



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# **CHILDCARE HANDBOOK 2022/2023 SOUTHEAST VENTURA COUNTY YMCA**

Dear Families,

Welcome to the Southeast Ventura County YMCA. By enrolling your child in the school-age childcare program, you have joined a movement whose legacy is more than 150 years old. Today the YMCA is the largest provider of licensed childcare in North America. We hope that your affiliation with our YMCA is a lasting one and that you and your entire family come to appreciate the proud heritage we share.

The Southeast Ventura County YMCA builds relationships, impacts lives and strengthens our community through youth development, healthy living, and social responsibility. This purpose should guide all of us in everything we do. Remember, when you signed up you didn't simply purchase a service; rather, you became a part of the YMCA family. Please take advantage of the many opportunities you will have to participate in the YMCA and contribute to your community.

We know that, by enrolling your child with us, you have entrusted us with the most precious person in your life. You have high hopes and dreams for your child and so do we. Our goals are to:

- Build self-esteem and an appreciation of his or her self worth.
- Help your child to grow as a responsible member of your family and our community.
- Help to promote a desire for a healthy spirit, mind, and body.
- Develop an appreciation for the importance and beauty of living in a culturally diverse society.
- Help your child develop life-long leadership skills.

As the year goes on, we hope to have the opportunity to meet you personally.

If, in the meantime, you have any questions, concerns, or suggestions, please don't hesitate to give me a call.

Sincerely,

Alissa Whiteley, Katie Oberman, Sonia Garcia and Valerie Ross  
Childcare Program Directors  
818-707-9622 or 805-583-5338

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# **INTRODUCTION**

## **MISSION OF THE SOUTHEAST VENTURA COUNTY YMCA**

The Southeast Ventura County YMCA builds relationships, impacts lives and strengthens our community through youth development, healthy living, and social responsibility.

## **PURPOSE AND GOALS**

The purpose of the Southeast Ventura County YMCA school-age childcare program is to assist children and families in strengthening positive values and developing a balance of physical and mental health. To achieve this purpose, the program staff and volunteers have adopted the following goals:

- Develop facilities and staff that ensure a safe, supportive and caring environment.
- Create an organized curriculum that addresses the physical, mental and social development of each child in a balanced, age-appropriate format.
- Involve families in program activities, planning and evaluation as much as possible.

## **NON-DISCRIMINATION**

Our childcare program, as well as all YMCA programs, is open to everyone without regard to race, gender, sexual orientation, religion, or mental or physical ability. Our board has further adopted a policy that ensures that we will work with you to devise a financial strategy that will help with your financial needs. Our YMCA annually raises thousands of dollars of community contributions to help families who need financial help. Additionally, we accept and can recommend other funding institutions if the YMCA funds are not sufficient.

## **LOCATIONS**

All YMCA childcare programs are provided in YMCA owned or leased classroom space at the following locations:

<u>Child Care Site</u>	<u>Phone Number</u>	<u>Address</u>
Arroyo Elementary	805.527.7121	225 Ulysses St., Simi Valley
Atherwood Elementary	805.750.1602	2350 E. Greensward St., Simi Valley
Big Springs Elementary	805.368.4815	3401 Big Springs Ave., Simi Valley
Hollow Hills Elementary	805.796.3180	828 Gibson Ave., Simi Valley
Katherine Elementary	805.527.8581	5455 Katherine St., Simi Valley
M.A.T.E.S	805-630-8477	2000 La Granada Dr, Thousand Oaks
Peach Hill Academy	805-630-8621	13400 Christian Barrett Dr, Moorpark
Sumac/Mariposa Elem.	818-889-8857	6050 Calmfield Rd, Agoura Hills
Sycamore Elementary	805.217-1835	2100 Ravenna St., Simi Valley
White Oak Elementary	805.527.6915	2201 Alscot Ave., Simi Valley
White Oak Elementary	818-735-0112	31761 Village School Rd, Westlake
Willow Elementary	818-879-9665	29026 Laro Dr, Agoura Hills
Yerba Buena Elementary	818-597-9226	6098 Reyes Adobe, Agoura Hills

# **PROGRAM COMPONENTS**

## **VALUES**

The YMCA is deeply rooted in its core values of:

- Caring
- Respect
- Honesty
- Responsibility

We do emphasize the following values:

- Treat others as you would like to be treated with honesty and caring.
- Be responsible for your actions.
- Be respectful of yourself and others -- always.
- Be respectful and conscientious of the environment and community in which we live.
- Be thankful and grateful; there are many less fortunate people in the world.

