



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA of Greater Pittsburgh PARENT GUIDE

# BASE



## 2019-20 BEFORE AND AFTERSCHOOL ENRICHMENT

## THEIR FAVORITE PLACE AFTER SCHOOL



Youth Development Business Office  
7140 Bennett St.  
Pittsburgh, PA 15208  
412 573 4166

For a better us.

# ABOUT THE Y

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Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to **LEARN, GROW AND THRIVE**.

### OUR PARTNERSHIP WITH YOU

A great program requires a partnership between staff and parents. As a partner in your child's success in our program, you have free access at all times to all areas of the classroom used by your child. We invite you to become familiar with the staff and encourage you to visit and to participate in the program as often as possible.

### OUR FOCUS

We infuse evidence-based activities proven to build dimensions of well-being including:

#### ACHIEVEMENT

To help children accomplish their passions, talents, and potential.

#### RELATIONSHIPS

To determine the role positive relationships play in the well-being of a child.

#### BELONGING

Where children feel safe, respected, and can express their individuality.

#### CARING:

Interest and concern - including compassion, friendliness, generosity, kindness, and love.

#### HONESTY:

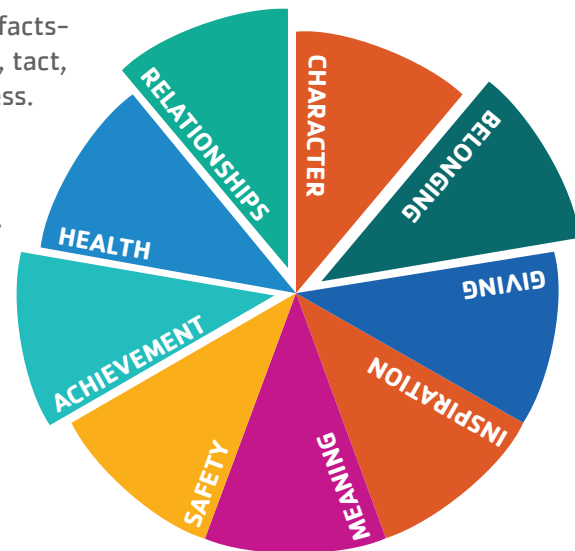
Fairness of conduct and adherence to facts-including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness.

#### RESPECT:

Special regard for others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.

#### RESPONSIBILITY:

Moral, legal and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.



## YMCA CORE VALUES

## HOLIDAY SCHEDULE

The After School Program does not operate on the following days. Please follow your school's schedule for additional closures.

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## REPORT OF ABSENCE

Parents are requested to inform the program if a child will not be attending on a scheduled day.

## PHILOSOPHY

YMCA Before and After School programs foster each child's cognitive, social emotional, and physical development through opportunities and experiences which focus on achievement, relationships and belonging.

Each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development: each child is encouraged to develop at his or her own unique rate by encouraging skill development and frequent leadership opportunities.

The Y collaborates with other organizations that are committed to serving the needs of all children and families. It's through these collaborations and a strong youth development focus and assessment that the Y delivers consistent quality programs.

# WELCOME

2019-2020

Dear Families,

Welcome to the YMCA Before and After School Enrichment (BASE) program. Thank you for choosing us.

The focus of BASE is to provide a safe environment where youth have the opportunity to enhance their achievement, relationships and belonging. Our staff is committed to working with children and hardworking families. Staff continually participate in child development and education training, to insure your child's safety, health, social and academic growth.

Our team is passionate about:

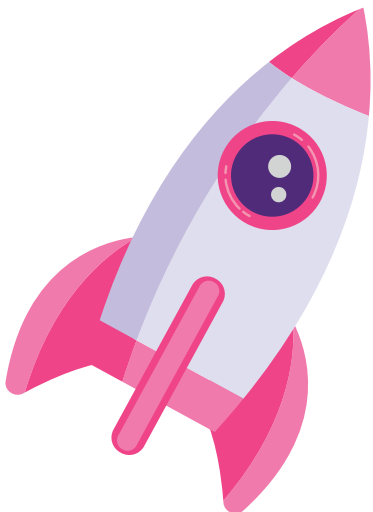
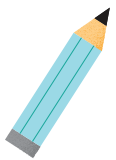
- Developing self-confidence and independence
- Communicating Core Values of Caring, Honesty, Respect and Responsibility
- Creating lasting friendships and lifelong memories
- Encouraging fun and healthy decision making
- Infusing learning and exploration into activities each day

Positive relationships among children, staff and parents are critical for each child's healthy development and social growth. BASE programs work with families to respond to each individual child's feelings, needs, cultures, abilities and languages. Having our programs housed in your child's school not only provides convenience, but also helps to promote a familiar environment that supports education and continued friendships.

We thank you in advance for your continued support, and welcome you to our Y family. Your BASE journey begins here!

