

# SACC



## YMCA of Greater Pittsburgh Collegiate YMCA

**PARENT MANUAL**  
**Summer Day Camp & After School**  
**2009/2010**



YMCA.

We build strong kids, strong families,  
strong communities.



YMCA of Greater Pittsburgh  
2008/2009  
SACC Parent Handbook

Caring  
Honesty  
Respect  
Responsibility

**Parent's Acknowledgment of Receipt  
of the Parent Handbook**

I understand that these policies and procedures have been formulated for my child and/or children attending School Age Child Care through the YMCA of Greater Pittsburgh.

I understand it is my responsibility to become aware of the contents of this Handbook and that I have the opportunity to ask questions about any policy or procedure in this handbook.

\_\_\_\_\_  
Child/Children's Name

\_\_\_\_\_  
Parent Signature          Date

**\*Please return to the Child Care or Site Director Thank you.**



YMCA  
SCHOOL AGE CHILD CARE  
Telephone Directory

Sunnyside Elementary..... 412-648-7960  
4801 Stanton Ave Cell: 412-508-9175  
Pittsburgh PA 15201

Oakland Summer Day Camp.....Cell:412-508-9175  
First Baptist Church (Emergency Use Only)  
195 N. Bellefield Ave  
Pittsburgh PA 15213

Collegiate YMCA.....412-648-7960  
Fax:412-624-3795  
[www.ymcapgh.org](http://www.ymcapgh.org)

**\*\*\*Please call the YMCA between 9am and 11am if your child will not be in the program that day. Please give child's name and if SACC/ Day camp program name. \*\*\* THANK YOU!**

Dear Parents,

Parenting is hard work. We know you make many decisions concerning your child's care. Selecting a child care program may also be included in one of those decisions. We understand choosing the right program for your child can mean a great deal to your child's sense of confidence, self respect, and positive self image.

For those of you returning to our SACC program and those of you using the program for the first time, thank you for your trust and sharing your children with us.

Open communication is important to us, so if you have any questions, concerns, ideas, suggestions or compliments, please feel free to drop me a note or call the YMCA.

On behalf of the child care staff and myself, we wish you a safe and enjoyable school year.

Sincerely,

Taylor Nathan  
Community Program Director



**Collegiate YMCA 412-648-7960**

## **MISSION**

MISSION: To put Christian principles into practice in programs that build spirit, mind and body.

Serving the Pittsburgh neighborhoods since 1854, the YMCA offers programs and services to individuals and families regardless of age, sex, religion, national origin, ability or disability, or inability to pay.

The YMCA is a not for profit Association of members, volunteers, contributors and staff whose common mission is to provide quality programs which enhance human and community growth and development.

## **PROGRAM PHILOSOPHY**

We believe that children should be in a safe, healthy, nurturing, and stimulating environment. We believe that each child is an individual and the child care setting needs to accommodate and plan for those differences.

Our SACC program provides children with the opportunity for a variety of experiences. Children learn to cooperate in a group and experience a variety of recreational, sport and creative activities.

Children in our program benefit from a trained professional staff. These caring adults not only provide a multitude of activities, but are available to listen and meet the needs of each child. We encourage you to participate whenever possible, to get to know the staff, and visit whenever you would like. Staff and parents will work cooperatively for the benefit of the child. Systems for support and communication will be established.

The SACC program will meet or exceed the standards set forth by the State of Pennsylvania, regulations governing this type of care.

## FEE POLICY SCHEDULE

A current YMCA Youth membership (\$29.00) and registration fee of \$30.00 is required at the time of registration. These fees are non-refundable.

For afterschool, tuition is due and collected on the 15th of each month from September through May. A bank or credit card, cash or money order will be the only method of payment.

SACC tuition fees are eligible for child care tax credit. Our **FEDERAL CHILD CARE TAX # IS: 25 0969497.**

**If your child is registered for full time care (4-5 days per week) or part time (1-3 days) you will be charged the full time/part time rate throughout the school year regardless of your child's absences.**

### Fees

Fees are collected in nine monthly payments. The first will be drafted September 15th and the last on May 15th.

--The YMCA reserves the right to give priority to full time enrollments over part time enrollments. If a family pre-registers full time and drops to part time after enrollment, the family will pay full time service fees.

The policy for withdrawal requires a 30 day written notice.

No refunds or credits will be given for the Program participation fee or the membership fee and registration fee.

