



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **PENOBSCOT BAY YMCA BEFORE SCHOOL PROGRAM HANDBOOK 2018-19 School Year**

**Program Location:  
Camden-Rockport Elementary School**

## **YMCA Mission**

The Penobscot Bay YMCA Before School programs provide the community with a safe, affordable, quality program for elementary aged children. The Y will plan and implement age appropriate activities designed to meet the physical, social, emotional, cultural, and intellectual needs of the children. Guided by the YMCA's four core values of caring, honesty, respect and responsibility, our programming is held to the highest scrutiny. The Y nurtures the potential of every child and believes that all children deserve the opportunity to discover who they are and what they can achieve.

The YMCA recognizes the diversity and worth of all individuals and groups in our society. There will be no discrimination or harassment or any child or family based upon race, color, ethnicity, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran or military status, genetic information, disability, or use of a service animal by a person with a disability, in any Y program or activity, including childcare.

YMCA school aged programming sites maintain licenses from the Maine Department of Health and Human Services and are in compliance with the licensing regulations of this agency. A copy of the licensing regulations is available for any parent to read. You may also find it online at [www.maine.gov/dhhs/occhs/cclicensing.htm](http://www.maine.gov/dhhs/occhs/cclicensing.htm).

## **Program Hours**

The Y Before School Program operates Monday-Friday from 7:00am until 8:30am. The program operates on regularly scheduled school days and follows the district school calendar that the program serves. The program will not be available when school experiences a delay or when there is no school due to inclement weather or a mechanical issue.

The Y does offer Vacation Camp for most school breaks, which is a completely separate program, for more information please visit our website [www.penbayymca.org](http://www.penbayymca.org)

## Program Contacts

Each Y Program has an on-site coordinator to lead the program and plan curriculum. The on-site coordinator can be reached via the designated program cell phone or the program email as listed below.

### **CRES Before School Program:**

Program Cell Phone – 207-691-3652

Program Email – cresbeforeschool@penbayymca.org

## Program Enrollment

The Y Before School Program will accept children enrolled in the elementary school that the program serves. The Y Before School program is not a “drop in” program. We require children be registered for a session at a time prior to utilizing the program. Session I will be a fall session that will run from the start of the school year through Christmas break and Session II will begin in January and run through the end of the school year in June. Priority placement will be given to children enrolled for five days of care.

To be registered and have a confirmed placement in the program the following must be completed:

1. Return a completed and signed enrollment packet including the automatic billing information to the Before School Coordinator at the Pen Bay YMCA.
2. Return the signed acknowledgement confirming that you have received the Before School parent handbook
3. Your account with the Y must be current, any past due balances must be resolved prior to registering for any new programming including Before School.
4. An email from the Before School Coordinator confirming your child’s enrollment.
5. For Fall 2018 enrollment, the first payment will be taken on Friday, August 17 and the second on Friday August 24. For Spring 2019 enrollment billing will occur on December 21, 2018.

No Y membership is required to enroll in the Before School program.

Pricing: 5 days: \$26.00 per week

**Financial Assistance:** The Y has strong working relationship with DHHS and other subsidy programs. We are set up to accept these payments and are happy to assist you in navigating the process.

## **Payments**

As a non-profit organization, we rely on prompt payments. Payments will be processed through automatic deduction every Friday. And billing will be two weeks ahead of attendance.

1. For Fall 2018 enrollment, the first payment will be taken on Friday, August 17 and the second on Friday August 24. If these payments are not paid, your child will be unenrolled for the fall 2018 session.
2. For Spring 2019 enrollment billing will occur on December 21, 2018.

If you have a specific circumstance, please contact the Before School Director in your program area to discuss.

Payments are required and must be paid on time and in full when your child is absent part or all of the week. This includes holidays and in-service days. Fees are based on reserved spaces not on attendance. We do not charge for Before School care during vacation weeks.

### **Late Payments**

Non-payment and/or bounced payments may result in a late fee of \$15 per week. If you change your bank account tied to your automatic billing on file please be sure to notify the Y immediately so we can change your information to ensure your payments go through.

If payments are declined for 2 weeks, your child will no longer be able to attend the program until the Y's Finance Department has set up a payment plan to bring your account up to date.

If your payments are not current, registration for other YMCA programs will not be permitted.

Please remember the program begins at 7:00am. We cannot take any children prior to that time and children must be registered prior to attending our program.

### **Withdrawal from the Program**

A written two week notice is required to withdraw a child from the program. Emails are ok. Parents wishing to withdraw a child but fail to provide a two week notice will be liable for the two weeks of Before-care fees.

## **Staff**

We are very proud of our staff. The staff take pride in their ability to make each day stimulating, enjoyable, and rewarding for your child. Our staff are trained in CPR, First Aid, and receive ongoing education to improve their skills and to develop new ideas for the program. All YMCA staff have passed multiple background checks to ensure the safety of your child.

## **Daily Schedule**

The program will provide specific activities each day to include a variety of enrichment activities. Activities are planned in advance and will include art and STEM activities and a variety of group games. The group will participate in outdoor time, weather permitting, and/or other physical activities daily.

The before school programs have no recreational screen time and electronic devices are not allowed to be used by the children. Children will be asked to keep electronic devices in their backpack as well as any toys from home.

## **Arrival/Departure**

Attendance will be taken upon arrival. Please call or email if your child will be absent. Please be sure to let us know when or if you have changes in your emergency contact information so that we are able to reach you if needed.

Please make contact with a staff member and sign your child in each day with a Y staff member before dropping off your child. Children are not permitted to leave the program unescorted. A child may not leave the program with anyone under the age of 18 or with an unauthorized person. The program's staff will ask for photo identification to confirm identity if not familiar with the individual.

