify your YMCA program as soon as possible. Prompt communication helps ensure your child's safety, supports staffing, and allows us to maintain accurate attendance records.

Families are responsible for notifying their Before and After-School program. If you leave a message, please provide the child's name along with the dates(s) your child will be absent, so we are aware and can appropriately adjust supervision and activities.
If your child does not come to the program after school on a day they are scheduled, we will call in the following order until we locate your child: school office, parents/guardians, emergency contacts, and local authorities.

ATTENDANCE REVIEWS

If your child's attendance consistently falls below the expected level, we will:

- Reach out to learn if there are barriers affecting attendance.
- Partner with you to discuss possible solutions or changes to your child's schedule.
- Adjust your registered schedule if it no longer reflects your family's care needs.
- Inform you if continued low attendance may affect your child's enrollment or subsidy eligibility.

We understand that illnesses, family emergencies, and other unexpected situations occur. Attendance is reviewed individually, and we will work with families whenever possible to support continued access to care.

FAILURE TO MEET ATTENDANCE EXPECTATIONS

If attendance concerns continue after communication and support efforts, the YMCA may modify your child's registered schedule or discontinue enrollment if the registered care plan no longer reflects your family's ongoing child care needs.
If your family is experiencing circumstances that may impact attendance, please contact the YMCA as soon as possible so we can discuss available support and any reporting requirements.
The YMCA reserves the right to take additional action when required by funding agencies, licensing regulations, or program policies.

CUSTODY ISSUES & CHILD RECORDS

The registering parent/guardian is the only authorized party to make changes to their child(s) records. All financial, attendance, enrollment, and other business documents will be provided only to the adult who signs the child up for the program and is responsible for payment. The registering parent/guardian may choose to authorize another person to make changes to their child(s) records.

Parenting plans will be honored to the extent feasible and requires legal documentation. Please note that when a child's care fees are paid by two parents, the full payment must still be received for care to continue.

ACCESS TO CHILDREN DURING CARE

Parents or guardians may visit and inspect the before and after-school care facility in which their child is enrolled during normal operating hours, subject to current health or community guidelines. The YMCA prohibits discrimination or retaliation against any child, parent, or guardian who exercises this right. Any parent/guardian, whom the YMCA determines poses or may pose a risk to any child or individual at the school-age care facility, will be asked to leave immediately.

You will be provided information about your child's progress and/or any issues related to their care. Parents/guardians may receive this information upon request.

VOLUNTEERS

At the YMCA we welcome parents or guardians to help throughout the day in your child's programs. We also offer many other volunteer opportunities such as helping with field trips, administrative work, classroom decorations, youth sports and involvement in our Community Campaign. Please speak with staff at your program for more information.

FAMILY AND STAFF COMMUNICATIONS

At the Y we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes surveys, monthly newsletters, daily informal communication, and program learning objectives. To best support you and your family at our Y, please feel free to provide suggestions for improvement regarding these communication tools.

To resubscribe to YMCA emails, please fill out this: **Resubscribe Form**

To resubscribe to YMCA text messages, please text "START" to **425 249 3886**

RELIGIOUS ACTIVITIES

The YMCA of Snohomish County School-Age Care Programs do not intentionally or specifically implement religious activities into their programming. Through cultural awareness education and celebrating and exploring a variety of traditions, we learn about other beliefs and customs. These beliefs and customs may be associated with a culture's religious beliefs and practices. While learning about others, we do not promote or question the beliefs of others. We do encourage children to have discussions with their parents or guardians when they have questions.

CELEBRATING HOLIDAYS

Holiday celebrations focus on sharing our home-time plans and the time we get to spend with our families. Please share any family traditions and preferences with program staff. At minimum, we strive to celebrate traditions that reflect our current participants. During the winter holidays, we take a look at multiple traditions and celebrations. Celebrations of all kinds will focus on history, traditions, games and other fun rather than foods.

PETS AND ANIMALS

The YMCA of Snohomish County will follow the school district policy applicable to each location regarding animals on the premises. Please talk with your onsite staff or see your site's Health Policy for more information.

To help keep children, families, and staff safe, family pets and other personal animals are not allowed in YMCA program spaces during program hours, including at drop-off and pick-up, unless required by law or approved by the YMCA.

LOST AND FOUND

All belongings must be labeled. Children will have a bin to store their belongings. The YMCA cannot be held responsible for broken, lost or stolen items. Please remind your child to take everything home every day. Check the Lost and Found regularly.

