

YMCA Child Care Parent Handbook

Child Development Centers
& School Age Programs

*If you have
any questions
please contact us at
503-399-2762.*



Our programs concentrate on a daily basis, through curriculum and staff, on the four YMCA values of caring, respect, honesty, and responsibility.

PARENTS PLEASE NOTE

This handbook is broken into three sections:

Section 1) YMCA Child Care General Information

Section 2) Early Child Development Centers.

Section 3) School Age/Summer School Age Programs

Please speak to your Center/Program Director if you have any questions. While we have attempted to explain each section clearly, the YMCA reserves the right to change and/or apply guidelines from one section to another.

Important Phone Numbers to Know:

Registration Desk

- 503-399-2759
- 503-399-2762

Absence Line

- 503-399-2779

Child Care Accounting

- 503-399-2789

Child Development Director

- 503-588-4305

Y-Site Director

- 503-581-9622 x629

Calvary Site Director

- 503-588-4306

School Age Program Directors

- 503-399-2772

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Revised August 2007
YMCA reserves the right to make changes at anytime,
With out notification, of policies in this handbook

Welcome to YMCA Child Care Programs!

YMCA MISSION

It is the mission of the YMCA to put Christian Principles into practice through programs to build healthy Spirit, Mind, and Body for all.

ABOUT THE YMCA

The YMCA is a not-for-profit agency, and one of the largest providers of childcare in the nation. The Family YMCA of Marion & Polk Counties operates state licensed child development centers, school age programs, and summer school age programs throughout the Marion & Polk County area, serving several hundred children daily. Each program is designed to provide a safe, quality, caring, and positive atmosphere for children, ages 6 weeks through 14 years. Activities are set up to accommodate both working and non-working parents while offering children a chance to grow and develop in a structured setting, conducive to developing values and assets that help our youth succeed along the way.

The YMCA prides itself on offering children a safe, fun and energetic environment. At the core of our activities lie our values of caring, respect, honesty, and responsibility. They provide the foundation that allows us to help children laugh together, learn together, play together, smile together, and most of all, support each other and have fun every step of the way!

GOALS OF CHILD CARE

At the YMCA we build strong kids, strong families, and strong communities by teaching the values of caring, respect, honesty, and responsibility and by addressing the whole of a child's spirit, mind and body. It is a part of everything we do and is interwoven into all activities. This emphasis sets us apart from other programs and organizations.

Through our childcare programs, we respond to the complex needs of today's families and acting upon our commitment to kids, families, and communities. We believe that daily interaction with children must reflect the YMCA goals for childcare:

- To offer a safe, caring, and fun environment for all children
- To help children develop to their fullest potential by utilizing YMCA values as well as that of the Search Institutes' 40 developmental assets
- To support and strengthen the family unit
- To appreciate the diversity of the community
- To develop new skills
- To have fun

The benefit of this program is available without regard to race, color, handicap, age, gender, religion or national origin.

FINANCIAL ASSISTANCE

The YMCA, with funds contributed by members of our community to our Partners with Youth Campaign and the United Way, provides financial assistance to qualified households. Financial Assistance funds are limited and are on a first come, first serve basis through a confidential application process. The YMCA awards assistance ranging from 0%-60% of the program fee. Please allow two weeks for processing of an application. Under no circumstances will any scholarship monies be awarded prior to the completion of the scholarship application. For more information or to apply, contact the Child Development Director at 503-588-4305.

In addition to offering its own financial assistance, the YMCA is also happy to work with AFS and other third party billing arrangements. For more information on this, please see the Accounting section on pages 13-14 or call the Child Care Accounting Office at 503-399-2753.

PROGRAM QUESTIONS AND CONCERNS

Parents having questions or concerns should proceed with the steps below:

1. Speak first with the Classroom Teacher or the Site Director
2. Bring the problem to the attention of the Program/Center Director
3. Contact the Child Development Director
4. Contact the Associate Executive Director

Child Development, Program, and Center Director's phone numbers are listed below. When contacting staff beyond the Site Director or Classroom Teacher, please be sure you are contacting the proper supervisor so as to expedite a solution.

Salem Family YMCA
Child Development Director:
(503) 588-4305

Downtown Early Child Development
Center Director:
(503) 581-9622 x629

School Age Program Directors:
(503) 399-2772

Calvary Early Child Development
Center Director:
(503) 588-4306

The YMCA has an open door policy allowing authorized parents/guardians to visit at any time.

PROGRAM OFFICE LOCATIONS

YMCA REGISTRATION DESK

685 Court St NE Salem, OR 97301

Phone: 503-399-2759

FAX: 503-581-9626

Hours: Monday-Friday, 7:00am-6:00 pm

YMCA BUSINESS OFFICE:

For all program billing information:

685 Court St NE Salem OR 97301

Phone: 503-399-2753

Hours: Monday-Friday, 8:00am-4:00pm

YMCA DOWNTOWN EARLY CHILD DEVELOPMENT CENTER

685 Court St. NE Salem, OR 97301

Phone: 503-581-9622 x629

Hours: Monday-Friday, 8:30am – 5:30pm

SCHOOL AGE PROGRAM OFFICE:

685 Court St NE Salem OR 97301

Phone: 503-399-2772

Hours: Monday-Friday, 8:30am – 5:30pm

YMCA CALVARY EARLY CHILD DEVELOPMENT CENTER

1230 Liberty SE Salem, OR 97302

Phone: 503-588-4306

Hours: Monday-Friday, 8:30am – 5:30pm

PARENT INVOLVEMENT/VOLUNTEERS

As a membership organization, the YMCA views our efforts differently than many “service” organizations. Building strong kids, strong families, and strong communities is not something that the Y can do working alone. To be effective, the YMCA must work with our members (that’s you) leading to a point at which members see themselves as co-owners of the YMCA. Co-owners who have a say in how YMCA work is conducted then become co-producers of our work within the community. When opportunities arise, whether they are volunteering on a field trip, Parent Advisory Committee or on our Partners with Youth Campaign, please consider how you might make a positive difference within the life of your child, your family, and your community.