Just as you frequently teach values at home, especially during times of discipline or conflict resolution, we often find unique opportunities to individually discuss values with each child. We also plan value development activities throughout the week i.e.; stories, games, and small group discussions.

## **CURRICULUM**

Each site has minor differences in the sequence of activities; however, the components are essentially the same. Children arrive and get settled in. Approximately forty-five minutes to one hour of time is given for homework. Small group activities or centers are available for the major part of the afternoon both inside and outside. Please see your Site Director for the specific schedule for your child's site.

## **ACADEMICS/HOMEWORK**

Your child's school teacher will probably assign homework on a regular basis. Our program plan provides:

- A quiet and supervised setting
- Staff to assist your child with questions
- A specific time scheduled for homework or quiet reading

The YMCA provides time, space and qualified staff to assist with the homework. It is your child's responsibility to know when he/she has homework and that it should be done. Please make sure your child comes prepared for homework time with all the necessary supplies. In order for everyone to have a quiet study environment, noise and talking are not allowed in the homework area. If your child is being disruptive he/she will be given two warnings. If he/she is still not quiet, he/she will be required to pack up his/her belongings and leave the homework area. It is not the YMCA's responsibility to insist your child do his or her homework during quiet time. We cannot guarantee that all assignments will be completed and parents should expect that their children will need to finish their homework at home and will need it checked. Please review the homework policy at each site.

## **NUTRITION/ HEPA**

As part of our focus on developing healthy habits in kids, families, and our communities, we have committed to adopting standards for healthy eating and physical activity (HEPA) in our afterschool programs.

### **HEALTHY EATING**

Each day a snack is provided for your child and we have opportunity to:

- Show by example the foods that are more nutritious for snacking
- Discuss the basic food groups and their place in our diet
- Teach children the importance of washing their hands, dishes, and utensils
- Involve children in cleaning their area

If your child has special needs or allergies, please be sure to note this on your registration and let your Site Director know. We will do our best to accommodate these needs, but in some circumstances, you may be asked to provide alternate food items for your child. Please be sure to send your child with food that doesn't need to be reheated. A snack calendar will be posted at each site.

Our staff team is committed to helping our children become more active and to make good food choices. Please join us in our effort and do not send unhealthy food or drinks with your children.

### **PHYSICAL ACTIVITIES**

Our culture is increasingly aware of the importance of physical activity in our lives as well as those of our children. Not only does physical activity make us feel better, it also improves our health. Weather permitting, we will provide participants with at least 30 minutes of moderate, vigorous activity, bone and muscle strengthening activities, or group games and activities that turn healthy physical activity into fun.

We monitor the use of digital devices, with the exception of computers, to be used only for homework purposes, special occasions, or instructional group exercise videos.

### **CULTURAL AWARENESS**

We believe that every child should develop avenues to express his/her own culture, while at the same time learn to appreciate the customs and traditions of others. This component can cover a wide range of activities such as art and craft projects, skits, discussions, and group activities on cuisine and traditions from different cultures.

### **ENRICHMENTS and STEAM**

At our afterschool sites we offer enrichment activities throughout the year that focus on different topics and areas that the children can learn more about. The staff utilizes their knowledge and abilities, as well as reaching out to the community to teach the children and provide activities to further skills in areas such as art, sports, multi-culture, music, and more! Each site has a STEAM activity day at least once a week where the kids explore, create, and build while learning about science, technology, engineering, art, and mathematics!

## **TOYS, ELECTRONICS, & PHONES FROM HOME**

The YMCA provides games, toys, and plans a variety of activities as part of our child care curriculum. Therefore, with the exception of special events, toys from home, cell phones, and electronics are not permitted at the YMCA as they disrupt our scheduled program. The YMCA is not responsible for any lost, stolen, or damaged personal belongings. If your child needs to make an emergency phone call, he/she may request the use of the site phone.