WHAT NOT TO BRING

- Money/valuables
- Toys and Games
- Electronics/Media source
- Weapons of any kind (toys included)
- Pets or animals

The YMCA cannot be held responsible for broken, lost, or stolen items. In the event that a child brings any item(s) that should not be brought to the program, staff will ask that the item(s) be put away in the child's backpack/bin or may store them and return the item(s) at the end of the day.

ENROLLMENT PROCEDURES

PROGRAM REGISTRATION

Prior to attending the program, each child must enroll in before and/or after-school care. The enrollment process consists of completing the online pre-enrollment registration and completion of the WA state required Certificate of Immunization Status (CIS). All forms must be completed before your registration is final. At least two full business days are required to process the registration before enrollment is finalized, at which time attendance is permitted. No child may attend the program without completed enrollment paperwork.

Depending on your child's needs, additional forms and a meeting with a YMCA director may be required prior to your child's start to ensure your child can be best accommodated. Failure to share information that identifies your child's special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program.

ACCOMMODATIONS

Y staff members are trained to help children with mild to moderate diverse-abilities. However, our facilities are not adequately staffed to work with children who need significant assistance with personal care, constant one-to-one support, or have great difficulty managing their behavior in a group setting. If your child requires specialized accommodations, please contact your local Y family branch.

REGISTRATION FEE

All programs require a $50 non-refundable registration fee per child, per school year.

MONTHLY FEES

Monthly fees are created by taking the total days of care, from the first day of school to the last day of school, and dividing by 10 months, spreading the cost equally across the 10 months of the school year.
For billing and payment questions and support, please contact Child Care Billing, childcarebilling@ymca-snoco.org or (425) 374-5721.

TAX RECEIPTS

Program fees are eligible for child care tax credit. Our federal child care tax ID # is 91-0565561.
Instructions for how to print a year-end tax statement will be emailed to you in January.

NON-SCHOOL AND BREAK DAYS

Additional registrations are required for non-school days and school breaks for all participants. Registration for all non-school and break days open approximately 2 weeks prior and close the Wednesday prior to care.

WITHDRAWALS OR CHANGES

A 15-day written notice is required for all withdrawals or changes in care to be eligible for credit or refund if eligible. Please complete a Before and After-School Care Change Form to provide this notice.
For withdrawals for changes to full day child care on non-school and break days, a Before and After-School Care Change Form is required 2 business days prior to the first full day of care.

VACATIONS

A 15-day written notice is required for all requests to be eligible for credit or refund if eligible. Please complete a Before and After-School Care Change Form to provide this notice.

- **PLUS care plan: eligible for a 50% refund for up to two weeks of vacation. Vacation refunds are given by the week. A written request for vacation refunds must be received no later than 15 days prior to vacation. Refunds will be applied to the payment method on file. If your account has a balance due, the vacation credit will be applied to balance due, not refunded.**
- **ONLY care plan: Not eligible for vacation credit or refund.**

ILLNESS POLICY

100% credit granted for day(s) missed due to illness. Must be accompanied by a doctor's note.

HOLD POLICY

Due to space availability, we are unable to "hold" a space for your child in care if you have an extended period of absence. **To reserve your** child's spot in **Before and After-School Care for an extended period of absence, or prior to starting care, you will be required to pay 50% of**

the monthly tuition. This fee is non-refundable and will not be applied to future monthly fees. If you choose to forgo paying to reserve the space, we cannot guarantee a space will be available. You can, free of charge, request to add your child to the program waitlist. If you have extenuating circumstances, please contact your School-Age Care Program Director.

WAITLIST POLICY

If your child(ren) is placed on a waiting list to add days to their schedule or to be enrolled, please note that 5 day/week schedules will be given priority when space is limited.
Your branch registrar will contact you when space becomes available. You will have 48 business hours to hold your spot, and for new registrations, you will be required to pay the $50 registration fee. This fee is non-refundable if you choose to cancel care with us. Please contact the branch registrar if you are using subsidy for payment.

OCCASIONAL CARE

Occasional Care may be available for families whose children are enrolled in the YMCA Before and After-School Care program. It is care on an irregular basis outside of regular enrollment. Occasional Care is not available at all sites and times. Payment must be made in advance. Participants must receive prior approval from program staff to confirm space is available.