We welcome your advice, participation and support. Please let us know if your needs are not being met. The YMCA Open Door Policy allows for authorized parent visitation at any time.

FUND RAISING

Annually the YMCA conducts a Partner with Youth Campaign to raise money for many different programs and financial assistance funds. We hope you will consider participating and/or making a donation to help in our goal of building strong kids, strong families, and strong communities. Please contact Michelle Fleener, Associate Executive Director if you’d like to help in our annual campaign, 503-588-4308.

PARENT ADVISORY COMMITTEES

We recognize that you, as parents, are the most important part of your child’s world. We encourage you to play an active role in your child’s care through parent-staff communication, participation in special events, and daily interest in his/her activities. To fill this need, Parent Advisory Committees have been established for each childcare program. These committees serve the following purposes:

- To increase community support for YMCA Childcare Programs
- To enhance the quality of the of the program through recommendations and feedback
- To assist in implementation of YMCA Childcare fund raisers and special events
- To assist in the identification of community resources

GENERAL INFORMATION

All of these policies have been carefully written to ensure that each child is safe, healthy and happy in YMCA programs. We are proud of our high standard of care, our enriching programs, our dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions in regard to our policies, please contact the Center/Program Director through the contact information found on page 3. While we have tried to list our most important policies and procedures, **please note that the YMCA reserves the right to make decisions not covered in this handbook as deemed necessary for the safety and welfare of all children and the program.**

Failure to follow these procedures may be grounds for dismissal.

DAY AND HOURS

Programs operate Monday through Friday, but hours vary by location. Please refer to your specific site section to determine hours of operation:

- **School Age Programs: Page 20**
- **Downtown Early Child Development Center: Page 17**
- **Calvary Early Child Development Center: Page 17**

CLOSURES

HOLIDAYS:

The YMCA observes six basic holidays and will be closed on these days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day plus one day, and Christmas plus one day. If these days fall on a weekend, the YMCA reserves the right observe them on the adjacent Monday or Friday. YMCA Programs will close at 4:00 pm if open on Christmas Eve and New Year's Eve. **All programs observe a two-day closure in Mid-June and the Annual YMCA Closure Week for staff training the week prior to Labor Day.**

INCLEMENT WEATHER:

School Age Programs

If Salem-Keizer Public Schools delay their start time due to ice or inclement weather, School Sites will open by 7:45. If weather deteriorates after school dismissal, parents will be notified by phone to pick up their child/ren as soon as possible. If Salem Public Schools are closed, School Sites will be closed.

Early Child Development Centers

If Salem-Keizer Public School delay their start time due to ice or inclement weather, Centers will still open at 7:00am. If Centers will be closing early, parents will be notified by phone to pick up their child/ren as soon as possible. If State offices are closed, all Centers will be closed.

In the event that weather conditions become unsafe for staff and program participants, the YMCA reserves the right to close Child Care Programs. If possible, an alternate care site **may** be made available at the downtown YMCA site. In these situations, you will need to contact either the Registration Desk or the Center/Program Director for your site to find out if and where alternate care will be offered.

Refunds and/or credits will not be issued for days closed due to inclement weather or emergencies.

ARRIVAL & DEPARTURE

- All children **must be accompanied** to the program area and signed in by an adult.
- Each child **must be signed in and out daily** by a parent or authorized adult. The adult must stay with the child until received by YMCA staff.
- When children arrive to the YMCA program directly from school, YMCA staff will sign the child into the program. Upon pick-up, authorized parent/guardian must sign your child out of the program.
- Should a child be scheduled to attend the YMCA After School program, directly from school, but does not show, the YMCA staff will take the following steps:
 - Upon arrival at site, all staff checks their mailbox for any messages left regarding absenteeism. If your child is to be absent from our program, please leave a message with our 24-hour absence line at **503-399-2779** (You must leave a message with both the school and YMCA as messages left with one are not necessarily transferred to the other).
 - When possible, site staff will also contact the child's school for information regarding the child's attendance. If the child did attend school that day and has not made it into the program yet, the YMCA will continue to attempt to locate the missing child.
 - Site staff will contact the parents/guardian as outlined in the child's authorization form. All numbers will be utilized (work home, cell, etc.)
 - Should we be unable to reach a parent/guardian, we will then attempt to contact the emergency contacts as listed on the child's authorization form.
 - When deemed necessary, the YMCA will contact local authorities for assistance in locating a child.
- Parent/Guardians: Please be sure to provide accurate contacts, updating on a regular basis with the registration desk, that allow staff to contact you quickly.
- The pick-up system is designed to protect your child. It is the parent's responsibility to provide the staff with a listing of those authorized for pick up.
- Children will be released only to persons authorized on the Child Enrollment Form and picture ID is required.
- **It is important to be prepared to show picture ID on a daily basis.**
- Should an adult appear to be under the influence of alcohol or drugs when attempting to pick up a child, staff will take the necessary emergency procedures as outlined by the YMCA for the protection of the child and family.

LATE PICK UP FEES

Late fees will be charged for each child picked up after the scheduled closing time.

Late Fees are \$1 per minute, per child.

15 minutes after scheduled center closures all emergency numbers will be called by staff. If no one can be reached by 7:00pm, the police may be called to escort your child (ren) to Protective Services. Please note, the staff will do everything in their power to reach parents or emergency contacts. **It is your responsibility to inform the YMCA Registration Desk of any changes in contact information, and not that of the childcare classroom/site staff.** Calling the police will be a very last resort. This must be our policy to protect both staff and children.

Three late pick-ups in a calendar year (September-August) may be grounds for dismissal from our Child Care Programs as they are licensed to operate during the hours set forth for each site/center.