Sincerely,

**YMCA of GREATER PITTSBURGH**



## Program Directory

For additional information regarding YMCA of Greater Pittsburgh BASE (Before and After School Care Enrichment) locations, visit us at [ymcapgh.org/enrichment](http://ymcapgh.org/enrichment)

### Avalon Elementary School

721 California Avenue  
Pittsburgh, PA 15202  
412 350 8331

**Program Hours:**

**After School**  
2:45 PM – 6:00 PM  
Healthy snack provided



### Avonworth Primary School

1310 Roosevelt Road  
Pittsburgh, PA 15237  
412 606 5446

**Program Hours:**

**Before School**  
7:00 AM – School Start  
**After School**  
School End – 6:00 PM  
Healthy snack provided

### Bellevue Elementary School

435 Lincoln Avenue  
Bellevue, PA 15202  
412 389 3377

**Program Hours:**

**After School**  
2:45 PM – 6:00 PM  
Healthy snack provided

### Burchfield Primary School

1500 Burchfield Road  
Allison Park, PA 15101  
412 508 1845

**Program Hours:**

**Before School**  
7:00 AM – School Start  
Breakfast provided by school  
**After School**  
School End – 6:00 PM  
Healthy snack provided

### Carnegie Elementary School

301 Franklin Ave.  
Carnegie, PA 15106

**Program Hours:**

**Before School**  
7:00 AM – 8:30 AM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Colfax Elementary School

2332 Beechwood Blvd.  
Pittsburgh, PA 15217  
412 303 5644

**Program Hours:**

**After School**  
2:45 – 6:00 PM  
Healthy snack provided

### Edgewood Primary School

241 Maple Avenue  
Pittsburgh, PA 15218  
412 244 1100 x2147

**Program Hours:**

**Before School**  
7:00 AM – 9:00 AM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Elroy Elementary School

3129 Elroy Avenue  
Pittsburgh, PA 15227  
412 527 3744

**Program Hours:**

**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Franklin Elementary School

2401 Rochester Road  
Franklin Park PA 15143  
412 495 0298

**Program Hours:**

**Before School**  
7:00 AM – 9:00 AM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Greenfield Elementary School

1 Alger Street  
Pittsburgh, PA 15207  
412 779 0415

**Program Hours:**

**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Hampton School District

4589 School Road  
Allison Park, PA 15101  
412 303 5884

**Program Hours:**

**Before School**  
6:45 AM – 8:00 PM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Hartwood Elementary School

3730 Saxonburg Blvd  
Pittsburgh, PA 15238  
412 529 9918

**Program Hours:**

**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Heritage Elementary School

3240 School Road  
Murrysville, PA 15668  
412 477 0465

**Program Hours:**

**Before School**  
6:45 AM – 9:00 AM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Highcliff Elementary School

156 Peony Avenue  
Pittsburgh, PA 15229  
412 606 5540

**Program Hours:**

**After School**  
School End – 6:00 PM  
Healthy snack provided

### Kerr Elementary School

341 Kitanning Pike  
Pittsburgh, PA 15215  
412 719 5085

**Program Hours:**

**Before School**  
7:00 AM – 9:00 AM  
**After School**  
2:30 PM – 6:00 PM  
Healthy snack provided

### Marshall Elementary School

North Allegheny School District  
5135 Wexford Run Rd.  
Wexford, PA 15090  
412 849 9054

**Program Hours:**

**Before School**  
7:00 AM – 9:00 AM  
School breakfast available  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided  
**Kindergarten Wrap**  
8:30 AM – 12:45 PM  
School lunch available

### Marshall Middle School

5135 Wexford Run Road  
Wexford, PA 15090  
412 605 4575

**Program Hours:**

**Enrichment Program**  
3:00 PM – 5:00 PM  
Healthy snack provided  
**Extended Care**  
5:00 PM – 6:00 PM

### McIntyre Elementary School

200 McIntyre Road  
Pittsburgh, PA 15237  
412 606 5694

**Program Hours:**

**After School**  
School End – 6:00 PM  
Healthy snack provided

### McKnight Elementary School

500 Cumberland Road  
Pittsburgh, PA 15237  
412 258 5591

**Program Hours:**

**Before School**  
7:00 AM – 9:00 AM  
School breakfast available  
**Kindergarten Wrap**  
8:30 AM – 12:45 PM  
School lunch available  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Montour Elementary School

223 Clever Road  
McKees Rocks, PA 15136  
412 508 9183

**Program Hours:**

**Before School**  
7:00 AM – 8:30 PM  
School breakfast available  
**After School**  
School End – 6:00 PM  
Healthy snack provided