MEMBERSHIP

A YMCA Youth membership is included with enrollment in one of our before and after-school care plans for the duration of the current year's enrollment, September to June. Participants who register for the following school year during priority registration in the spring will maintain their child's membership year-round. A YMCA Youth Membership gives your child program discounts on youth sports and swim lessons and unlimited guest passes (limit three per individual) so they can enjoy the Y with a parent or guardian.

If you have a Family membership, you will receive a discount equal to the Youth membership fee per month off your membership fee. Families who withdraw from enrollment will have the option to continue their membership at the regular price. In addition to a monthly discount on your membership fee, Family Membership also includes benefits such as discounts on all programs, two hours of free child care per day in the Kids Zone, free group exercise classes, family events and activities, unlimited guest passes.

MONTHLY PAYMENT

All before and after-school care tuition is due by the 25th of the month prior to receiving care. Methods of accepted payment are Visa, Mastercard, American Express, Discover, personal check, money order, eCheck, or cash (please do not send cash in the mail).

Automatic payment is our preferred payment method. Families have the option to pay in full on the 25th of each month prior to care, or split their payments in two on the 10th and 25th of the month prior to care.

If your account has an outstanding balance for any YMCA program, you will not be eligible to register for additional or future YMCA programs until the balance is resolved or a payment plan has been established.

If you need assistance, the YMCA is committed to working with you. To discuss a payment plan that fits your family's needs, please contact Child Care Billing, childcarebilling@ymca-snoco.org or (425) 374-5721.

Failure of parent/guardian to pay monthly fees or follow an agreed-upon payment plan will result in removal from care.

SIBLING DISCOUNT

A discount of 10% is given to families with more than one child enrolled in care. The discount is applied to the eldest child in care.

ACTIVE MILITARY/SCHOOL DISTRICT DISCOUNT

A parent/guardian that is Active Military or a School District employee in the state of Washington will be given a 20% discount.
If you currently receive Financial Assistance (AFA), we are only able to offer the military/district discount OR financial assistance. If your scholarship amount is higher than 20%, you will remain on scholarship.

FINANCIAL ASSISTANCE

The Y believes in helping parents and guardians give children the best start possible. Sliding scale financial assistance options are available to families in need because we know nothing is more important than caring for your children. Please contact your local YMCA branch to inquire about financial assistance to help support the cost of care. We invite you to submit a Financial Assistance application online or at your local Y.

SUBSIDY FOR CHILDCARE

Our Before and After-School Care programs are licensed by Washington State DCYF (Dept of Children, Youth, and Families) and accept state subsidy for child care. Co-pays are due by the 25th of month prior to care.

Families receiving state subsidy for child care are responsible for initiating the process with a caseworker or call center. Including updating program location SSPS number and coverage required for before and/or after school care. SSPS numbers are available on our website, at your local YMCA facility and in our Family Handbook.

It is the family's responsibility to ensure timely payment of the co-pay each month by the due date. If authorization is not received, the registering adult will be responsible for the full cost of care.

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To change your Child Care Subsidy location, contact the DCYF Subsidy Contact Center at 1-844-626-8687 or send this form to Providerhelp@dcyf.wa.gov

KEEPING RECORDS CURRENT

All enrollment paperwork is scheduled to be updated at least annually, per WAC 110-301-0460 late summer/early fall to ensure that we have the most current information necessary to properly care for your child. Please contact your Branch Registrar when you have new or changed information for your child's records.

CONFIDENTIALITY

Child records are kept confidential. Only those staff that must have access to the information will have access. Licensors are granted access to all center records including child records during inspections to evaluate and enforce the practice of ensuring all records are complete and current.

SITE CLOSURES

SCHEDULED CLOSURES

YMCA Before and After-School Care programs are closed on the following days:

- Labor Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- Wellness Week: December 21-25
- New Year's Eve
- New Year's Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day

*When the holiday falls on a Saturday, it will be observed on the preceding Friday. When the holiday falls on a Sunday, it will be observed on the following Monday.

Programs may shut down for 1-3 days at the end of the school year and/or the end of summer for site preparation and staff training. Notice will be provided of the specific dates at least 6 weeks prior to the closures. Subject to change if the school calendar changes.

UNSCHEDULED CLOSURES DUE TO UNSAFE CONDITIONS

For the safety of our members, staff, and volunteers, it may become necessary to close the YMCA Before and After-School Care programs without prior notice. The YMCA of Snohomish County Severe Weather Closure Policy applies to snow, severe weather, icy, or other dangerous road conditions, power outages, disaster, or any unforeseen reason.