ILLNESS/MEDICATION

ILLNESS:

- **If your child is ill, DO NOT SEND him/her to childcare.**
- If your child is sent home with a fever, diarrhea or other contagious illness, they may not return until they are free of such illness or no longer contagious. Staff may require notification from a physician that your child is no longer contagious.
- Please notify us via the absence line at **503-399-2779**, if your child is ill and will not attend the program.
- If your child becomes ill while attending the program, a parent will be contacted and asked to pick up their child **immediately**. You will be asked to pick up your child if any of the following are true:
 - Child has 2 loose stools

- Child has green discharge from nose or eyes
 - Child has any type of eye infection that causes the eyes to be “weeping” with a thick, yellow discharge
 - Child vomits
 - Child has a temperature of 100 degrees or above
 - Child has chicken pox, scabies or any other **contagious disease**
 - Child has what appears to be head lice; child must be nit-free to return to the center
 - Child has symptoms that impair his or her function within the program
- The child will be isolated, within sight and hearing distance of an adult, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person listed on the child’s enrollment form.
 - The YMCA is not licensed to provide care for sick children. Parents or emergency contacts are requested to pick up the ill child within 1 hour of being contacted.

Credit/refunds will not be issued for absence due to illness

MEDICATION:

- A Medication Authorization Form must be completed and signed by the parent or guardian in order for any medication to be administered. These are available from your Classroom Teacher or Site Director.
- Medication that needs to be administered must be brought directly to staff in its original prescription labeled container. The label must clearly identify the child’s name, doctor, date, prescription name and dosage. Over the counter medications, including sunscreen must also be in the original container and labeled with the child’s name, dosage, time and/or directions for distribution and accompany a Medication Authorization Form.
- Children are not allowed to administer medication to themselves; all medication must be given to, and administered by, the site staff, **including inhalers for asthma.**
- If your child has a medication listed on their registration form that is used as needed (such as an inhaler), and you as a parent choose not to leave it with your child’s Teacher or Site Director, we require written authorization of that choice in order to comply with licensing requirements.

INJURY

Minor injuries will be treated as needed, including washing, applying Band-Aids or ice packs. Parents will be notified upon pick-up and will be asked to sign an “Ouch Report.”

In the event of a major injury, the site supervisor will assess the situation. If necessary, staff will seek appropriate medical attention, attempt to contact parents, and contact the Program Director. This may include calling an ambulance to transport the child to the hospital or taking the child to any available physician or hospital to obtain emergency medical treatment. Once the situation is under control, the supervisor or other YMCA staff member will contact the parent or authorized emergency contacts. If a child is taken to the hospital, a YMCA staff supervisor will accompany the child until the parent or emergency contact arrives. All medical expenses, including transportation, are the responsibility of the parent/guardian.

If a child is injured and clothing is contaminated by a blood spill, they will need to be picked up from the program or brought a change of clothing in order to eliminate possible exposure to blood borne pathogens for all participants.

If any of these more serious injuries occur, staff will fill out a full accident report, which parents will be asked to sign to acknowledge that they were informed of the injury.

COMMUNICABLE DISEASE

If a child has been sent home with a communicable disease, the child will not be readmitted until it is determined that the child is no longer contagious. A doctor’s release form may be requested before the child can be readmitted.

When a child is known to have a communicable disease, parents of the children who have been in contact with the ill child will be notified according to regulations set by the Child Care Division.

Program Information

PROGRAM LICENSING

All YMCA Child Care Programs are licensed by the State of Oregon. Copies of reports from the Fire Marshall, County Sanitation, and the Oregon State Child Care Division are available for your review. Should you feel the YMCA is in violation of state requirements, you may contact the Oregon State Child Care Division at (503) 947-1400
By law all YMCA childcare staff must report any suspicion or knowledge of child abuse.

STAFFING

Each program is staffed by a supervisor/director, whose responsibility is the operation of that particular program, including but not limited to the supervision of children and staff, program planning and implementation, communication and parent relations. Additional staff, based on the needs and size of the program, supports the director. Personnel are trained in CPR/First Aid and receive a minimum of 15 hours of training annually.

Staff are trained and expected to carry out the policies and procedures of the YMCA. This is done in order to keep children safe and have fun, and also to concentrate on the individual child. The YMCA understands the role every adult plays in the life of a child and expects all staff to serve as a role model for the children and families.

Reference checks are done prior to hire, and all staff must be listed on the State of Oregon Criminal History Registry.

To assure that YMCA and state licensing standards, policies, program quality, and staff performance are being maintained, administrative staff makes unannounced visits to each site/classroom.

BEHAVIOR MANAGEMENT PROCEDURES

It is the goal of our YMCA to provide a healthy, safe, and secure environment for all participants. The YMCA teaches the core values of caring, respect, honesty, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Behavior Guidelines:

- Caring: We will care about ourselves and those around us.
- Respect: We respect each other and the environment.
- Honesty: Honesty will be the basis for all relationships and interactions.
- Responsibility: We are responsible for our own actions.

The philosophy behind each Center's discipline policy is that every person is responsible for him/herself. To foster this philosophy, the following methods are used: natural and logical consequences (Love and Logic), redirection, the giving of choices, and time-out. Through these methods the staff seeks to help children build life skills necessary to cope with an ever-changing world: responsibility, making decisions, expression of feelings, socialization, resolution of conflicts, and acceptance of others. We promote a safe and nurturing environment where we teach children to use alternative methods for conflict resolution.

In the event that chronic behavior problems develop, incidents will be documented and communicated to the parent. If behavior becomes too extreme to be controlled, parents will be called and asked to pick up their child within 1 hour. The following behaviors are not acceptable and may result in the immediate suspension or dismissal from the program:

- Endangering the health and safety of children and/or staff, members, and volunteers.
- Stealing or damaging YMCA, host site, or property is not tolerated.
- Leaving the program or boundaries as set by staff, without permission.
- Continuing to disrupt the program.
- Refusing to follow the behavior guidelines or program rules.
- Using profanity, vulgarity, or obscenity frequently.
- Acting in a lewd manner.

Staff will work with parents to determine the outcome that is best for the child involved and the program. Possible consequences could be suspension from the program and if the problem persists, the child may be dismissed from the program.

Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives, or are putting themselves, other children, or staff in immediate danger.

While the before mentioned is the general outline of procedures, the YMCA reserves the right to ask parents to find alternative child care arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the before mentioned behaviors.

At no time will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents. The YMCA has a **Zero Tolerance** for violent and/or inappropriate actions. In addition, the YMCA strictly enforces all rules and regulations set by local school districts or "host" sites.