### Moore Elementary School

3809 Dalewood Avenue  
Pittsburgh PA 15227  
412 400 1160

**Program Hours:**

**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided



### Moss Side Elementary School

2629 Mosside Boulevard  
Monroeville, PA 15146  
412 606 5980

**Program Hours:**

**Before School**  
7:00 AM – 9:00 PM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### O'Hara Elementary School

115 Cabin Lane  
Pittsburgh, PA 15238  
412 495 0301

**Program Hours:**

**Before School**  
7:00 AM – 9:00 AM  
School breakfast available  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Penn Hills Elementary School

1079 Jefferson Road  
Pittsburgh, PA 15235  
412 992 7562

**Program Hours:**

**Before School**  
7:00 AM – 9:00 AM  
**After School**  
3:00 PM – 6:30 PM  
Healthy snack provided

### Phillips Elementary School

1901 Sarah St.  
Pittsburgh, PA 15203  
412 804 1772

**Program Hours:**

**After School**  
2:51 PM – 6:00 PM  
Healthy snack provided

### Poff Elementary School

2990 Haberlein Road  
Gibsonia, PA 15044

**Program Hours:**

**Kindergarten Wrap**  
8:30a.m.-12:45p.m.

### Ross Elementary School

90 Houston Run Road  
Pittsburgh, PA 15237  
412 420 4172

**Program Hours:**

**After School**  
School End – 6:00 PM  
Healthy snack provided

### Sampson Family YMCA

2200 Golden Mile Highway  
Pittsburgh, PA 15239  
724 327 4667

**Program Hours:**

AM Kindergarten Wrap  
9:00 AM – 12:00 PM  
PM Kindergarten Wrap  
12:00 – 3:00 PM

**Before School**

6:45 AM – School Start

**After School**

School End – 6:00 PM  
Healthy snack provided

### Scott Primary School

705 Scott Ave.  
Glenshaw, PA 15116  
412 303 2239

**Program Hours:**

**Before School**  
7:00 AM – School Start  
School breakfast available  
**After School**  
School End – 6:00 PM  
Healthy snack provided

### Sloan Elementary School

4121 Sardis Road  
Murrysville, PA 15668  
412 477 0841

**Program Hours:**

**Before School**  
6:45 AM – 9:00 AM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### South Allegheny Elementary School

1707 Washington Boulevard  
McKeesport, PA 15123  
412 350 9361

**Program Hours:**

**Before School**  
7:00 AM – 9:00 PM  
**After School**  
3:00 PM – 6:00 PM  
Healthy snack provided

### Urban Pathways Charter School

925 Penn Avenue  
Pittsburgh PA 15222  
412 925 6615

**Program Hours:**

**Before School**  
6:30 AM – 8:00 AM  
School breakfast available  
**After School**  
3:15 PM – 6:00 PM  
Healthy snack provided

### West View Elementary School

47 Chalfonte Avenue  
Pittsburgh, PA 15229  
412 303 5040

**Program Hours:**

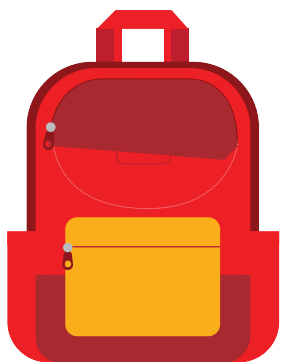
**After School**  
School End – 6:00 PM  
Healthy snack provided

### Wilson Elementary School

100 Bruno Lane  
Imperial, PA 15126  
412 508 6704

**Program Hours:**

**After School**  
School End – 6:00 PM  
Healthy snack provided



# PROGRAM INFORMATION



## KEYSTONE STARS

All YMCA licensed programs participate in **KEYSTONE STARS**, an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

The **KEYSTONE STARS** performance standards provide foundation for improving program quality through four levels: **STAR 1, STAR 2, STAR 3 and STAR 4**. Each level builds on the previous level and utilizes research-based practices to promote quality learning environments and positive outcomes. The standards address staff qualifications and professional development, the early learning program, partnerships with family and community, leadership and management.

## PROGRAM TRANSFER

At the request of the family when the school-ager transitions to another educational program, we will transfer a child's records. To initiate the process, please contact the Site Director and request a provider transfer form.

## PROGRAM TRANSITIONS

All children develop at their own rate. Moving to the next group/classroom/program or preparation for home care depends on several factors, including the availability of space in the next age group and the developmental readiness of the child. Transitions are gradual and families are kept informed of the progress. The decision to move a child will be made through collaboration of the director, staff and the parents.

## INDIVIDUALIZED EDUCATION PLANS (IEPS/IFSPS)

Because of the diverse set of needs that children may have, it is important to gather as much information about the best ways to educate each child. IEP's and individualized Family Service Plans (IFSP's) are created by service providers working with children with special needs and include this information. The KEYSTONE STARS performance standards therefore require BASE providers to request copies of IEP's and IFSP's for the children in their care at the time of enrollment, to be appropriately used to inform individualized instruction.