All families are encouraged to have a backup plan for care in the event of an emergency. The YMCA will make every attempt to provide care. However, the YMCA cannot guarantee that staff will always be able to get to the schools or that the school will be open to provide care in every situation. As a means to keep families posted on the status of the program's operation, site staff will send out text messages and emails. Updates are also available via our website and Facebook page.

WHEN SCHOOL IS CANCELLED

If the school district deems it appropriate to close schools for the entire day, the Y will also close for the day. The YMCA does not have access to the schools and therefore we cannot provide care.

WHEN SCHOOL IS DELAYED

If the school district delays school start times, the Y will delay opening under the same time guidelines. (For example: School starts two hours late, Y programs open two hours late).

WHEN SCHOOL IS DELAYED THEN CANCELLED

The YMCA may close the Y Before and After-School Care program, call parents, and send children home with an adult authorized for pickup. Please have alternative arrangements for your child if you work out of the area so that we can contact someone locally to take over care of your child. It is necessary for the YMCA to receive your permission prior to releasing your child to anyone not yet on your child's authorized list.

WHEN SCHOOL IS LET OUT EARLY OR THE SCHOOL'S AFTER-SCHOOL PROGRAMS ARE CANCELLED

The YMCA will make every attempt to contact families and will close that afternoon. If the program must close early, parents will be called to pick up their children as soon as possible.

CLOSURE CONDITIONS ON NON-SCHOOL DAYS

If it snows during a Non-School Day when the YMCA is scheduled to offer full day care, you will be notified through email and our Facebook page. Any decision will be based upon weather conditions and road conditions reported by the Washington State Patrol and/or the State Department of Transportation.

AIR QUALITY

YMCA employees monitor air quality regularly when it is of concern. If the Air Quality Index reaches 101 or higher (unhealthy for sensitive groups), activities are moved indoors.

EXTREME HEAT

If we encounter extreme heat, we will try to keep activities in the shade whenever possible, play lots of water games, and keep children drinking water. Before and After-School Care programs may stay indoors or close if temperatures are at unsafe levels:

- If the heat index is at or above 90°F children will stay indoors.
- If indoor spaces cannot be kept below 83°F the program will close for the day.

ADJUSTMENTS FOR MISSED DAYS

Scheduled shut-down days, holidays, and possible emergency closure days have been taken into consideration when planning fee schedules. Pro-rating and refunds will not be issued for closure days. This practice also applies to additional care hours/days that may arise due to school calendar changes made after fees have been set. Emergency Closure Days are not included in any care plan.

SAFETY FIRST

The safety and well-being of your children, you and our staff are of the utmost concern to the YMCA. We appreciate the opportunity to be a part of your family and are dedicated to providing a safe and healthy environment that allows for the development of our youth. If you have any questions regarding our severe weather policy, please do not hesitate to contact your on-site staff for more detailed information.

CHILD SAFETY

PERSONAL SAFETY TALKS

Our staff will engage children in discussions to help them understand how they can set their own personal safety and touching limits. These discussions will emphasize respect, set the ground rules for appropriate behavior and encourage children to tell a trusted adult if someone touches them in way that makes them uncomfortable. The YMCA of Snohomish County respects the diversity and rights of the individuals it serves.
Personal Safety Talks will include the following message:

"My body belongs to me. If someone makes me feel uncomfortable, scared, or hurt, or touches my private areas, I will yell 'STOP' and go tell an adult who listens. I have a right to be safe. I deserve respect."

MANDATED REPORTING POLICY

The YMCA staff shall protect the child in care from child abuse, neglect, or exploitation, as required under RCW chapter 26.44.30. School-age care staff are required by the Department of Children, Youth and Families (WAC 110-301-0475) to report suspected child abuse or neglect if there is reasonable cause to believe that a child has suffered abuse or neglect or may be at risk of abuse or neglect. The report must be made at the first opportunity but in no case longer than 48 hours.

"Reasonable cause" means a person witnesses or receives a credible written or oral report alleging abuse, including but not limited to Physical abuse (defined in WAC 110-30-0030); Sexual abuse (defined in WAC 110-30-0030); Sexual exploitation (defined in WAC 110-30-0030); Negligent treatment or Maltreatment (defined in WAC 110-30-0030); Abandonment (defined in WAC 110-30-0030) We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the Police.

CLASSROOM AIDE & IEP

The goal of the YMCA is to provide children with a setting that sets them up for success. If a child has a behavioral classroom aide, an Individual Educational Plan (IEP), or participates in a classroom providing specialized instruction, communication with the Program Director prior to enrollment in any before and after school program is required to determine how to best serve the child and establish consistency between school, home and Y programs.