EMERGENCY PROCEDURES

All YMCA staff is trained in standard procedures for emergencies, which are practiced on a monthly basis. Each emergency is different and does vary by situation. Examples of safety procedures are listed but please note, this is not a complete list. For more information, please contact the Center/Program Director.

- Emergency drills: including fire, earthquake, lock downs.
- Emergency Equipment: Standard list of what is needed is at all sites and vehicles.
- Transportation: Including arrival and departure procedures, driving standards, and emergency plans.
- Information: Staff have immediate access at all times to children's forms including health information, adults authorized to pick up each child, and signed release for medical treatment.
- Health and Safety: Each staff is certified in CPR/First Aid, procedures for injuries and illness.
- Attendance: Staff is trained on roll call procedures, head counts, and plans for staff on field trips and on-site to guarantee that the location of each child is known at all times.
- Programming: Staff is trained in the activities and structure of our programs, as well as what is appropriate for working with children of varying age levels.

CHILDREN WITH SPECIAL NEEDS

The YMCA complies with the American with Disabilities Act and applicable Federal, State, or local law in providing services to children with special needs or disabilities. Our goal is to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for all children and staff. According to state licensing, a written plan must be developed between parent and the program (and possibly with outside specialists), on specifics relating to the care of a child with special needs.

FIELD TRIPS

Programming may include driving, walking, or public transportation field trips through the neighborhood. Parents will be informed in writing at least one week prior to scheduled trips. Information of approximate departure and return times, along with the destination, will be posted. The YMCA reserves the right to alter the destination or cancel trips due to inclement weather, safety reasons, or other unforeseen factors.

TRANSPORTATION

The YMCA Vehicle & Transportation Policy requires drivers to maintain a current state license, prove insurability, successfully complete a road test, and participate in vehicle orientation prior to operation of any vehicle. Additional trip checks are mandated for all vehicles.

When traveling, children shall be transported in accordance with ORS, 811.210, wearing seatbelts and using car seats for those children requiring them. Child safety systems and seatbelts shall comply with ORS, 815.055 and the standards adopted by the Oregon Department of Transportation. As of July 1, 2007, child passengers must be restrained in approved child safety seats until they weigh 40 lbs. Infants must ride in rear facing until they reach both one year old and 20lbs. Booster seat law states that children over 40lbs must use boosters to 4'9" tall unless they are age 8 or older.

When and where accessible, public transportation is utilized and encouraged as part of community involvement.

NUTRITION

Appropriate snacks/meals are provided at the centers/sites following USDA guidelines. Please see your specific snack menu at your center/site. If necessary, you may supply food substitutions for medical reasons.

The U.S. Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 325-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers.

ENROLLMENT & REGISTRATION FOR SCHOOL AGE & CHILD DEVELOPMENT CENTERS

Initial registration with applicable fees (registration fee & 1st months payment) need to be completed at the YMCA Registration Desk. Registrations & payments are not accepted at centers or sites. You may mail your payment bring it in person, or pay over the phone with credit or debit card to the YMCA Registration Desk at:

685 Court St
Salem, OR 97301
503-399-2759

PARENTS PLEASE NOTE:

All enrollment forms must be completed in full. These forms must be returned to the YMCA Registration Desk 24 hours prior to your child's first day of attendance. Children will not be allowed to stay at program locations without a completed enrollment form, including all emergency information.

REGISTRATION FEE & EARLY REGISTRATION

A 24-hour notice for registration is required before your child's 1st day of attendance. A non-refundable registration fee is required for all participants.

CHILD DEVELOPMENT CENTERS:

Registration is taken when there is space available. All centers have a waiting list that you may request to be placed on for available openings. Early registration is encouraged as space is limited in order to guarantee placement. Registrations must include the \$50 registration fee, payment for the first month of care, and completion of all enrollment forms and immunization forms.

SCHOOL AGE:

Registration for the fall **Before & After School Programs** begins in late spring. Early registration is encouraged as space is limited in order to guarantee placement in the fall. With the payment of the \$35 registration fee and completion of the enrollment forms, a spot will be held for your child in the Fall. Early registrations are due by June 1st, and you will be billed for care starting in September.

After August 15th, registrations must include the \$35 registration fee, payment for the first month of care, and completion of all enrollment forms.

ENROLLMENT FORMS

The forms listed below must be completed in full prior to your child(ren) attending. Updating all information on the form is the responsibility of the parent. Please notify the YMCA Registration Desk of changes.

ENROLLMENT FORMS:

1. Contract Agreement
2. Registration Form
3. Current Immunization Records (**for Child Development Centers only. Children without current records may be excluded from the program. Exceptions may be made when the child's physician provides a signed statement recommending delay or omission of the immunizations or if the parent/guardian claims a religious exemption**)
4. Handbook & Center specific policies may be available

The following forms are available through the YMCA Registration Desk:

1. Data Change Form (if applicable)
2. Financial Assistance Form

SCHOOL AGE (Before & After School) ENROLLMENT OPTIONS

Option 1 - Care

Fees for this option are based on actual hours of care available **including In-Service and Conference days**. Total fees are then divided by the nine (9) months of the school year. Holidays, winter break, spring break, and summer are available at an additional rate. This option has the choice of any number of school days a week for either AM or PM's only or both AM & PM care. Fees have been based on the calendar as produced by the school district before the start of the school year. Should the school district make any changes to the schedule, for example: adding additional in-service days, additional fees may be required should you choose to participate.

Option 2 – Care with Holidays

Fees for this option are based on actual hours of care available **including In-Service, Holidays, Conference days, Winter and Spring Break**. Total fees are then divided by the nine (9) months of the school year. Parents still need to sign up for the breaks and holidays they are using, in order to staff appropriately. This option has the choice of any number of school days a week for AM's only, PM's only, or both AM & PM care.

Option 3 – Care with Summer Option

Fees for this option are based on actual hours of care available **including In-Service, Holidays, Conference Days, Winter Break, Spring Break, Summer care, one (1) week of enrichment, and one (1) week at Camp Greider**. Total fees are divided by twelve (12) months of care provided. Parents need to sign up for breaks, holidays, and summer care in order to staff appropriately. This option is available till the end of September. Children must be enrolled in both AM & PM care five (5) days a week.

