



# EXTENDED CARE PARENT HANDBOOK

» FIND YOUR Y AT  
YMCA of the PALOUSE  
ENROLL TODAY

(509) 332-3524 | [info@palouseymca.org](mailto:info@palouseymca.org)  
[www.PalouseYMCA.org](http://www.PalouseYMCA.org)

For a better us.®





# YMCA OF THE PALOUSE EXTENDED CARE PARENT HANDBOOK

## Welcome to the YMCA of the Palouse!

We are pleased to offer extended care opportunities during the school year for the Pullman community. Our programs are geared for children ages 5, entering Kindergarten, to age 12, focusing on the Y's four core values of caring, honesty, respect, and responsibility. Within the structured program, we promote service learning, continued academic development, and literacy advancement to enrich your child's academic success.

## The Y: We're for Youth Development, Healthy Living, and Social Responsibility.



<b>SITE LOCATION</b>	<b>PROGRAMS OFFERED</b>	<b>SITE PHONE</b>
Sunnyside Elementary	After School and Late Start Monday Care	(509) 432-5388
Franklin Elementary	After School and Late Start Monday Care	(509) 432-5935
Jefferson Elementary	After School and Late Start Monday Care	(509) 432-5952
Kamiak Elementary	After School and Late Start Monday Care	(509) 432-1652

### ADMINISTRATIVE OFFICE

YMCA of the Palouse  
105 NE Spring St.  
Pullman, WA 99163  
(509) 332-3524

### ADMINISTRATIVE STAFF

Melissa Finch, Director of Programs  
(509) 332-3524  
email: [melissaf@palouseymca.org](mailto:melissaf@palouseymca.org)

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## 1. REGISTRATION INFORMATION

Extended care programs start on the last Wednesday of August for grades 1 – 5 and after Labor Day in September for Kindergarten. On site programs are offered at Sunnyside, Franklin, Jefferson, and Kamiak Elementary schools.

After school operation hours: End of school to 5:30 pm.

Late Start Monday before school operations hours: 7:30am to start of School.

### REGISTRATION & PAYMENT DUE DATES

Registrations are due one week in advance of the first day of attendance. Keep in mind your child's enrollment is not secured until we have received program payment. See the payment policies for more information.

For more information on registration and pricing visit our website at [www.palouseymca.org](http://www.palouseymca.org).

## 2. PART-TIME ENROLLMENT

Participant's attendance exceeding registered enrollment will be charged a daily drop in rate for each day based on their registration status.

## 3. DISCOUNTS

The Y offers a discount of 25% For those with multiple children in a household. A 25% discount is applied to each additional sibling. Financial assistance is also available for those who qualify based on household size, income and circumstance.

## 4. CHANGES AND CANCELLATIONS

The Y must be notified of all attendance changes and cancellations by the Wednesday before the intended week of attendance. Participants who arrive late, depart early, or miss days are not granted pro-rated fees or refunds.

## 5. WITHDRAWALS AND REFUNDS

If you wish to withdraw your child from pre-registered Y programming, written notice must be submitted to the Y at least 1 week prior to the last day of attendance. The Y provides roll-over credit for future YMCA of

the Palouse programming upon written request. Refunds may be issued upon written request and are subject to a \$25 service charge. Refunds are processed within 30 days from receipt of written cancellation. Campers who arrive late, depart early, or miss days are not granted pro-rated fees or refunds. Refunds will not be issued to campers who have been suspended or disenrolled from camp due to behavior problems.

## 6. PAYMENTS

Payment is required to secure your spot in Y programs. Payment for upcoming period of attendance is due the Friday before the intended week of attendance.

## 7. LATE PAYMENTS

Payment is due the Friday before the intended week of attendance. Failure to pay will result in disenrollment until accounts have been paid.

## 8. NON-SUFFICIENT FUNDS

All payments returned for non-sufficient funds are subject to a \$30 fee

## 9. PAYMENT METHODS

For the safety of children and staff, payment will not be accepted at program sites. The following methods are available:

- Mail or drop off payment to the Y office:
  - Address: 105 NE Spring Street, Pullman, WA 99163
  - Our office hours are Monday-Friday, 10:00 AM - 3:00 PM. If our office is closed, please put your payment through the front door mail slot.
- Pay by credit card at the Y office or over the phone. We accept Visa, MasterCard, and Discover.
- The YMCA office will also provide an online link for payment upon registration processing.

## 10. RECEIPT REQUESTS/TAX CREDITS

A printout of year-to-date statements may be available to you upon request. Please allow 10 business days to process requests.