## DEVELOPMENTAL SCREENING CHECKLIST

To better the school-ager's growth and development, a developmental screening checklist will be completed within 6 months of enrollment. Parents will be offered the opportunity to review and discuss the checklist within a week of completion of the checklist. Additionally, for our STAR 2 programs, an annual family conference will be offered to discuss the school-ager's progress, behavioral, social and physical needs. For our STAR 3 and STAR 4 programs, two family conferences will be offered.

## FAMILY ENGAGEMENT (STAR 3 & 4 PROGRAMS)

Families are invited to participate in the Parent Group at the specific BASE site program with the BASE Program Administration and staff. This is a great way to support and participate in the education of the school-agers, shape policies, help plan activities/events, fundraise and network with other families.

## COMMUNITY RESOURCES (STAR 3 & 4 PROGRAMS)

In the daily observation and/or screening assessment process, staff may find that a school-ager's behavior demonstrates a pattern indicating the need for additional support and/or guidance. As appropriate, BASE staff will request a meeting with the parents to discuss the observation/assessments. Together, staff and parents will review potential and/or existing supports and guidance, as well as a list of community resources (social, mental health, educational, wellness and medical services) to determine suitable matches in meeting the school-ager's needs. If the school-ager already participates in support/guidance activities through the school or other community organization, BASE staff will encourage the parents to include and/or expand these activities in the BASE program to further support the needs of the whole child. This may require adjusting plans, reallocating Therapeutics Support Staff (TSS) hours, etc.

Community resources are also available to families and includes community and school-based resources and/or information about direct services to promote child/family safety, health and stability. The program implements practices that support continuity of care to support continued long term relationships between a child and their primary teachers.

# CRITERIA & QUALIFICATIONS



## ADMISSIONS CRITERIA

Participants must be between the ages of 5 and 12 years old. Parents must complete, in its entirety, the YMCA of Greater Pittsburgh's BASE Enrollment Packet and health forms before the child's first day of participation, and must be updated every six months.

## EQUAL ACCESS

The YMCA of Greater Pittsburgh, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Before and After School programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

## SPECIAL NEEDS

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment. Generally we are unable to meet the needs of a child who requires a greater ratio than one staff to twelve students. These needs include social, emotional, cognitive, language and/or motor development growth. Decisions are made on a per case basis.

If during the academic year your child needs additional wrap around support, TSS and other support, your child may not be ready for the Before and/or After School program. In addition, the high levels of activity, noises, varying schedule of activities and routines may be an indicator to consider that your child is not ready for the Before and/or After School program. For further questions please schedule a time to consult with a Y professional and to take a tour of the program site BEFORE registration and enrollment.

## SUPERVISION

Schoolagers are supervised at all times with appropriate child/staff ratios. School-agers are assigned to a group in the same room as the school-agers using a hands free identification system. Staff regularly count school-agers (name to face) on a scheduled basis, at every transition, and whenever leaving one area and arriving at another, going indoors or outdoors, to confirm the safe whereabouts of every child at all times. In addition, staff state how many schoolagers are in their care at all times.

Schoolagers are permitted to participate in activities outside of the program or off the premises with appropriate adult supervision, written approval by a parent/guardian and by the caregiver. If parents/guardians give written permission for the school-age child to participate in off-premise activities, the facility is no longer responsible for the child during the off-premises activity.

## SCHOOL AGE PROGRAM STAFF QUALIFICATIONS

The quality and effectiveness of Y services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The program leaders are required to have experience in working with children, knowledge of recreation activities, clearances, mandated reporter training, and must model the Y's core values.

## STAFF RELATIONSHIPS OUTSIDE OF THE Y PROGRAM

For the safety and protection of your child and our staff, YMCA employees are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home. YMCA staff are not allowed to babysit for program participants, spend time outside of the program with our families or contact families by personal phone, email or internet. Please do NOT put our staff at risk of losing their position with us by asking them to compromise this YMCA staff policy.

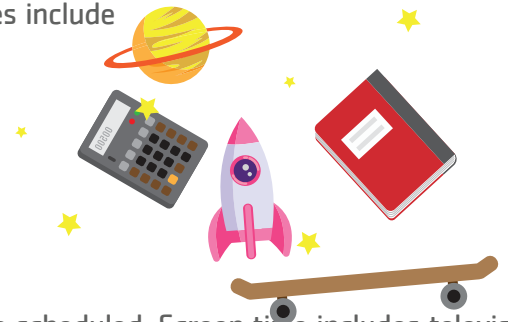
# HEALTHY LIVING

## PHYSICAL ACTIVITY AND PROGRAM ELEMENTS

The daily schedule allows for all school-agers to have the opportunity to have a minimum of 30 minutes of physical activity during the Before and After School session (2-5 hours/week). The level of activities vary from aerobic, muscle strengthening, to bone strengthening activities and from moderate to vigorous activity level. On full days of care, 60 minutes or more of physical activity is offered. Each day, these activities include outside play if available and if weather permits. (HEPA 2 & 3)

