

Suburban North Family YMCA

School Age Child Care

(SACC)

Program Information

Welcome to the Suburban North Family YMCA school age childcare program! We strive to provide a setting that is safe and secure and where your child will be able to grow mentally, physically, and socially. Our program is state licensed and we strictly adhere to all state guidelines and regulations.

Daily activities may include:

- Arts & Crafts
- Group games
- Homework time
- Dramatic play
- Story time
- Movies
- Outdoor play
- Circle time

The Suburban North Family School Age Child Care (SACC) Program serves children in grades K-6 who are enrolled in Northampton Area School District, Catasauqua School District, Whitehall-Coplay School District, and Northern Lehigh School District.

Hours of Operation:

George Wolf Elementary School	6:30 A.M.-9:00 A.M. & 3:00 P.M.-6:00 P.M.
Lehigh Twsp Elementary School	6:35 A.M.-9:00 A.M. & 3:00 P.M.-6:00 P.M.
Moore Twsp Elementary School	6:30 A.M.-9:00 A.M. & 3:00 P.M.-6:00 P.M.
Peter's Elementary School	6:30 A.M.-9:00 A.M. & 3:00 P.M.-6:00 P.M.
Sheckler Elementary School	6:45 A.M.-8:45 A.M. & 2:45 P.M.-6:00 P.M.
Siegfried Elementary School	6:30 A.M.-9:00 A.M. & 3:00 P.M.-6:00 P.M.
Steckel Elementary School	6:30 A.M.-9:00 A.M. & 2:30 P.M.-6:00 P.M.

All sites close at 6:00 P.M.- No Exceptions!

When bringing your child, you must escort them into the building and sign in on the "sign-in sheet." A parent/guardian must also sign our "sign-out sheet" when picking up your child in the afternoon. If someone other than a parent is picking up your child, please notify the Y Care staff. We will not release a child unless we have proper authorization from a parent or guardian. **Note: proper I.D. is required from person picking up child other than parent.**

PA State Licensure:

Our programs are licensed by the Department of Public Welfare. This means all facilities must meet minimum standards of space, staff-to-child ratios, and qualifications of staff members as well as state police and child abuse clearances. A copy of regulations for our program is available at all sites to any parent upon request or by calling the Department of Public Welfare at 800-222-2117.





Fees, Scheduling, & Billing Policies

SACC Fees:

Before School Care:	\$35 per week/\$7 per day
After School Care:	\$45 per week/\$9 per day
Y Days @ the Y	\$25 per day
12:00 Early Dismissal	\$12
1:00 Early Dismissal	\$11
2-Hour Delay*	\$9
Early Closing (weather)**	\$4
Registration Fee	\$50 per family
Late Payment Fee	\$10/week

***Note:** Y-Care will open at 8:00 A.M. when there is a 2-hour delay

**Y-Care will remain open 1 hour after dismissal in cases of inclement weather



Calendars:

An attendance calendar is included in this packet. Please use this to keep track of when your children attends Y-Care and the amounts you have paid.



Billing:

Payments are due either the last day your child attends childcare or at the end of each week. A late fee of **\$10 per week** will be added to your bill each week you are delinquent. Anyone who is delinquent 2 or more weeks will not be able to attend Y-Care until the account is paid in full. In this case, all payments must be made in person at the YMCA. You will need to show your receipt to the Y-Care staff to be readmitted into the program. Weekly payments can be dropped off at the YMCA Welcome Center or mailed to the YMCA at 880 Walnut St., Catasauqua, PA 18032. Credit card payments may be called into the welcome center at (610) 264-5221.

PLEASE DO NOT ATTEMPT TO GIVE PAYMENTS TO THE SITE STAFF.

Childcare Accounts:

Children have individual accounts; attendance records and payments are entered separately. In the case of siblings, one check/payment may be made for all children, but please indicate how much money should go into each child's account. If no indication is made, we will split the check up and put equal amounts into each child's account.

Important: When sending a payment in, please write your child/children's name and school in the memo line. We have 7 schools with almost 100 children enrolled at each site. Statements will be sent out monthly and can be picked up at your child's Y-Care site.