An aide may be required during Y hours for any child who has a classroom aide. Due to limited staff availability, the Y will not always be able to provide a staff designated as a one-on-one aide. If a YMCA/DCYF qualified staff is available, payment for their wages is the responsibility of the parent/guardian and can be paid either through DCYF or private pay arrangements. We understand that there are varying types and degrees of aides, and we are happy to discuss your individual circumstances prior to registration.

If your child has an IEP related to behavior through their school district, we encourage you to share it with your School-Age Program Director and on-site staff as soon as it is complete and available to you. Sharing your child's IEP will help us create consistency in care and proper support for your child.

RESTROOM NEEDS

School-age children are expected to be able to use the restroom independently. "Accidents" will happen, and we will do our best to help support your child through those times. However, due to our Child Abuse Prevention Policy, Y staff will not be able to give one on one attention to individual bathroom needs. If your child has an accident, you will be contacted to pick up or to bring additional clothing. We encourage families to send an extra set of clothing in the event of an accident.

We do our best to accommodate children with medical conditions. If your child requires specialized bathroom accommodation, please contact your Program Director.

SICK CHILD PROCEDURES

The YMCA cannot accept children for care when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for their care:

- Fever of 100.4 degrees F or higher
- Cough
- Loss of taste and/or smell
- Shortness of breath
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea
- Draining rash
- Eye discharge or pink eye
- Too tired or sick to participate in daily activities
- Lice or nits

If your child develops these symptoms during the day, we will require a parent or guardian to pick up the child. We will report communicable diseases to the local health department. We will also notify other families so appropriate action can be taken to protect children as applicable.

RETURN TO CARE AFTER ILLNESS

Return to YMCA programs will vary depending on the condition or diagnosis. Generally, a child may return when medical treatment has begun or are improving without the use of fever reducing medications. In the case of a communicable disease or outbreak (such as COVID-19), return to YMCA programs will be determined by the Local and State Health jurisdictions

MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give the medication directly to a staff member when you sign in your child. Written parental consent is required for us to administer any medication, and you will be asked to complete a Medication Permission form when you hand over the medication. Medications are stored in a locked box out of the reach of children. We maintain a record of administration in the locked box on a medication log. The Site Coordinator or designee will be responsible to administer medication per a doctor's instructions.

All prescription medication must be in its original container properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration such as manufacturer's instructions or prescription label.

The following non-prescription medications require written parental consent and can be given only at the dosage, duration, and method of administration specified on the manufacturer's label for the age and/or weight of your child

- Antihistamines
- Non aspirin fever reducers/pain relievers
- Decongestants or non-narcotic cough suppressant
- Anti-itching ointments or lotions, intended specifically to relieve itching or dry skin
- Sunscreen
- Hand Sanitizer
- Vitamins
- Medicated lip balm
- Mouthwash

An ICP (Individual Care Plan) is required if you would like your child to self-carry asthma or anaphylaxis medication or insulin in the event of an asthma, anaphylaxis, or diabetes emergency. All other medications must be held in a secure location by YMCA staff.

A physician's written authorization is required for any non-prescription medication that is:

- Not included in the above list
- To be taken differently than indicated on the manufacturer's label
- Lacks labeled instructions

CHILD SELF-ADMINISTRATION

A school-aged child is allowed to administer their own asthma or anaphylaxis medication or insulin in the event of an asthma, anaphylaxis, or diabetes emergency, if the following requirements are met:

- A written statement from the child's health care provider and parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance.
- The child's medications and supplies are inaccessible to other children.
- Staff supervise and document each self-administration.

DIABETES CARE

Our programs are committed to supporting children with diabetes so they can safely participate in program activities. We work in partnership with families to understand and support each child's individual care needs.

Prior to a child starting, families must meet with site staff to review the child's care needs and discuss how diabetes will be managed during program hours. Families are required to provide a current physician-signed Diabetes Medical Management Plan or care plan.

Families must provide all necessary supplies, including medications, monitoring equipment, and additional snacks or food needed to manage blood sugar levels. Supplies must be kept current and replaced as needed.

Families must inform program staff of any changes to the child's health status, medications, or care plan. Ongoing communication between families and staff is important to help ensure the child's health and safety while participating in the program.