School-agers go outside during program hours when:

- The forecast temperature/wind chill is above 25 degrees farenheit
- The forecast temperature is less than 90 degrees farenheit
- No precipitation is falling
- No air quality alerts are in effect



## SCREEN TIME POLICY

During the out-of-school time program, no recreational screen time will be scheduled. Screen time includes television, movies or recreational video games. However, since access to computers for homework time, additional knowledge, and skill practice may be beneficial and/or needed, up to 30 minutes of monitored time may be available. Because of this policy, school-agers should not bring video games, iPods, earphones, cell phones, tablets, etc. to the program. (HEPA 4)

## HEALTHY SNACKS / MEALS AND BEVERAGES

Nutrition is very important to healthy physical and mental development in Y programs.

This means that healthy snacks and/or meals are served in the Before and After School programs.

- 1 Each snack includes at least 1/2 cup of a fruit or vegetable and at least 1/2 cup of grain (crackers, whole wheat bread, etc.)
- 2 Each meal and/or snack is served for all children at the same time.  
This method encourages positive conversation, portion control, safety and health.
- 3 Water is the beverage of choice and is offered daily. Low or nonfat milk and 100% juice is offered occasionally.

We ask that parents and staff refrain from sending fried foods high in sugars and saturated fats, such as chips, cookies, carbonated drinks, gummies and chicken nuggets. Sodas, sweet juices or energy drinks are not allowed in the program. A doctor's note is required to send your child an alternate snack.

## FOOD ALLERGIES

To help the Y create a safe environment for children with life-threatening nut allergies, you may be asked to refrain from sending your school-ager with food containing peanut butter or other nuts and/or other food manufactured in a plant that processes nuts.

As per "Caring for Our Children" Program Standards, if you have a school-ager who has food allergies, a Food Allergy and Anaphylaxis Emergency Care Plan may be obtained at the time of enrollment or from the BASE staff. The Emergency Care Plan provides detailed actions to be taken should the school-ager be exposed to specific allergens. The plan is completed by you and your pediatrician prior to the start of the program.

## SICK CHILD PROCEDURES

The Y cannot accept children for Before and After School care when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care. If your child develops these symptoms after drop-off, parents will be contacted and asked to come pickup their child. We will separate your child from other children until you can pick them up immediately if they are experiencing the following:

- Vomiting on 2 or more occasions within the past 24 hours
- Too tired or sick to participate in daily activities
- Fever of 101 farenheit or higher
- Draining rashes
- Eye discharge or pink eye
- Diarrhea
- Lice or nits\*

The Y reports communicable diseases to the local health department and notifies other parents so that they can take appropriate action to protect their families. Children must have a physician's note to return.

\*If your child had lice or nits, he/she must be free of lice or nits to be able to return to the program.



## MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give the medication directly to a staff member when you sign in your child. Parents must complete, sign and date the Medication Permission Log, obtained from the Site Director. The written parental consent is required for us to administer any medication.

Medications are stored out of the reach of children. We maintain a record of administration on the medication log.

The Program Supervisor or designee will be responsible for administering the medication per a doctor's instructions. All prescription medication must be in its original container and properly labeled with your child's full name, date prescription was filled/or medication's expiration date and legible instructions for administration specified on the manufacturer's instructions or prescription label. All medications are kept locked and out of reach of children.

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

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



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

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

We cannot give aspirin except with a written authorization from a physician. Any unused medication will be returned to you or properly disposed of.

## MEDICAL EMERGENCIES

Emergency Contact Form includes a medical release, giving the Y permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with changes in home, work or medical phone numbers.

In the case of life-threatening emergencies, a member of our staff will immediately call 911, administer First Aid and CPR and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance (if possible) and stay with him/her until you arrive.

The YMCA is required to notify the Department of Human Services by phone and in writing of any serious injuries that require professional medical treatment, illness that requires hospitalization, occurrences of food poisoning, and communicable diseases.

## SAFETY & HYGIENE

Staff members and school-agers are taught hand washing procedures and are periodically monitored. Hand washing is required by all staff, volunteers and school-agers to reduce the risk of transmission of diseases to themselves and to others:

- After using the toilet
- After handling body fluids
- Before meals and snacks
- After playing outside
- After messy activities

# COMMUNICATION

At the YMCA we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes bi-annual satisfaction surveys, monthly newsletters, daily informal communication, Family Board and program learning objectives.

At the beginning of each school year, parents complete a Getting to Know You form and a program pre-survey. By honestly completing the form and the survey, you enable the YMCA staff to understand and care for your child and his/her needs. At the end of the school year, parents will be asked to complete a post-survey to help us in our continuous quality improvement process. We are always open to suggestions and feel communication is a very important part of caring for your child. Anticipate daily communication at drop off and pick up times. In addition, we schedule parent conferences, but do not wait until then to ask questions or bring concerns to us. Contact the Director or send a note to schedule a meeting. We are happy to meet with you.