## **STAFF**

### **QUALIFICATIONS**

Our program is licensed by the State Department of Social Services, Community Care Licensing Division. The program positions and requirements are:

Site Director	15 units post secondary education in early childhood development or related courses including 3 units of childcare administration and a minimum of 4 years' experience in licensed childcare.
Assistant Director	12 units post secondary education in early childhood development and 18 months experience in licensed childcare.
Senior Teacher	12 units of post secondary education in early childhood development and 1-year experience in licensed childcare.
Teacher 2	12 units of post secondary education in early childhood development.
Teacher 1	6 units of post secondary education in early childhood education or related course and in progress of at least 3 units until 12 units are completed.
Teacher's Aide	At least 18 years of age or a high school graduate, or enrolled in an accredited vocational program. Completion of YMCA Childcare Training Module or post-secondary education in early childhood education.

### **STAFF TO CHILD RATIOS**

Pursuant to California state law, our program is staffed at a ratio of 1 staff person per 14 children in attendance.

### **STAFF TRAINING**

In addition to the educational requirements of the state, each staff person attends a basic pre-employment training module and regular in-service training events that cover the following topics:

- Curriculum Planning
- Administrative Procedures
- First Aid and Emergency Procedures
- Behavior Management
- Child Abuse Prevention

- Third party training that includes: Blood Borne Pathogens, Child Abuse Prevention, Sexual Harassment Prevention, Safe Lifting, Slips Trips and Falls, and Appropriate Touch

## **DISCIPLINE**

The YMCA Board, staff, volunteers and members are all committed to basic shared values of honesty, caring, respect and responsibility. We believe that these values are essential to the guidance of your child's behavior. From the first day of the program, teachers and directors work with the children to set their own site rules.

We don't believe that punishment is the best way to help children learn good behavior in a group setting. Instead, we use the following approach when a child's behavior is outside the group's rules or otherwise inappropriate:

1. Reason with the child in a teachable moment.
2. Ask the child to sit a small distance away from the group and take time to calm down, and then talk about his or her behavior choices with a teacher. This time can last as long as it takes for the child to calm down.
3. Have the Site Director talk with the child and agree on a positive behavior modification plan.
4. Include the parents, child and Site Director in a conference to identify additional strategies to correct problem behavior and clarify consequences of continued misbehaviors.
5. In extreme or reoccurring cases, have a Program Director or administrator review the situation and past responses, and determine an appropriate resolution, which can involve temporary or permanent removal from the program. Children who demonstrate that they are a threat to themselves or others at a site must be temporarily removed from the program, even if steps 1 – 4 haven't yet been implemented, until we determine the threat no longer exists.

If your child's behavior results in him/ her being sent home or suspended the next day, he/ she must be picked up within an hour. Children found with weapons or dangerous objects are immediately terminated from the program.

## **PARENT CODE OF CONDUCT**

The YMCA expects that all participating parents act as positive role models while at a YMCA site. Participants, parents, and guests are expected to behave in a civilized manner toward one another and toward YMCA employees and volunteer staff at all times. Parents who exhibit inappropriate behavior will be asked to leave the site immediately.

While it is rare that extreme incidents occur with adults relating to our childcare program, the YMCA reserves the right to immediately terminate program enrollment due to extreme hostility or misconduct demonstrated by adults/parents. Parents may not discipline their own or other children at the YMCA.



Conversely, if you observe a problem with our program or with a staff member, please contact a YMCA Director and/or put your complaint in writing. By doing this, we avoid any unnecessary confrontations that might be uncomfortable for the children, other parents, and the staff.

## **HOURS OF OPERATION**

<b>Regular and Minimum School Days</b>	School Dismissal to 6:00 p.m.
<b>Local Holidays</b>	7:00 a.m. to 6:00 p.m.
<b>Camp Days</b>	7:00 a.m. to 6:00 p.m.

Our Child Care program operates daily during the 2022-23 school year with the following exceptions:

Labor Day, Thanksgiving Day & Day after, Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, Martin Luther King Day, President's Day, Memorial Day

We will operate a multi-day camp during the weeks of Thanksgiving and Winter Break. We will also offer a week-long camp during Spring Break. These camps will require a separate registration in order to attend and information will be emailed out prior to the start of the program.