## 11. FINANCIAL ASSISTANCE

The Y can offer our programs at affordable rates for all, thanks to the generous donations from friends, families, and fundraising efforts. This ensures that no one is turned away due to an inability to pay, as long as funds and space are available. The Y provides Financial Assistance based on an income sliding scale. Information on YMCA of the Palouse Financial Assistance can be found at [www.palouseymca.com](http://www.palouseymca.com).

## 12. NON-DISCRIMINATION

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on age, religion, sexual orientation, background, income or ability/disability to learn, grow and to thrive in our programs, our community, and in life.

## 13. IMPACT STATEMENT

Youth are empowered to become strong leaders and advocates for community needs. The Y four core values (Caring, Honesty, Respect, and Responsibility) are put into practice through high-quality, inclusive programs that build a healthy spirit, mind and body for all. Impact is evident when an individual is inspired to make a healthy choice, when a mentor inspires a child, and when a community comes together for the common good.

## 14. RECORDS AND CONFIDENTIALITY

A copy of your child's records will be kept at the Y office and at the program site. New registration and release forms are required for each Y program in order to ensure that all records are up-to-date.

All child records are kept confidential and

available only to Y staff. Parents and guardians may be allowed access to their child's records upon request.

## 15. DAILY SCHEDULE AND ACTIVITIES

Daily activities may include:

- Wellness, fitness, sports, and play
- Character development
- Service learning
- Arts & humanities
- Science, math, technology, & engineering
- Academic/quiet time/reading
- Nutritious snacks
- Celebration of a variety of cultures
- Other activities as deemed appropriate

### Example After School Daily Schedule (will vary):

3:00 pm – 3:30 pm Snack

3:30 pm – 4:00 pm Recess/Outside Play

4:00 pm – 4:30 pm Academic Help/Reading 4:30

pm – 5:00 pm Lesson/STEM/Art

5:00 pm – 5:30 pm Group Activity

### Example Before School Daily Schedule (will vary):

7:30 am – 8:00 am\* Table top/choice activity

8:00 am -8:30 am Academic Help/Reading

8:30a–8:45a (or until school starts) Group Activity

You are welcome to drop-off and pick-up your child at any point during the scheduled program. Please call the applicable site phone number to arrange scheduling.

## 16. YMCA STAFF

Y staff are trained to provide a safe, nurturing environment geared toward the well-being of our children.

Our staff model the Y's 4 core values of caring, honesty, respect, and responsibility.

All staff are required to have:

- CPR, First Aid, and AED
- Cleared background checks
- Food handler's card

Y Camp staff pride themselves on being professional role models who make lasting positive impacts on program participants

## 17. CHILD ABUSE REPORTING

The YMCA complies with Washington State laws that require childcare providers to report suspected child abuse, neglect, or exploitation to Child Protective Services. All staff are trained in Child Abuse Prevention and child abuse reporting procedures.

## 18. SIGNING IN AND OUT

- All children must be signed in and out with a full legal signature.
- Youth will only be released to authorized persons listed on child information sheet.
- Please have ID available for signing out.
- Special pick-up arrangements must be made with at least 1 business days' notice with written documentation to the Director of Programs.

## 19. MEDICATION MANAGEMENT

A parental permission form must be filled out before staff can administer medication. A separate form is required for each medication. Medication must be unexpired and in its original container with a prescription label. Any medication not documented cannot be at site at any time.

## 20. HEALTHCARE POLICY

The YMCA cannot accept a sick child with a fever, suspected communicable disease, or with NHS/lice. In a medical emergency, every effort will be made to contact the child's parents or, in the event the parent cannot be reached, the emergency contact. If unable to reach a designated contact, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents are reached, or 911. In regard to pandemics such as **Covid-19**, The YMCA of the Palouse will follow all current State and County Health Department guidelines including mask wearing by all participants and staff as mandated, recommended, or made optional. Please note, that while the Y will do what they can to minimize risk of exposure to illnesses, avoiding risk cannot be guaranteed and thus by registering and attending the day camp program, Parents/Guardians are assuming all risk and liability.

## 21. TOBACCO AND DRUG POLICY

Drugs, alcohol, and tobacco are not permitted at any YMCA of the Palouse program site. Y staff will not release program participants to any individuals that appear to be under the influence of drugs or alcohol.

## 22. SPECIAL NEEDS ACCOMODATION

At the YMCA of the Palouse, we aim to promote an inclusive environment where every child has equal opportunity to learn, engage and develop in a caring and educational setting. Y Staff are not equipped to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting.

In order to determine accommodations due to special needs, supporting signed documentation is required prior to participation in any Y program. These needs can include social, emotional, cognitive, linguistic, and/or developmental.