We keep you informed in several different ways about the program through posted monthly lesson plans, food menus and newsletters and events. We encourage you to let us know about the changes in your child's life, comments he/she has made about the day or anything else that helps us make your child more comfortable and ready to work and learn.

To encourage and increase parents knowledge related to the healthy eating and physical activity, staff will communicate information. Events during the school year offer learning opportunities to support healthy living and lifestyles. (HEPA 1)

**REMINd** is a text messaging and email system used by many of our BASE programs.

**REMINd** is a free, safe and simple messaging tool that helps us share important updates and reminders with parents.

Subscribe by text, email or by using the **REMINd** app. All personal information is kept private. We never see your phone number nor do you see ours. Visit [remind.com](http://remind.com) to learn more and how to download. Your program will provide you with your specific access code.

## INCLEMENT WEATHER / EARLY DISMISSAL

The YMCA of Greater Pittsburgh makes every effort to provide care on days of inclement weather. Please be familiar with these policies and the line of communication between yourself and the YMCA staff to ensure all information is exchanged properly. Remember, these situations only pertain to days of inclement weather.

For program cancellation or delays due to weather, we suggest:

- Subscribing to our text alert system **REMINd**.
- Tune into KDKA TV, radio or [pittsburgh/cbslocal.com/school-closings/](http://pittsburgh/cbslocal.com/school-closings/)

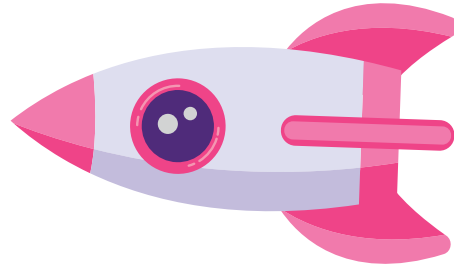
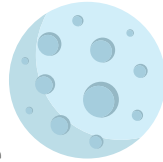
# SAFETY AND PROCEDURES

## SAFETY AT PICKUP / DROP OFF

Please drive slowly and watch for school-agers. Accompany your child to and from the program or play site. All school-agers must be accompanied by a parent or designated adult. While school-agers are walking to or from their cars, their care and safety is the responsibility of the parent/guardian. The school-agers are released to the person authorized by the parent(s). A photo I.D. is required when a new person other than the parent or guardian picks the child up. This minor

### Parents Should:

- 1 Park their vehicle
- 2 Turn ignition off
- 3 Leave no school-agers unattended in vehicle
- 4 Walk your child to the car and buckle up



## AUTHORIZED PICKUP

For the child's protection, only persons authorized in writing (On Emergency Contact Form) by the parents may pick up the child. This is for the child's protection. The staff will question those who are unfamiliar and check their authorization and I.D. (Driver's License or State I.D./Photo I.D. required). Anyone without proper authorization will be stopped from taking the child.

If someone else is picking up the child, the parent must notify the Director in writing in advance or call the program in case of last minute pick up changes. The Director records the oral release and confirms the request by calling the parent number immediately. In an emergency, the Site Director or Supervisor may take appropriate action as deemed necessary to ensure the child's safety, health and well - being.

## SIGN-IN / OUT INFORMATION

When a child arrives he/she 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. Please check for information updates or changes each day posted at the Parent Welcome Center.

## LATE PICKUP PROCEDURE

All children must be picked up at the YMCA Before and After School Program location at or before closing time.

(Note: Times vary by YMCA facilities) If a child remains in our care longer than 30 minutes after the program ends and we

have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent/guardian by phone numbers provided on the emergency contact list
- Call persons listed as emergency contacts
- After one hour, the authorities may be called to ensure the safety of your child

Any violation of our posted hours of operation requires a late pickup charge per child. Parents are held accountable for these additional fees. Late fees are assessed within 24 hours to your account. Habitual lateness could result in removal from the program.

### Late Fees are as Follows:

- \$15 if you arrive between 1-15 minutes after the end of the program
- \$30 if you arrive between 16-30 minutes after the end of the program
- \$45 if you arrive between 31-45 minutes after the end of the program
- \$60 if you arrive between 46-60 minutes after the end of the program

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



# EMERGENCY PROCEDURES / EVACUATIONS

Department of Human Services Child Care Regulations require that child care programs create and implement emergency plans to assure the safety and welfare of the children attending all child care programs. Specific information concerning this policy in your Y Before and After School program is given to all parents annually. Our emergency plan provides for response to many types of emergencies.

By regulation, fire/emergency drills are conducted at a minimum of every 60 days. Your child is prepared and reassured during these drills. Staff members receive annual fire safety and emergency evacuation training.