## **LATE PICK UP**

If we must keep a site open after 6:00 p.m. for your child, we will add a late pick up fee of \$1 per minute per child

This fee is due and payable immediately, and will be automatically processed using your payment information on file. Please note that repeat offenders may be dropped from the program. To avoid confrontation, the time of pick up is determined by the clock at the site. If we haven't heard from you by 6:30 p.m., we have no legal alternative other than to request the Police Department maintain custody of your child. Please be sure to keep us informed so we can avoid this situation.

We realize that parents are often at the mercy of the Southern California freeway system and may, on occasion, be late picking up their children. We recommend that you make contingency plans so that a relative, friend, or other program parent on your authorized list can pick up your child in those situations.

## **ALL DAY CAMPS**

The YMCA is open for local holidays and staff development days. Children need to bring a lunch and snacks on those days. The YMCA does not provide lunch on all day camp days.

Please note that the pupil-free days and holiday camps may not be located at your current childcare site. Please contact your Site Director if you have any questions.

\*Locations are subject to change\*

<b>Afterschool Site</b>	<b>All Day Camp Location</b>
Arroyo	Hollow Hills
Atherwood	Atherwood
Big Springs	Big Springs
Hollow Hills	Hollow Hills
Katherine	White Oak Simi
MATES	Peach Hill
Peach Hill	Peach Hill
Sumac	Willow
Sycamore	Atherwood
White Oak Westlake	Yerba Buena
White Oak Simi	White Oak Simi
Willow	Willow
Yerba Buena	Yerba Buena

### **School Pupil Free Days and Local Holidays List for All Day Camps:**

Tuesday before school begins, Rosh Hashanah, Yom Kippur, Veteran's Day, Staff Preparation and Development Days

## **ATTENDANCE AND ENROLLMENT**

### **CHANGES IN ENROLLMENT**

For all changes in enrollment, we ask for two weeks' notice and all changes must be submitted in writing to our childcare office.

If your child is enrolled less than four or five days per week and is adding a day, a director must confirm that there is space available for your child before the change can be processed,

and an additional fee will be applied. Temporarily switching from one day to another is not permitted, but you may add a day if necessary. Any additional fees will be drafted to your card on file.

### **ABSENCES**

We take our responsibility for your child very seriously. If your child will be absent, please call your YMCA childcare site between 9:00 a.m. and 11:00 a.m. on or before the day your child will be absent.

It is not the policy of the YMCA to issue credit for short term absences.

### **UNREPORTED ABSENCES**

If your child fails to arrive at the YMCA site, we will do the following:

- A. The Site Director or YMCA office staff will check with the school office to determine whether or not the child was at school that day.
- B. If the child was in school, the school office will be notified that the child is unaccounted for and the staff will check the classroom and play areas.
- C. If you cannot be reached and we determine that your child should have been at the YMCA, the Site Director, school principal, or available site staff will begin to search. If all else fails, we will notify the appropriate law enforcement agency.

### **ILLNESS**

If your child becomes ill while at the YMCA, we will call you or your emergency contact in the event that you cannot be reached. We cannot allow your child to remain in the program while ill. Please arrange to pick up your child within an hour of notification of illness.

If your child becomes ill while at school, do not request that he or she be sent to the YMCA. We will not accept children who are ill into our program; this creates a danger of infecting other children and staff.

If your child is absent from school for illness or any other reason, he/she may not attend the Y that afternoon.

### **COVID-19 PROCEDURES**

The Southeast Ventura County YMCA is committed to providing a safe, clean and fun environment for our childcare programs. For this reason, we must reserve the right to make reasonable and necessary procedural or program changes based on recommendations and/or mandates from various Public Health Agencies and/or agencies with jurisdiction. Some of these changes are menial and can be implemented without disruption to the program, while some are not. We appreciate your understanding and willingness to be flexible during these uncertain times. To that end we sincerely hope that we will be able to provide our programs with as few

of these disruptive changes as possible however we must be prepared to make these changes and possibly even cancel the program.

Changes that are already in place, including but not limited to:

- Curbside pick-up/drop off
- Parent/guardian will be asked YMCA Daily Wellness Questions before admission for the day
- Students and Staff will have their temperature checked upon arrival
- Groups and activities are designed to incorporate social distancing
- Face coverings will be worn by Students and Staff
- Students and Staff will wash hands/sanitize at designated times throughout the day
- High-touch surfaces, areas, and equipment will be sanitized before/after each use
- Social distancing will be enforced throughout the day

While we understand that this may be a challenge for some students, we ask that you are prepared to work through this with your child. Please note, your child will be asked to leave our program if they are unable to adhere to any policy.