- ***Please note: As availability for space may change for different programs, care may not be available at every location during teacher in-service/early dismissals or winter, spring, and summer breaks. As a year round participant, your space is guaranteed, but not the location during holidays and breaks. For these days, you will need to sign up in person or over the phone through the Registration Desk to secure your preferred site for care. Your completed registration for the Summer Session is required. Upon the new school year, parents must also re-register.***
- ***Credits or refunds are not issued and funds are non-transferable for those who withdraw prior to the end of summer. In addition, no credit or refund is provided for days of service that are not utilized during any program.***

FOR ALL ENROLLMENT OPTIONS, THE FOLLOWING APPLIES:

- **The days that you designated at the time of enrollment are the days that service will be provided all other days will result in extra charges unless a request of schedule change is completed with the Registration Desk.**
- Care on in-service days and winter, spring, and summer breaks may be held at a combined location where space is available and may not be provided directly at each site.
- While the YMCA strives to meet the needs of families by offering services as consistently as possible throughout the year, there may be days in which we are not able to offer programs. All of these days are listed on page 5 under Closures.
- Registration for each school year will be required.

CHILD CARE ACCOUNTING/BILLING INFORMATION

All YMCA Child Care Billing is handled at the Salem Family YMCA.
For inquiries, please call 503-399-2753.

PAYMENT DUE DATES & LATE FEES

Childcare bills will be mailed to you by the 20th of each month. These monthly bills include a return envelope for your convenience. **Your full balance due must be received by the YMCA Registration Desk by the 1st of the month** for which services are provided (for example, September tuition is due on September 1). Payments received after the 5th of the month (even if the 5th falls on a weekend, holiday, or YMCA closure time) will result in a \$25.00 late fee.

If you choose to mail your payment, please note that the YMCA Registration Desk must receive the payment by the 5th of the month (see above).

Failure to pay the full balance or make payment arrangements by the 5th of the month may result in discontinuation of childcare services.

Payments cannot be made at any site or center location. All payments may be mailed or hand-delivered to:

SALEM FAMILY YMCA
ATTN: REGISTRATION DESK
685 COURT ST NE
SALEM OR 97301

For changes in billing or schedule or to terminate care, a **TWO-WEEK WRITTEN NOTICE** is required to be turned in to the YMCA Registration Desk.

'EZ PAY' Payment Method

The YMCA offers two EZ Pay options: bank draft (checking or savings accounts) and credit card charge. If you choose one of these payment methods, the account of your choice will automatically be charged on the 5th of each month or the first business day following the 5th. Please call 503-399-2753 or stop by the Registration Desk for more information.

Returned Check Fee

Returned checks or rejected automatic bank drafts for non-sufficient funds will be charged a \$32.00 returned item fee. This fee will be reflected on your billing.

ADULT AND FAMILY SERVICES (AFS) AND 3RD PARTY BILLINGS

AFS and 3rd party billing questions should be referred to the Child Care Accounting Department at 503-399-2753. Parents are responsible for providing child care third party billing information and for signing the billing forms. Third party eligibility and billing arrangements need to be confirmed prior to childcare services being provided. Please allow two weeks for this process. Parent co-payment and/or additional payment after third party assistance, is due on the 1st of each month. A late fee of \$25 will be charged to accounts when payment has not been received and a billing form has not been signed.

CHANGES/WITHDRAWAL

To make any type of change or to terminate your account, we require a minimum of two weeks written notice delivered to the YMCA Registration Desk. Types of changes include, but are not limited to, scheduling, account type, and classroom changes. Please note: the only place to submit your written requests is at the YMCA Registration Desk, not at the childcare sites.

Please note: It is your responsibility to inform the YMCA Registration Desk of any changes, and not that of the child care classroom/site staff.

Drop-In Fees

Additional drop-in days may be arranged depending on available space. All drop-in attendance will result in a per-day fee. These fees are posted to your account within three weeks of the actual drop-in dates. As a result of that processing time, your monthly bill will not always include *all* drop-in fees prior to the billing date.

For more information about fees and availability, call the YMCA Registration Desk at 503-399-2762.

Refunds and Credits

Refunds and/or credits will not be issued for absences or partial months' attendance. The YMCA requires a two-week notice to make any type of change to your account or scheduling.

If you give two weeks written notice to request a change that reduces your fee in the middle of any given month, the YMCA will not issue a refund. Instead, a credit will be posted to your account to reflect the mid-month reduction.

Reminder: A 14-day written notice is required for withdrawal and changes as previously noted.

The YMCA reserves the right to terminate care for any of the following reasons:

- Parents failure to pay fees
- Failure to submit required forms, including health and immunization forms
- Failure to observe the rules regarding arrival and departure
- Child's inability to function in a group child care setting
- Repeated, excessive, inappropriate behavior and/or language
- Excessive late pick-ups

**Early Child
Development
Center**



**Specific
Information**

LOCATION AND HOURS

YMCA Downtown

Early Child Development Center

685 Court St NE Salem, OR 97301

Phone: 503-399-2759

Fax: 503-581-9626

6 wks-Kindergarten

Center hours 7:00-5:30

YMCA Calvary

Early Child Development Center

1230 Liberty SE Salem, OR 97301

Phone: 503-588-4306

6 wks-Pre-school

Center hours 7:00-6:00

CURRICULUM AND ACTIVITIES

The Creative Curriculum, used at Y-Site and Calvary, implement several interest areas within the classroom. Activities are planned that promote children's growth in cognitive, social-emotional, and physical development. The creative curriculum focuses on child initiated activities with teachers as learning facilitators. Classroom activities are planned to initiate children's ideas and stimulate curiosity. Monthly calendars and weekly lesson plans will be sent home with parents to ensure that you are aware of what is planned for your child.

Children will be encouraged to play outdoors each day weather permitting. Parents are responsible for sending children in appropriate clothing that allows children to be active and messy.