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. This is to assure you of our concern for the safety and welfare of the camper attending the Y programs. Depending on the circumstance of the emergency, protective actions are followed.

**IMMEDIATE EVACUATION** Children are evacuated to a safe area on the grounds of the facility emergencies.

**SUDDEN OCCURRENCES** Weather or hazardous materials 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 danger in the area. In this case, we escort the children to the emergency location as designated in the Emergency Evacuation Plan posted at the Parent Welcome Center and sent via **REMINd** when wireless services are operational.

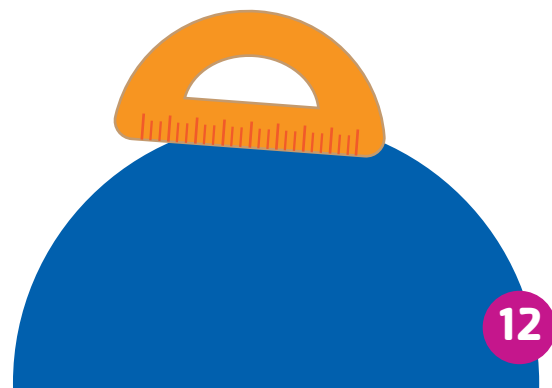
**MODIFIED OPERATION** May include cancellation/postponement or rescheduling of normal activities.

These actions are usually taken in case of a storm, flooding or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

The Emergency & Evacuation Plan is reviewed at the Parent Orientation and is always available at the program site.

- **DO NOT CALL THE SCHOOL IN THE EVENT OF AN EMERGENCY.** This will keep our phone line free to make emergency phone calls and relay information. The Y is updated with emergency information and parents will be notified via **REMINd**, the text alert system. Parents may reach out to the Site Director, however, the Director's priority is to keep the children safe and may not be immediately available.
- The persons designated to pick up your child are 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 can pick our child up from the program.
- You are urged 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, we ask for your understanding and co-operation. Should you have any questions regarding our emergency operating procedures, please contact your Site Director (found on the inside front cover of the Before and After School program guide.)



# FEE POLICY AND SCHEDULE

- Fees are required to be drafted monthly on the 1st and 15th. If a child is enrolled after the 1st of the month, the monthly cost is prorated and the month's fee is due at the time of enrollment according to the fee agreement.
- Missing payment deadlines may result in dismissal from the program and loss of financial assistance, when applicable.
- Electronic Funds Transfer (EFT), from an individual's bank account, debit or credit card is automatically drafted on the 1st and 15th of each month, for standard tuition plans.
- Cash, personal checks, money orders, and cashiers checks are not accepted.

## TUITION PAYMENTS

Payments received 5 days or more after the due date are considered late. A \$25 late fee is charged to the family account within 24 hours. Parents pay the standard monthly rate throughout the school year regardless of a child's absences.

Parents have the responsibility to ensure that funds are available for selected payment method. Parents DO NOT receive an invoice for payments due.

## THIRD PARTY PAYMENTS

The YMCA accepts third party tuition subsidy payments from CCIS or CYF. Weekly co-payments must be paid at the beginning of each week. Families unable to qualify for tuition subsidy through the typical third party systems may apply for Financial Assistance. Call the Youth Development Business Office at 412-573-4166 for more information. Please remember that these financial assistance dollars are limited, families pay a portion of the fees.

## TAX CREDIT

Before and After School fees are eligible for child care tax credit. Year-end tax statements are available on the Y's website with your membership information and are mailed in January of each year. YMCA Federal Child Care Tax ID# 25-0969497

## WITHDRAWAL PROCEDURES

A 14 day written notice for withdrawal from the Before and/or After School program is needed. This notice should be emailed to [base@ymcapgh.org](mailto:base@ymcapgh.org).

**No refunds or credits are given for the program participation fee or the membership/registration fee. Be aware that accounts are charged for 14 days following receipt of written withdraw.**

## DAILY SCHEDULE

Each program has a daily schedule to meet the needs of the schoolagers. Daily schedules are posted at the site and are provided to each family upon enrollment.

The school-ager's daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. Times may vary at each site but a typical schedule is:

### BEFORE SCHOOL SCHEDULE (SAMPLE)

Starting times vary at each site and continues until school begins. Please check with your Site Director if you have any questions.

<b>7:00am - 7:45am</b>	<b>Breakfast Available*</b>
<b>7:30am - 8:00am</b>	<b>Homework and Enrichment Activities</b>
<b>8:00am - 9:00am</b>	<b>Departure for School</b>

\* Breakfast is available depending on program.

### AFTER SCHOOL SCHEDULE (SAMPLE)

Begins at school dismissal and continues until 6:00pm. Program end time varies by location. Please check with your Site Director if you have any questions.