## PROGRAM GOALS

Our School Age Child Care Programs are designed to meet the needs of children. These are some basic statements which will apply to all programs:

1. The program is based on educational principles geared to the development levels of the children involved. Age appropriate activities will be offered in both large and small group settings.
2. The program offers security and protection during the day when parents are not available.
3. Opportunities for outdoor and recreational activities will be provided.
4. School-age children have a high interest level in task-oriented activities, such as crafts and cooking. They are interested in producing a finished product. Task-oriented activities will be planned to challenge their present abilities and teach these new skills.
5. A physical education program will be provided so that the children can develop good coordination thru physical fitness.
6. Those older, mature children will be allowed to assume positions of responsibility and leadership in planning activities and establishing rules. Younger children will be encouraged to accept responsibility and develop self-reliance.
7. The children will have the opportunity to learn appropriate social behavior through group discussions and projects, positive adult modeling and individual conduct evaluation and values clarification.
8. The program will provide positive self-esteem building for the child. A helpful and cooperative attitude will be expected in return.
9. The program will serve as an aid to the family unit by encouraging family and YMCA communication.
10. The YMCA commits itself to serve the community with quality services. Complete parental support is essential to this goal.
11. A program will be introduced focusing on character attributes such as courage, loyalty, justice, respect, hope, honesty, and love. Discussions will encourage the children to keep these attributes strong and stable within themselves as well as society.

## PROGRAM CALENDAR

The SACC program runs Monday thru Friday during the School year. Sunnyside Elementary After School operates from 2:30—5:45 PM . Oakland day camp operates for 10 weeks June 9—August 15, 2008 from 8:00 AM to 5:45—PM. The day camp is closed July 4 Holiday. SACC programs follow the school districts calendar for the building they are housed in.

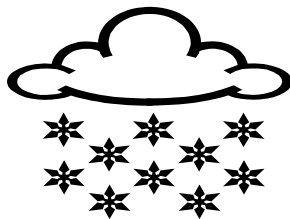
## EARLY RELEASE DAYS

If schools are calling for an early dismissal at the end of the school day, our programs will extend its service to start earlier for the time school is scheduled to dismiss. (Example: if school dismisses at 1:00pm, we will begin providing care at 1:00pm and close at our normal program time). This service is always available as long as we have the ability to get into the school.

## INCLEMENT WEATHER/EARLY DISMISSAL

The YMCA of Greater Pittsburgh will make every effort to provide care on days of inclement weather. Please be familiar with these policies and the lines of communication between yourself and the YMCA staff so that all information is exchanged properly. Remember, these situations only pertain to days of inclement weather. Scheduled in-service days and holidays are noted, please speak with a YMCA staff for pre-registration.

It is essential that you listen to the Radio or Television for the most up to date information on Inclement weather. Please remember, our staff our traveling in this weather and their safety is of the utmost of importance to us. They have been instructed to do their best to arrive safely, so they may be a little late. Patience and cooperation will be essential for everyone, for the safety of our Staff, your children and your self.



In an emergency, the director, site director or supervisor may take appropriate action as deemed necessary to ensure your child's safety, health and well being.

## EMERGENCY PROCEDURES/EVACUATION

This is to assure you of our concern for the safety and welfare of children attending the YMCA's Program. Our emergency plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use the following protective actions:

**\*Immediate evacuation** Children are evacuated to a safe area on the grounds of the facility in the event of fire, etc.

**\*In place sheltering** sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

**\*Evacuation** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, for summer day camp, the children will be relocated to the Collegiate YMCA office, 311 Bellefield Hall (315 S. Bellefield Ave Pittsburgh PA 15260). For afterschool, the children will be relocated to Stanton Heights United Methodist Church (4721 Stanton Ave, Pittsburgh PA 15201).

**\*Modified operation** May include cancellation/postponement or rescheduling of normal activities. These actions are usually taken in case of a summer storm, flooding or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to KDKA, NBC, CBS or ABC for announcements relating any of the emergency actions listed above.

We ask that you do not call the School our programs are housed at in the event of an emergency. This will keep our phone line free to make emergency phone calls and relay information. The Collegiate YMCA will be updated with emergency information and parents are encouraged to call for further information.

The persons designating to pick up your child is located on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form attempt to pick your child up from the program.

I specifically urge you not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have any questions regarding our emergency operating procedures please contact Taylor Nathan.

## **SIGN IN/OUT INFORMATION**

When a child arrives at SACC before school they must be escorted into the building by a parent or authorized adult and signed in by same. When arriving after school they will be "checked in" by a staff member. At the end of the day a parent or other authorized adult **MUST** enter the building and sign their child out. This may seem inconvenient, but it helps us to assure your child's safety. Please check for information updates or changes each day posted by the sign out sheet.

## **AUTHORIZED PICK-UP**

Only persons authorized in writing (On Emergency Contact Form) by the parents may pick up a child. This is for the child's protection. The staff will question those who are unfamiliar and check their authorization and ID (Drivers License or State ID / Photo ID required). Anyone without proper authorization will be stopped from taking the child. If someone else is picking up your child, you can save that person the trouble of being stopped if you notify the director in writing in advance.

## **LATE ARRIVAL POLICY**

Closing Time: 5:45 pm for summer camp. 5:45 PM for Afterschool programs. All children must be picked up by closing time.