WHAT TO BRING

Please bring a small pillow and a small blanket stored in a standard pillowcase to be left at the center if your child is here all day. They will need to go home each Friday for laundering. In case of accidents, an extra set of clothes is also needed for each child.

A swimsuit, towel, and bag clearly marked with your child's name are needed for swim days. See individual classroom teacher for specific details about possible swim days.

Each classroom may have particular needs, please see your classroom staff for the specific items needed for that room.

WHAT TO LEAVE AT HOME

The YMCA asks that children leave their toys and other personal objects at home. Often times, items brought from home may become damaged, broken, or cause a disruption in the program. **Toys and personal objects from home of any type are not allowed in the program.** If a personal item is brought to site, the child will be asked to put the item away until pick-up time and will assume all responsibilities for that item and the YMCA is not able to replace the item.

Check with staff as there may be Show and Tell days where children may bring in items to share with their class

LUNCH AND SNACKS

USDA Guidelines

The Child Development Programs provide balanced, nutritious, mid-morning and afternoon snack prepared according to USDA guidelines.

The U.S. Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 325-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers. Menus for all snacks are posted monthly on each program's information board, as well as in the classroom. Lunches are provided by parents. The program provides milk or juice. The objective of our nutrition program is to teach children to treat their bodies well by eating healthy foods.

Lunches

The following guidelines may be helpful in preparing lunches:

Use whole-wheat products. Include food from each of the following groups-protein foods, fruits, vegetables, and bread/grain. A treat is nice every now and then, but incorporate it into the meal rather than a dessert. Children get plenty of sugar from fruits, vegetables and carbohydrates. Try to prepare foods so that they are easy for your child to eat. Sandwiches work best when cut into fourths. Fruits that brown can be tossed in lemon juice so that they will keep their color. Nuts, popcorn, hot dogs, apples, carrots and potato chips are foods that children often choke on. Please cut these food items into very small pieces.

Here are some additional lunch ideas:

- **Sandwiches, soups, and proteins:** Peanut butter with jelly, applesauce, honey or sunflower seeds, pizza, cheese, cheese spreads, tuna or egg salad, hard-boiled eggs, cream cheese, soup in a thermos with cornbread or muffin, cold chicken, turkey or meat loaf.
- **Fruits:** Oranges (peel and cut in small wedges), bananas, raisins, fruit salad, pears, dried fruit, fruit leather, melon wedges, berries or grapes.
- **Vegetables** (cut into small pieces): Carrots, celery sticks, zucchini, tomato wedges, tossed salad, cottage cheese with chopped vegetable or cucumber.
- **Munchies, Desserts, or Snacks:** Raisins, whole-wheat fig bars, tortilla chips, whole-wheat pretzels, sesame sticks, granola bars, yogurt, peanut butter balls, pickles, olives, and fruit.

YMCA Guidelines

Lunch can be a great time to foster social exchanges and increase bonding between staff and children. In an effort to make lunchtime more enjoyable for both children and staff, we have developed some basic lunch guidelines. These guidelines will enable teachers to spend more time with the children during lunch, interacting and helping as needed.

- **Warm-ups for food need to be under two minutes, in a microwave safe container, and not require any additional preparation and/or mixing.**
- When sending foods such as apples or oranges, please send them prepared the way your child will eat them.
- Drinks sent in lunches must either be milk or 100% juice. Squeeze-its, Capri Sun and the like are not 100% juice and do not count toward USDA requirements.
- At least 3 of the 4 food groups must be represented in each lunch.
- If a lunch is not complete, having at least 3 food groups in appropriate quantities, we are required to supplement the lunch. In this event you will be billed a \$5.00 lunch fee.
- Lunch boxes and all containers need to have child's first name and last initial.
- We appreciate your cooperation and understanding.

SCHOOL AGE & SUMMER SCHOOL AGE

SPECIFIC INFORMATION



LOCATIONS AND HOURS

During the school year, and when the program is open, each School Age Program meets daily, before and after school, in a designated location within the local elementary school. Where space is not available, you may request that you be placed on the waiting list for your school site.

Salem-Keizer Public School District Elementary Schools:

Auburn	Hallman
Baker Charter School*	Harritt* **
Brush College*	Hayesville
Candalaria*	Keizer
Chapman Hill*	Mary Eyre
Cummings	McKinley*
Englewood*	Morningside*
Four Corners	Myers

Private Elementary Schools:

Queen of Peace
St. Joseph's

*Includes Kindergarten program service via transportation to the downtown YMCA location

Hours:

Morning programs open at 7:00am and dismiss 15 minutes before school starts.

Afternoon care begins when school is dismissed and is available until 6:00pm

On in-service days and holidays that we provide care for, sites that are open will operate from 7:00am-6:00pm

**Harritt programs begin at 6:45am

Please note: Additional programs may be added or programs combined after this printing. Please call the Registration Desk for the current list of program locations and availability.

CURRICULUM AND ACTIVITIES

One of the primary objectives of program planning in school age care is to support the natural play that children initiate and engage in spontaneously. This involves two key components: a rich environment filled with variety of materials and the freedom of children to make their own choices.

The YMCA provides activities through diverse Learning Stations such as:

- **Super Structures:** Future engineers and architects make their first structures with building blocks. Without being taught formulas, children catch glimpses of Newton and Einstein – interpreted by experience and applied in rules they can follow.
- **Drama Zone:** Future teachers, doctors, and zookeepers emerge as children test their dreams. Children interact and role-play, while the not only learn who they could be, but who they are.
- **Brain Twisters:** Children work on hand-eye coordination, math and counting skills with constructive games and puzzles.
- **Colossal Creation:** From making ornaments to refrigerator magnets, children independently delve into their own creativity and express ideas all their own.
- **Worlds of Wonder:** Science and nature are explored through hands-on activities. Wriggling worms and changing leaves expose kids to everything from biology to geology.
- **Communication Station:** At each YMCA site, an area is focused toward reading writing and languages. Resources help children investigate new objects while staff help them tackle homework or prepare for a test.
- **High Energy:** Free play or structured activities help children expend their energy. Skill enhancement and team building are learned in the midst of physical exercise.