Late Pick-Up Policy

Our Y School Age Child Care Program closes at **6:00P.M.** Parents should plan to pick up their children by that time. If a parent/guardian cannot be at the site by 6:00 P.M., they must arrange for someone else to pick up their child. A late fee of \$15.00 per fifteen (15) minutes or any part thereof shall be assessed for late pick up. **Three late pick-ups could result in suspension from the program.**

Y Days:

Days when schools are closed because of teacher in-services or holidays, we will offer care at the YMCA from 6:30 A.M.-6:00 P.M. Please check your monthly calendar to see when these days are available and indicate that you would like to attend. Care will depend on the number of children interested. **DROP-IN CARE IS NOT PERMITTED ON THESE DAYS.**

Health & Safety



Health Appraisals:

All children are required to have a completed Health Appraisal Form with all immunizations up-to-date. Health appraisals need to be updated at kindergarten and 6th grade. A Health Appraisal form must be returned within 30 days of registration. School Health Forms are also accepted.

Illness:

If your child should become ill while in our care and our staff person thinks that your child should go home, you will be contacted immediately. Should we be unable to reach you, we will contact the emergency numbers listed on your Emergency Contact Form. If we suspect your child has a communicable disease (i.e. chicken pox, pink eye, head lice) we will require a physician's note to return to the program.

Children should not attend SACC if they are experiencing any of the following:



- A temperature of 100 degrees taken orally/axially
- Repeated episodes of vomiting or diarrhea
- Obvious symptoms of a communicable illness, in which case we should be notified immediately.
- Severe nasal and chest congestion and a cough that interferes with daily activities.
- Behavior indicating pain or distress

When an illness such as diarrhea, vomiting or fever requires exclusion, we ask that your child remain home until he/she has been symptom free for 24 hours.

Medication:

For safety reasons children are not allowed to keep any medication in their possession. Please give any medications (including cough drops) to your child's counselor upon arrival at facility. All medications, including over the counter brands, must be in its original container and include a pharmacy label with the child's name, current date, and dosage amount. **Be sure to complete and sign the medication log. We are not permitted to give medication to children without your authority.** Please make sure the dosage is clearly stated on the medication log and on the container itself.

Emergency Procedures:

For your child's safety and protection, there is at least one staff member who is trained in First Aid for children in accordance with the State of Pennsylvania's regulations. In the event of an accident that creates a need for medical attention, we will proceed as follows:

For immediate medical treatment:

A staff member will call 911 and request emergency assistance. If necessary, your child will be transported to the nearest emergency center by the dispatched ambulance. Parents will be contacted immediately. If parents are unable to be reached, your emergency contacts will be called. Within 24 hours, the staff member will complete an incident report stating the details of the situation.

If a less serious incident occurs:

A staff member will administer First Aid on site and Parents will receive an incident report stating the details of the injury.

Insurance:

Participating parents should be responsible for accidental insurance. The Suburban North Family YMCA carries liability insurance.

Bad Weather Policy

School Cancellation- When school is cancelled due to inclement weather, Y-Care will not be available.

Early Dismissal- When school is dismissed early due to inclement weather, Y-Care will remain open for 1-Hour after dismissal.

1 or 2 Hour Delays- Y-Care will open at 8:00 A.M. If school closes after a delay, Y-Care will also close.

Behavior Policy

Code of Conduct for Children & Staff

- I will show respect for myself, others and property.
- I will show kindness to others.
- I will follow rules, be cooperative and helpful.
- I will listen and follow directions.
- I will take responsibility for my actions.
- I will be part of creating a safe environment.
- I will do my personal best.

Procedures:

YMCA Child Care Programs define unacceptable behavior as:

- A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- A child inflicting physical or emotional harm on other children or staff members.
- A child/parent who uses abusive language or threatens other children or staff members.
- A child who continues to behave against the YMCA policies explained in this packet.
- The Staff/Coordinator feels the program can no longer function effectively due to the unacceptable behavior of a child.

When inappropriate behaviors occur, the following consequence steps will be followed:

1. Verbal Warning
2. Take 5 received- Child takes a five minute time out to reflect on behavior
3. A written behavior report which requires child and parent signature
4. A 3rd behavior report will result in a 1-3 day suspension, depending on the severity of the incident
5. A 4th behavior report will result in a 1 week suspension from the program
6. A 5th behavior report will result in expulsion from the program
7. In extreme cases, the School Age Child Care Coordinator may suspend or terminate childcare the same day parents are notified.
8. The Child Care Coordinator must approve all terminations from care.

YMCA Mission: To put Christian values into practice through programs that build healthy spirit, mind, and body for all.