## **PROGRAM FEES**

### **THE BASIS FOR PROGRAM FEES**

The YMCA is a non-profit organization made up of members who support our mission and goals. Those goals and the programs they generate are established by a Volunteer Board of Managers. The Program Committee reviews policies for each program. The Board of Managers approves individual budgets and the allocation of funds (including scholarships) to pay for program costs.

Our program follows a school year plan, which means your enrollment will be for the entire 10-month period. However, our billing is scheduled for weekly payments, which will be drafted the Wednesday before the start of the following week. We have prorated our program for Thanksgiving, Winter and Spring Breaks and these weeks will not have a charge associated with them. Instead we will offer a separate enrollment for families who wish to take part in our weekly camp programs.

### **FINANCIAL ASSISTANCE**

Financial Assistance is available on a first-come, first-serve basis. Please visit our website for more information. Please allow two weeks for review of these forms and note that your child will not be able to attend the child care program until the review process is complete, online registration submitted, and/or payment is made. It is the goal of the YMCA to not turn anyone away for purposes of financial hardship; however, this is subject to the availability of funds raised through several different annual fundraising events. Please inquire about how you can be involved in helping raise these much needed funds. Additionally, we accept and can recommend outside funding institutions if the YMCA funds are not sufficient.

## **PAYMENT OF FEES**

Payments must be made to the YMCA by electronic funds transfer or credit card draft. We accept American Express, Mastercard, Visa, or Discover.

## **DECLINED ELECTRONIC PAYMENT PENALTIES**

If for any reason, your credit card or bank draft is denied, there will be a \$25.00 return fee charged to your account. We will notify you by phone or email of your return. Please respond as soon as possible so that we can clear up any payment discrepancies. You will be given a grace period of 5 days to settle your bill. An additional \$20.00 late charge will be applied to your tuition if payment is not cleared up after 5 days.

## **NOTIFICATION OF OVERDUE PAYMENTS**

If your payment, regardless of the method or reason, has not been received by our office by the start of the week your payment will be deemed late and a \$20.00 late fee will be assessed. At that point, we will email you an invoice evidencing the balance owed or a call will be made to alert you of the payment due. If payment is not received by middle of the past due week your child will not be allowed to attend the program until the payment has been made.

## **FEE SCHEDULE**

Program fees are determined by the days and times that you will need to utilize our programs.

Both Full-Time and Part-Time plans are available:

<b>Full-time care</b>	4 – 5 days per week
<b>Part-time care</b>	2 – 3 days per week

Currently only afternoon programs are available and are subject to closure based on enrollment.

For more information about Before School care, please contact our childcare office.

## **STATE LAW REQUIREMENTS**

### **SIGN IN AND OUT PROCEDURES**

The YMCA operates licensed childcare programs in accordance with Title 22, California Health and Welfare Regulations and Title 5, California Education Code. Both codes require that accurate records be kept of children attending the program each day. The State further requires that:

- The parent or authorized person dropping off or picking up a child sign his or her full name on an attendance tablet.
- The person signing the child into or out of a licensed childcare center must be a custodial parent or person authorized in writing, and at least 18 years of age.

- If a child is coming or going directly between school and the childcare center, a person employed by the center must sign the child in.
- Children may not be dropped off before the hours of operation.
- Children must be signed in each time they are brought to the site and signed out each time they are picked-up.

## **WHO MAY PICK UP YOUR CHILD**

Persons authorized to pick up your child must be identified in the online program registration. Initially, anyone picking up your child should be prepared to show picture identification until the staff becomes familiar with him/her. It is the policy of the YMCA not to release your child to anyone not authorized on record to do so. Please help us to avoid embarrassing situations by making sure that anyone you send to pick up your child is on the authorization form. Additions to your authorized list must be added by you, in writing or email, to the YMCA childcare office.

Siblings under the age of 18 may not sign your child out, even with your authorization.