<b>3:00pm - 4:00pm</b>	Arrival of Students: outdoor play (weather permitting), snack, group meeting time and homework
<b>4:00pm - 5:00pm</b>	Enrichment Time - choice of scheduled small group activities Creative Arts Activities (arts and crafts, drama, music, etc.) Physical Activities/Sports (fitness, team games, dance, etc.) Special Interest Activities Enrichment Activities (science & nature, math, literacy, etc.) Hobbies (cooking, sewing, construction, collections, etc.) Special Events (celebrations, performances, special guests, etc.)
<b>5:00pm - 5:30pm</b>	Free Choice/Star Quality Centers
<b>5:30pm - 6:00pm</b>	Clean up and Preparation for Departure



# CODE OF CONDUCT

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

## Individuals Are Expected To:

- Uphold the YMCA core values of CARING, HONESTY, RESPECT AND RESPONSIBILITY.
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation or any other legally protected statutes
- Be respectful and cooperative with Y staff and others

## NO TOLERANCE POLICY

We ask for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your child(ren) about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

The following will NOT be tolerated in our programs:

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

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to Y staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

**Failure to follow this code of conduct will result in disciplinary action, which may include a one to three day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our program. The Y staff reserves the right to suspend or dismiss a child at anytime from the program should its staff determine that the child poses a safety risk.**

## SCHOOL-AGE BEHAVIOR EXPECTATIONS

The Before and After School staff make every effort to ensure each child has a positive experience. The Y staff strongly believes that after school is an exciting, safe community for youth to explore, build confidence, develop skills and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve.

### General Behavior Expectations:

- Keep hands, feet and unkind words to yourself
- Ask permission before leaving the room for any reason
- Refrain from opening the door to the building
- Respect yourself, other children, staff, parents and guests/visitors at all times
- Follow directions, the FIRST time given, play safely and be a good sport at all times

### Unacceptable Behavior:

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or Y property)
- Refusing to participate in activities or cooperate with staff
- Disrupting the program or leaving the program without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing or sexual misconduct or abuse toward another person



# BEHAVIOR RULES

## PERSONAL BELONGINGS

School-agers are responsible for their own belongings including backpacks, library books, clothing, toys and other personal items. We discourage school-agers from bringing their own electronic toys, handheld devices, phones other special toys, special books or money. This prevents disappointment over broken or lost items. The Y does not take responsibility to replace any/all items lost, broken or misplaced.

## WHEN BEHAVIOR RULES ARE BROKEN

Staff facilitates the development of self-control in YMCA BASE by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to a more acceptable activity, or setting clear limits.

Occasionally, staff may use positive incentive programs to assist in the development of the desired behavior. Staff match and respect each child's developing capabilities.

## PROGRESSIVE DISCIPLINE

**When a school-ager does not follow the behavior guidelines, we will take the following action steps.**

- Staff redirects the child to more appropriate behavior
- If inappropriate behavior continues, the child is reminded of behavior guidelines and after school rules.
- The Site Director and the school-ager decide on action steps to correct his/her behavior.
- Staff documents the situation, the inappropriate behavior and the action taken. Parents are notified.
- If the situation is not resolved and inappropriate behavior continues, the YMCA reserves the right to suspend the child for an unlimited amount of time or dismiss the child from the program.

## SUSPENSION/EXPULSION

An automatic consequence for behavior such as fist fighting, physical/verbal coercion, sexual misconduct or destruction of property is suspension. Parents are notified that day about the incident. The Site Supervisor and/or Director will meet with the parent(s) to discuss date(s) of suspension.

Depending on the severity of the action the YMCA reserves the right to suspend or dismiss a child from the program and not necessarily in the above order. NO refunds or credits will be given for time missed due to disciplinary action.

These disciplinary steps are subject to change based on the severity of the action(s) or incident(s).

No refunds or credits will be given for time missed due to disciplinary action.

## STATEMENT FOR PREVENTION OF ABUSE

A principle endeavor of the Y is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Y.

Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the Y has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse.

YMCA employees are screened and backgrounds checked upon hiring or rehiring. Employees, who have contact with children and youth, receive training in recognizing, reporting, and preventing child abuse. Recognizing signs that a child is being groomed for abuse is part of the training. Some of the guidelines employees are expected to follow are:

- Don't be alone with a single child where you cannot be observed by other staff.
- Don't fraternize with children who participate in YMCA programs outside of Y programs.
- Don't give personal gifts to program participants or their parents.
- Don't discipline by use of physical punishment or failure to provide the necessities of care.
- Don't verbally, physically, sexually, or emotionally abuse or punish children.
- Do inform children in a manner that is age appropriate of their right to set their own touching limits for personal safety.
- Do document any information regarding abuse or potential abuse in writing.
- Do, with reasonable cause that child abuse exists, report it to the Department of Human Services and the Camp supervisor or Branch Executive Director.

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, Branch Executive and designated members of the YMCA Association Office.