MEDICAL EMERGENCIES

If your child is at risk of having an allergic reaction from food or bee stings or other medical emergency that requires specific action or medication, you must indicate this on your child's registration form and complete an Individual Care Plan.

Any life-threatening emergency affecting any child during program attendance will result in a call to 911. Be sure that your child's Health History remains current and up-to-date so that staff have all information necessary to adequately care for your child. All staff are certified in CPR and First Aid and will administer as needed. Minor injuries will be treated and you will receive a verbal or written report when you pick up your child.

Parent(s)/guardian(s) will be called to be informed of the emergency and procedures for picking-up their child at the first possible moment after the child(ren) is safe. Keeping parents/guardians informed is important to us. However, our first priority is the safety of the child.

EMERGENCY PROCEDURES

All sites practice monthly fire drills and have a posted evacuation plan. The YMCA has written emergency policies for a variety of issues. A copy may be obtained from your Branch or by contacting the Program Director.

All sites have a Health Care Plan and Disaster Response Handbook posted on-site and available for review.

In case of an evacuation emergency such as fire, bomb threat, or gas leak, children will be kept in the nearest safe area and parents will be contacted as soon as possible to pick up their child. In case of confinement to the facility, parents or emergency contact will be called as soon as possible and informed of procedures. In case of a catastrophic disaster, please call our out-of-area contact at the Spokane YMCA 509 777 9622.

INSURANCE

Because the YMCA does not provide accident or health insurance for its members, it is the responsibility of the parents or guardians to provide coverage for children enrolled in our programs.

TRANSPORTATION AND TRIPS

Transportation will be in YMCA vehicles or by school bus. Vehicles have regular safety checks and are equipped with seat belts, fire extinguisher, first aid kit and a spare tire. All Drivers are selected for their safe driving record, have insurance, receive Driver Training and are required to have First Aid and CPR training.

Children must use safety restraints and follow bus safety rules. At each transition, attendance is taken, and vehicles are checked to ensure all children have evacuated prior to the driver leaving the vehicle.

LICENSING INFORMATION

A copy of the most recent school-age care checklist for licensing renewal, monitoring checklist, and facility licensing compliance agreement for any deficiencies noted are available on site for your review. Please contact your Site Coordinator for more information.

STATEMENT FOR PREVENTION OF ABUSE

The principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA. Child abuse is the mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guideline's employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults.
- You may not relate to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting, weekend trips, foster care etc. are not permitted.
- Giving personal gifts to program participants or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.

- Children or youth should not be singled out for favored attention.
- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that any child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated.
- At the first reasonable cause to believe that an employee or volunteer abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Additionally, it is the YMCA's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from YMCA employment or volunteer status.

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or branch executive and designated members of the Association office.
The Keeping Kids Safe brochure is available online or at the program site as a resource.

KNOW, SEE, RESPOND

At the YMCA of Snohomish County, we practice three important habits of Child Abuse Prevention—KNOW, SEE and RESPOND—to create safe spaces where youth can learn, grow and thrive. When we KNOW how abuse happens, SEE the warning signs and RESPOND quickly to prevent it, together we foster a culture of child abuse prevention.

We KNOW when we understand the behaviors of those who harm youth and how to stop them. Staff and volunteers who practice the KNOW habit:

- Understand the potential risks for abuse that children and teens face, and their role in protecting them at their Y
- Understand how predators operate
- Recognize the importance of proactive engagement when supervising youth
- Interact appropriately and safely with youth at their Y
- Recognize appropriate and inappropriate interactions between adults and youth, and between youth
- Appreciate the difference they make when they practice the Three Habits in Child Abuse Prevention at their Y
- Encourage others to adopt these prevention habits
- Can explain what Know, See and Respond means when asked by a parent or community member

We SEE when we can recognize warning signs or behaviors that signal abuse or a risk for abuse. Staff and volunteers who practice the SEE habit:

- Interrupt inappropriate interactions between adults and youth, and between youth
- Respect children and teen's emotional, psychological and physical boundaries—according to the YMCA's policies— and ensure that others also follow the policies
- Notice and help when staff or volunteers need assistance with a child's behavior
- Act when something seems wrong and if they observe others not practicing the prevention habits

We RESPOND when we take action to stop behaviors we recognize as being inappropriate or questionable. Staff and volunteers who practice the RESPOND habit:

- Act when children or others need help
- Interrupt questionable behavior by a staff member, volunteer or youth
- Notify the appropriate people at their Y when they have a concern
- Can make a report to child protective services and/or police when they suspect child abuse