## **School Closure Policy**

When the Elementary school is closed there will be no Before School programming.

When the Elementary School is closed for weather or other unforeseen reasons, there will be no Before School programming.

If school is delayed there will be no Before School programming.

The Y will post closure updates on our website [www.penbayymca.org](http://www.penbayymca.org), or you can call the Y at 207-236-3375 to confirm changes in programming due to weather. We also post information on our Facebook page.

## **Parent Involvement**

Parents are encouraged to engage with the program staff and provide feedback on activities. Please be sure to share with staff anything you feel may help your child's progress.

Parents are requested to communicate concerns about the program's policies, activities, or staff to the On-Site Program Coordinator.

All parents are welcomed to volunteer at any time in the program's activities. Volunteer forms and background checks are required before a person may volunteer.

### **Volunteer Forms:**

Find forms by visiting the Y's website, or call the Y at 207-236-3375 for paperwork, or simply email [frontdesk@penbayymca.org](mailto:frontdesk@penbayymca.org) and we will gladly email you the paperwork.

## **Medication**

All medications must be given directly to the Site Coordinator from a parent or guardian in its original bottle. The parent or guardian must also sign a medication form providing the staff with their permission to administer the medication. We do not object to giving prescribed medication to a child as long as they are well enough to participate in the program.

## **Injuries**

A child receiving injury at the Before School program will be given first aid by a certified staff member and a parent will be notified. We will provide a written incident report of the injury for the parent and staff to sign. Any child sent home with a serious injury may not return unless approved by a physician.

## Illness

While we understand the needs of working families, we must protect all of our children from any/all contagious illnesses. Children should not attend if he/she has a contagious illness, or if they have had a fever in the last 24 hours.

If your child becomes ill during our program, you or your emergency number will be called. We ask that you pick up your child as soon as possible.

Parents must notify the program by contacting the On-Site Program Coordinator immediately when their child contracts any communicable illness other than a cold. Parents will be notified of communicable illnesses in the program and any recommendations given to the program by our health consultant. Dr. Adeline Winkes serves as a consultant to the YMCA's child care programs to answer questions about health issues, particularly in regard to contagious diseases. Safety of the children in our program is our number one priority.

## Guidelines for Sick Children

**COLDS:** We will care for children with minor colds, (clear runny nose and/or mild cough). Children with the following symptoms should not attend:

1. Feeling too bad to participate in program activities
2. Have a fever over 100 degrees
3. Have other symptoms that make it hard to care for them in the program such as vomiting, diarrhea, bad cough, severe headache
4. Heavy-colored nasal discharge
5. Persistent or heavy cough
6. Strep Throat
7. Lice; Child may not attend until they are treated and all nits removed

**FEVER:** If a child has a fever of 100 degrees or higher in the past 24 hours, he/she should NOT attend the program. Your child will need to be **un-medicated "fever-free" for 24 hours before returning.**

## **Suspension/Dismissal Policy**

Grounds for suspension or dismissal from Y programs are as follows:

1. Repeated (more than two) weeks of non-payment of tuition;
2. Continued disruptive behavior by the child after parents have been consulted and appropriate measures have been taken to modify such behavior, or sudden violent or dangerous behavior that threatens the well-being of the child or other children, regardless of parent consultation or appropriate modified measures;

## **Behavioral Guidelines**

All children are entitled to a pleasant and safe environment while participating in the before-school program. The four Y core values of respect, responsibility, honesty and caring drive YMCA programs. Self-management skills and positive social interactions among children and adults are encouraged to maximize everyone's enjoyment of the program. Staff facilitate the development of self-control in school-aged children by using positive guidance techniques such as modeling and encouraging expected behavior and redirecting children to a more acceptable activity and setting clear limits. Our discipline practices encourage the child to be fair, honest, caring, show respect of property and other program participants, and assume personal responsibility.

Children will be required to abide by the following rules:

- Keep your hands and feet to yourself
- Always remain with a staff member or the group
- Be responsible for your own belongings and respect others property
- Use appropriate language.

Each program site will have additional rules that are specific to their building and environment. When a child does not follow the behavior guidelines the staff will take the following steps:

- 1) Staff will redirect the child to more appropriate behavior;
- 2) Staff will remind the child of the Y's guidelines and rules;
- 3) Staff will document the situation. This written documentation will include what happened and the action taken. Staff will discuss with parents and a course of action will be decided.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive will not be tolerated. Children that exhibit any type of behavior which is thought to be unacceptable, unsafe, or continue to not follow the rules may result in immediate suspension.



Unacceptable behaviors include, but are not limited to, the following:

- Any behavior that endangers the health and safety of other children, staff or members;
- Leaving the program without permission or refusing to remain with assigned group;
- Inappropriate touching of other students or sexual misconduct;
- Theft, defacing or destruction of property belonging to the Y, the schools, or others;
- Verbal abuse or threat, bullying, name-calling;
- Any physical assault such as hitting, kicking, biting, and such;
- Ignoring or disobeying rules of safety;
- Possession of weapons, tobacco, alcohol or illegal drugs;
- Violation of the YMCA Code of Conduct.

The Progressive Discipline procedures are as follows:

1. The first time unacceptable behavior occurs the incident will be discussed with the parents and they will be provided an occurrence report. A plan of action will be agreed upon by parent and staff.
2. The second time unacceptable behavior occurs there will be a meeting set up with the Before School Coordinator, parents and Y administrative staff. The purpose of this meeting will be to determine why the child is having difficulty and what efforts might be made by site staff, parents and the child to find a possible solution. A written action plan will be made for the child in the Before School program.
3. If unacceptable behavior occurs again, dismissal of the child from the program will occur.

\*The Penobscot Bay YMCA also reserves the right to dismiss a child from the program not necessarily in the order above, but depending on the severity of the action.