A fee of \$15.00 for every 1 to 15 minute slot will be charged for all late pick ups. Fee must be paid prior to child next day of attendance. If late pickups are frequent, services will be terminated. If a child remains in our care longer than a half hour after closing time and we have not heard from parent, the Staff person has been instructed to:

\* Do everything possible to try to contact by phone, either parent or a person on the emergency list.

\* Children at the child care site for longer than one hour will be turned over to local authorities.

Please note: Staff persons are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home.

## **SAFETY AT PICK UP/DROP OFF**

All parents shall:

1. Park their vehicle
2. Turn ignition off and remove keys
3. Leave no children unattended in vehicle

Please drive slowly and watch for children. Accompany your child(ren) to and from the program or play site.

All children must be accompanied by a parent or designated adult. While children are walking to or from their cars their care and safety is the responsibility of the parent/guardian. The children shall be released to the person authorized by the parent(s).

A photo I.D. will be required when a person other than parent picks child up. This mi-

## **DISCIPLINE**

Staff facilitates the development of self control in the school aged child by using positive guidance techniques; such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits. Occasionally, staff may use positive incentive programs to assist in the development of desired behavior. Staff expectations will match and respect children's developing capabilities.

**FIRST DISCIPLINE:** Disciplinary Report: Parents will be notified and a plan of action will be agreed upon by the parent and staff.

**SECOND DISCIPLINE:** Disciplinary Report: Parents will be notified and a plan of action will be agreed upon by the staff and parent. The YMCA reserves the right to suspend the child for an unlimited amount of time.

**THIRD DISCIPLINE:** Disciplinary Report: Parents will be notified and the YMCA reserves the right to remove the child from the program permanently.

Suspension from the child care program will be an automatic consequence for behavior such as fist fighting, physical/verbal coercion and destruction of property. Parents will be notified that day about the incident at the site, supervisor and/or director will meet with the parent(s) to discuss date(s) of suspension.

The YMCA reserves the right to dismiss a child from the program, not necessarily in the above order, but depending on the severity of the action. No refunds or credits will be given for time missed due to disciplinary action.

## ILLNESS AND MEDICATION

Due to the active nature of our program, we are unable to care for ill children, children who have for example: a fever, vomiting, have a contagious illness, or who have diarrhea. Children showing symptoms of any of the aforementioned illnesses during the course of the day, will be kept quiet and comfortable and the parent will be notified to pick up the child as soon as possible. If your child will not be attending SACC due to illness, please notify the staff. Staff will request a doctor's excuse for the child's return to the program after a contagious illness.

Medication, whether prescription or non-prescription, will only be administered when:

\* We receive a doctor's note stating the child's name, type of medication, date and instructions for administration. The doctor's note must also state that the child is well enough to participate in child care while on medication.

\* A parental medication permission form can be obtained from the site director, and must be signed and dated by the parent.

**Special Note:** It is required that we have a telephone number on file where parents can be reached during the day, and emergency number of an alternate person who can be reached if parent is unavailable. (We emphasize the importance of keeping the records up to date, especially telephone numbers.)

If a child is injured during the daily activities and if it is a minor injury, the staff will administer first aid. If the injury requires outside medical attention, the child will be escorted by a staff (staff may drive personal vehicle and follow the Ambulance to the Hospital) and taken to the Emergency Room by ambulance. The parent will be called and should meet the child at the Emergency Room. If possible, we will wait at the child's program for the parent. An incident report will be filled out on all injuries, minor or major.

CARING  
HONESTY  
RESPONSIBILITY  
RESPECT

## PERSONAL BELONGINGS

Children will be responsible for their own belongings including clothing, toys, and other personal items. There may be times when children will be asked to bring something for a special activity or to share, but for the most part, we discourage children from bringing their own toys or money. This prevents disappointment over broken or lost items (YMCA does not take responsibility/replace any/all items lost, broken or misplaced).

If a child brings a toy from home it must be approved by center staff.

### Clothing

Please dress children in play clothes. We do go outside, so dress your child for the weather. In winter, we play in the snow. This means proper winter clothing is necessary every day. Remember, any child who is not well enough to go out should not be in school that day. PUT NAMES ON EVERYTHING. You may also send a change of clothing (play clothes) if you desire.

### SNACK

Nutrition is very important to the YMCA. In collaboration with Good Apples, or your School District, the YMCA of Greater Pittsburgh provides your child with a healthy snack that meets the USDA guidelines.

Please be sure to inform the staff of any food allergy that your child may have.

### REPORTS TO PARENTS/PARENT CONFERENCE

You will have the opportunity to meet with the Site Director or Child Care Director to discuss your child's progress at any time you make a specific request. (A meeting will be scheduled.)

### ABSENCE

If your child is going to be absent from the program, please notify the YMCA between 9:00 and 11:00 am. We need to know where your child is every day for your child's safety and accountability. When serving children, communication regarding attendance is vital. Please call the Collegiate office at 412-648-7960