Each program area or Learning Station allows children the opportunity to develop individually through structured play. Additional structured activities are planned to promote teamwork and the principles of caring, respect, honesty, and responsibility. The program varies at each site as reflected in the needs of the children and their families.

WHAT TO BRING

Each child will have a space in which to keep their belongings at their site. In order to keep items from sprawling, we ask that children bring their belongings in a backpack or bag. This also helps prevent children's belongings from becoming lost.

Children should come dressed appropriately for the weather. If children have the opportunity to play outside when it is colder outdoors, they must have appropriate warm clothing or will remain indoors.

WHAT TO LEAVE AT HOME

The YMCA asks that children please leave their toys and other personal objects at home. Often times, items brought from home may become damaged, lost, broken, or cause a disruption in the program. If a personal item is brought to site, the child will be asked to put the item away until pick-up time and will assume all responsibilities for that item and the YMCA is not responsible for replacing lost or broken items.

LUNCHES AND SNACKS

USDA Guidelines

The School Age Programs provide a balanced, nutritious afternoon snack prepared according to USDA guidelines.

The U.S. Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 325-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers

IN-SERVICE/EARLY DISMISSALS

Each program follows the school district calendar beginning the **first day of student attendance and ending the last day of student attendance**. At times, districts designate in-service days after the last day of school, and the YMCA may provide in-service care on these days; however there may be additional charges depending on your payment plan. The school age program runs only the duration of the school year, from the first day to the last day of attendance.

The YMCA offers care on teacher in-service and early dismissal days, as well as late starts as outlined on page 5. Please note that due to staff scheduling, availability of space, and in order to offer a variety of activities, some of our programs may be combined on these days. **For all day programs, or dismissals in which the school is not offering lunch, you will need to bring a sack lunch for your child:**

YMCA Guidelines

Lunch can be a great time to foster social exchanges and increase bonding between staff and children. In an effort to make lunchtime more enjoyable for both children and staff, we have developed some basic lunch guidelines. These guidelines will enable teachers to spend more time with the children during lunch, interacting and helping as needed.

- **Please do not send lunches that require refrigeration and/or heating**
- When sending foods such as apples or oranges, please send them prepared the way your child will eat them.
- Drinks sent in lunches must either be milk or 100% juice. Squeeze-its, Capri Sun and the like are not 100% juice and do not count toward USDA requirements. If needed, the YMCA will provide milk to children.
- At least 3 of the 4 food groups must be represented in each lunch.
- If a lunch is not complete, having at least 3 food groups in appropriate quantities, we are required to supplement the lunch. In this event you can be billed a \$5.00 lunch fee

Parents are asked to sign up for these days of care in advance, so that we know the number of children in attendance in order to staff according to licensing ratios. Participants in **Option 2** and **Option 3** have these days covered in their monthly rates, but still need to sign up when attending. Those families in **Option 1** may add these days for an extra fee on a space available basis only, with prior approval from the Registration Desk.

Limited Care is available for Winter Break, Spring Break, Veterans' Day, Presidents' Day, and Martin Luther King Jr. Day. Limited Space is available and you must sign up at the Registration Desk if you need care during these times. For this care, there may be additional charges depending on your payment plan. Your program site will have information regarding these days throughout the school year.

YMCA SUMMER SCHOOL AGE

GOALS OF SUMMER SCHOOL AGE

- **GROWTH:** They grow so quickly! As each day passes we will help children grow to their fullest potential. Through specific skill development, sportsmanship, and value centered programming, we support the growth of healthy children in spirit, mind, and body.
- **VALUES:** The YMCA is an organization driven by its mission as defined by Four key principles: Caring, Respect, Honesty, and Responsibility. All activities, programs, and staff involvement reflect these values.
- **EXPERIENCES:** Ten years from now, it is our hope that your child will remember that special day at camp, that crazy art project, or the wonderful trip to the zoo. But most importantly, will remember the caring staff that took the time to make them feel special.
- **SAFETY:** The YMCA puts safety at the top of the list in our daily programming. This includes not only physical safety, but the security in knowing every child is welcomed and nurtured. Policies, procedures, and trainings are established in order to keep the children in our program safe.
- **FUN:** What is summer without fun?! The YMCA is a strong believer in the value of fun and will offer a variety of opportunities for kids to be kids and just play.

SUMMER SCHOOL AGE ENROLLMENT AND REGISTRATION

INITIAL REGISTRATION:

The registration and applicable payment must be completed in full at least one week prior to attendance. Please complete the Registration form and return it to the Registration Desk. Space is limited and on a first come, first serve basis.

If your child is enrolled in Option 3, you will still be required to sign up for your preferred site and verify that your registration form information from the previous school year is still correct.

UPDATED INFORMATION:

Providing updated information to the YMCA (change of address, telephone numbers, family information, etc.) is the responsibility of the parent and **must be made immediately** at the time of change.

PROCESSING:

Once a registration is received and processed, parents are sent a confirmation of registration from the Summer School Age accounting office. The program office may need additional information; please contact them if any of the situations below pertain to your family:

1. "Add/Drop": Please contact the program office if you need to add or drop a week, a two-week notice is needed.
2. Financial Assistance Application: Allow 2 weeks to process.

SUMMER SCHOOL AGE DAYS AND HOURS

Days: Monday through Friday **Hours:** 7:00am-6:00pm **Field Trips** are scheduled between: 9:00am - 4:00pm

Be sure to have your child at site by 9:00am in order to participate in all planned activities and field trips. We will make every effort to return to site, from field trips, by 4:00pm. Should there be a trip in which these hours differ, you will be notified by your site director and through your weekly newsletter.

CLOSURES:

Summer School Age will be closed on July 4th in honor of the Independence Day Holiday. If July 4th falls on a weekend, the YMCA reserves the right to observe it on the adjacent Friday or Monday Summer School Age programs will be closed on the week before Labor Day for staff training and to prepare for the fall program.