## **OTHER IMPORTANT INFORMATION**

### **BATHROOM ACCIDENTS**

All children in our program must be toilet trained. However, we understand that there may be an occasional accident. If this occurs with your child we will do the following:

- You will be called to bring a change of clothing.
- You or your child may change the clothes and return to the site.
- If your child already has a change of clothing he/she may clean him/herself up, change clothes and return to the program.

### **MEDICATIONS**

If your child needs to take medication during the time that he or she is attending the YMCA, please do the following:

1. Bring any required medication in its original prescription container to the site and give it directly to the Site Director.
2. Please do not send medication with your child.
3. Provide the staff person exact written directions on our Authorization to Administer Medication forms. Please indicate the schedule, dosage, permission to administer, and the doctor's prescription. YMCA staff is not authorized to give injections of any kind (except epi-pens). Please sign and date the written instructions.
4. We are not authorized to and we cannot, under any circumstances, give over the counter or non-prescription medication, including vitamins and natural remedies to your child without a doctor's note.

## **INJURIES**

If your child is injured, we are only legally allowed to:

1. Rinse and administer Band-Aids and comfort for minor cuts, scrapes, and bumps.
2. Contact you or your emergency contact if any injury may require medical attention.
3. Secure medical treatment immediately in the event that you cannot be reached or if the nature of the injury warrants immediate action.

## **CHILD ABUSE**

The YMCA and other organizations that serve children have to be especially careful about who we hire, how we work with children, and how our staff conducts itself with children away from the job.

Here's how we prevent child abuse in the YMCA:

- We require every volunteer and paid employee to submit fingerprints and we send those fingerprints to the California Department of Justice and FBI for a criminal background check.
- We require every volunteer or paid employee who works with children to complete the YMCA Child Abuse Prevention Training.
- We prohibit any staff member from allowing any child to be alone and unsupervised.
- We prohibit any staff member from placing him/herself in a position where he/she is alone with a child and out of sight of other adults.
- We prohibit employees and volunteers from arranging to have contact away from the YMCA with children they have met or worked with at the YMCA.
- We prohibit adult staff persons from dating employees or volunteers who are under 18 years of age.

We and the State legally require any employee who suspects that a child has been abused, to report that suspicion to the proper authorities. If you observe or hear about a YMCA staff member or participant behaving inappropriately toward any child, please report the incident to Jaime Gonzalez, Senior Childcare Program Director (805)583.5338. Your report will be treated with utmost confidentiality.

## **LICE POLICY**

The children in our program are in close contact with one another during activities and throughout our program day. This close proximity can result in lice being quickly and easily spread from child to child. In order to ensure that lice are not spread during an outbreak, we separate any child who has lice from the rest of the children. Parents are required to pick up their child within an hour of being notified. The child may not return to the site until all nits and lice have been removed from the hair and head. The YMCA will notify the school if a child has lice and the school nurse must clear the child before he/ she may return to school. In addition, the YMCA will continue to check the child's hair to ensure that the hair is nit and louse free. Please contact the YMCA immediately if your child contracts lice in order to decrease the chance of spreading.

To avoid the spread of lice, we ask that children do refrain from sharing hats, combs or brushes, and clothes. The YMCA ensures health and safety regulations are being met at all times. The YMCA decreases the spread of lice by periodically checking all children's heads for lice and cleaning daily, including vacuuming all carpets and rugs.

## **DISASTER PLAN**

The YMCA participates in the City Operations Plan. In the event of a major emergency, such as an earthquake, chemical spill or fire, the following procedures apply:

- Children will remain at the sites until directed to move or evacuate
- During, immediately before, and immediately after school hours, the principal of each school, under the direction of the Emergency Operations Coordinator, is in charge
- After school hours and on holidays, the YMCA comes under the direction of the Child Care Director, who is aware of the location and enrollment of our sites at all times
- If an evacuation of any site occurs, the school district will provide bus transportation, the Red Cross will set up a shelter, and the YMCA staff on duty will assist at the shelter

## **FOR YOUR TAXES**

When you file your Federal and State Income Taxes, you are required to provide the Taxpayer I.D. Number of the childcare provider to get the childcare credit. Our Taxpayer I.D. Number is 95-2305501. The legal name of our YMCA is the Southeast Ventura County YMCA, Inc.