SUMMER SCHOOL AGE PART-TIME OPTIONS

Summer School Age programs are designed on a 5-day per week participation schedule. Limited part-time spaces may be available after the early registration deadline. For part-time participation, the days your child is attending must be established before care begins. Various activities, including field trips, differ at each location and those choosing the part-time option may miss some field trip opportunities. Please contact the Registration Desk for more information, availability, and rates.

SUMMER SCHOOL AGE ACTIVITIES

YMCA Summer School Age Programs are designed to meet the needs of children at various age levels and with differing interests. Each week the program curriculum is designed according to the weekly theme. On-site activities and field trips will coordinate with the theme. A weekly itinerary will be available the Thursday prior to each week.

WEEKLY ACTIVITIES

Each week, we will participate in the activities listed below. Be sure to get the exact schedule from your Site Staff as field trips will vary from site to site.

FIELD TRIPS:

Each week, your child will be able to sign up for 3 field trips. Field trips will be posted each Monday morning at 7:00 a.m., in which you may sign your child up for one "A," "B," and "C." Field trips utilize YMCA Vans, Public Transportation and our walking feet to get from place to place. Be sure to note when and where you have signed your child up for a field trip so that you can remember to come properly prepared for each day.

ON-SITE:

When not out and about on Field Trips, we have plenty of exciting activities planned at the School Sites. With our weekly themes we will keep the fun and excitement coming. Our on-site activities will include:

- Sports & Games: Run, jump, twist, shout....we will do it all! Each day we will work off some of that energy with fun sports and games.
- Arts & Crafts: It's time to get messy! There is no other way to create than to jump right into each project. Whether you like to draw, paint, or something in between, there will be plenty for you to do!
- Songs & Skits: Tune up those vocal cords, 'cause we will need to hear you loud and clear as we sing each day away! You will also be a star in your own right, as we perform skits and other shows.
- Character Development: One of our activities each day will relate to one of the YMCA Core Values: Caring, Honesty, Respect, and Responsibility.
- Science: What better way to learn about something than by experimenting! We offer mind-boggling experiments and demonstrations from time to time to better explain the world around us.
- Puzzles: Who can resist a good brainteaser? Puzzles and riddles push children to come up with new, interesting ways to solve problems and to "think outside of the box."

Please Note: The YMCA reserves the right to alter all program activities and field trips. Activities may vary by program location. All field trips and activities are subject to change, and alternative programming will be offered.

No refunds will be issued unless a program is closed.

SNACK & SACK LUNCH

The YMCA will provide 2 snacks daily. As a participant in the USDA program, each snack will have the required nutrition components as well as the serving size per their guidelines.

Children are to bring their own sack lunch, as the YMCA does NOT provide lunch. We ask parents to please provide a nutritionally balanced lunch, which does not require refrigeration or heating.

Lunches

The following guidelines may be helpful in preparing lunches:

Use whole-wheat products. Include food from each of the following groups-protein foods, fruits, vegetables, and bread/grain. A treat is nice every now and then, but incorporate it into the meal rather than a dessert. Children get plenty of sugar from fruits, vegetables and carbohydrates. Try to prepare foods so that they are easy for your child to eat. Fruits that brown can be tossed in lemon juice so that they will keep their color.

Here are some additional lunch ideas:

- **Sandwiches, soups, and proteins:** Peanut butter with jelly, applesauce, honey or sunflower seeds, pizza, cheese, cheese spreads, tuna or egg salad, hard-boiled eggs, cream cheese, soup in a thermos with cornbread or muffin, cold chicken, turkey or meat loaf.
- **Fruits:** Oranges, bananas, raisins, fruit salad, pears, dried fruit, fruit leather, melon wedges, berries or grapes.
- **Vegetables:** Carrots, celery sticks, zucchini, tomato wedges, tossed salad, cottage cheese with chopped vegetable or cucumber.
- **Munchies, Desserts, or Snacks:** Raisins, whole-wheat fig bars, tortilla chips, whole-wheat pretzels, sesame sticks, granola bars, yogurt, peanut butter balls, pickles, olives, and fruit.

YMCA Guidelines

Lunch can be a great time to foster social exchanges and increase bonding between staff and children. In an effort to make lunchtime more enjoyable for both children and staff, we have developed some basic lunch guidelines. These guidelines will enable teachers to spend more time with the children during lunch, interacting and helping as needed.

- When sending foods such as apples or oranges, please send them prepared the way your child will eat them.
- We serve milk at lunchtime, however if you do include a drink with your child's lunch we ask that it be 100% fruit juice. We will not serve any soda or energy drinks to children.
- At least 3 of the 4 food groups must be represented in each lunch.
- If a lunch is not complete, having at least 3 food groups in appropriate quantities, we are required to supplement the lunch. In this event you will be billed a \$5.00 lunch fee.
- Lunch boxes and all containers need to have child's first name and last initial.
- We appreciate your cooperation and understanding.

Food Allergies/Food Preferences: The YMCA will do our best to provide children with a variety of snacks that are both nutritious and ones that children will enjoy. Should your child have a food allergy, one of the following will occur: The YMCA can provide a substitute snack based on their current inventory or you may send your child with a snack that meets their particular needs. We encourage families (and reserve the right to request from families) to provide their own snack, as you will have a better understanding of what is contained in each product and what your child may or may not eat.

WHAT TO WEAR/BRING

Be sure to label all items with your child's first and last name.

- **Lunch** - Please send a sack lunch daily that is clearly marked with your child's name. Refrigeration and microwaves will not be available.
- **Casual Clothes** – **We May Get Dirty!** The majority of activities are held outdoors. Many involve physically active games in which clothing may become wet. Casual play clothes and **tennis shoes** are strongly recommended.
- **Swimsuits and Towels** - For days specified by each site's weekly itinerary.
- **Water Bottle** - On warm days, children are encouraged to bring their own water bottle.
- **No Personal Items** - Summer programming is designed to offer many choices for each child. In order to make the most of this setting, we request that all personal items (or toys) such as electronic games and radios be left at home.
- **Lost and Found** - The YMCA is not responsible for lost or stolen items. **All unclaimed items will be held for 2 weeks following the session.**
- **Money** - It is not necessary, nor recommended, to bring money as field trip admissions are paid for by the YMCA.