Documentation must be in the form of one or more of the following:

- Individual Education Plan (IEP)
- Individual Health Plan (IHP)
- 504 Plan
- Individualized Family Service Plan (IFSP)

Documentation can be provided by any of the following:

- Licensed or certified physician or physician's assistant
- Mental health professional
- Release of information from the school district
- School professional
- Social worker with a bachelor's degree or higher with a specialization in the child's needs
- Registered nurse or advanced nurse practitioner

In order for a child with special needs to be admitted into Y programs, a written behavioral plan and meeting with the Director of Programs is required prior to participation. If it is determined a child's needs can be appropriately accommodated by the Y this written behavioral plan will be implemented by the YMCA site staff. The Y reserves the right to reassess our ability to meet a child's needs at any point.

## 23. BEHAVIOR MANAGEMENT

The YMCA strives to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development.

If problems arise, the child will be encouraged to use his/her words to try to resolve the situation peacefully or redirected to a new activity.

Should the problem continue, the child will be removed from the situation until he/she is able to rejoin the group. Parents may be contacted and encouraged to discuss the problem with their child.

Continued disruptive behavior and/or serious one time offenses may result in one or more of the following:

- Written documentation of the inappropriate behavior.
- Parent and site staff conference.
- Parent, site staff, and Child Care Directors conference (with recommendation for an immediate behavior contract or short-term suspension from the program).
- Complete removal of the child from the program.

We encourage you to share information with us that may affect your child's behavior in our programs. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment.

Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program and the staff. In such a situation parents may be called to come immediately to pick-up their child, or the child may be separated from the group for the remainder of the day.

### No Tolerance Policy

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children 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 or school property
- Being disrespectful
- Purposely leaving the area of supervision without permission
- Indecent exposure

Failure to follow this policy 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.

Behaviors such as being disrespectful to other children or staff, dishonesty, or failing to carry out responsibilities are also inappropriate at the YMCA.

YMCA Staff will communicate with families for behaviors such as those mentioned that need attention as well as for positive behaviors.

We expect all our participants to uphold the YMCA values of respect, responsibility, caring, and honesty.

## 24. PARENTS

Our programs encourage open communication between Y staff and parents. We invite you to become familiar with the staff and encourage you to communicate with staff as often as possible. Y staff will communicate with you regularly about how your child is doing in our program. Any problems your child may be having at home may affect his or her behavior at the Y. Please keep the program staff informed so that we can be sensitive to your child's needs.



## 25. HEPA STANDARDS

Y programs align with Y-USA Healthy Eating and Physical Activity (HEPA) standards. This is a commitment to educate kids about healthy lifestyles. Youth engage in physical activity for a minimum of 30 minutes, are served healthy food choices, including fruits and vegetables, and have limited screen time.

Media may sometimes be used during Y programming, either to assist in lessons, or to occasionally screen age-appropriate movies.

## 26. SNACKS & MEALS

- Nutritious snacks are served during the after school program at all locations. Snack at before school locations will only be at Pullman Community Montessori. The Pullman School District will provide breakfast between YMCA program and start of school.
- Snack will include a fruit or vegetable and a grain.
- Children may bring nutritious snacks and meals from home. Sodas, caffeinated drinks, nut products, and candy are not permitted.
- The YMCA does not serve any nut products nor are they permitted to be brought to or consumed on the premises.

## 27. WHAT TO BRING

- Backpack
- Water bottle (please label)
- School homework or academic help worksheets

## 28. WHAT NOT TO BRING

We ask that your children refrain from bringing any of the following:

- Cell phones, electronics, and smart watches
- Money or valuables.
- Alcohol, drugs, tobacco or weapons of any kind.
- Animals or pets of any kind.
- Skateboards, scooters, Heelys or bicycles.
- Toys, balls, playing cards, etc.

THE YMCA OF THE PALOUSE IS NOT RESPONSIBLE FOR ITEMS BROUGHT TO CAMP THAT BECOME LOST, STOLEN OR BROKEN.

Items that have been housed in the YMCA of the Palouse lost & found will be donated to charity after 5 business days. Please ensure you are checking the lost and found frequently in an effort to ensure your child's property is not donated

## 29. WHAT TO WEAR TO CAMP

- Appropriate clothing for the time of season.
- Sunscreen
- Hat
- Comfortable, close-toed shoes
- Inclement weather gear as needed

## 30. WHAT NOT TO WEAR TO CAMP

- Clothing which is revealing, offensive, or expensive.
- Expensive Jewelry/Makeup
- Open-toed shoes or flip flops.

## 31. SUNSCREEN

Youth are responsible for applying their own sunscreen during the day, with reminders from staff. Staff may assist with Spray on Sunscreen if necessary. For this reason, we recommend spray-on sunscreen be packed. If sun exposure is ever a problem, please notify the Director immediately so that extra precautions and applications can be made.

contact information, individual medication for children who require it, and a medication log are brought on field trips. Staff will also have a complete first-aid kit.

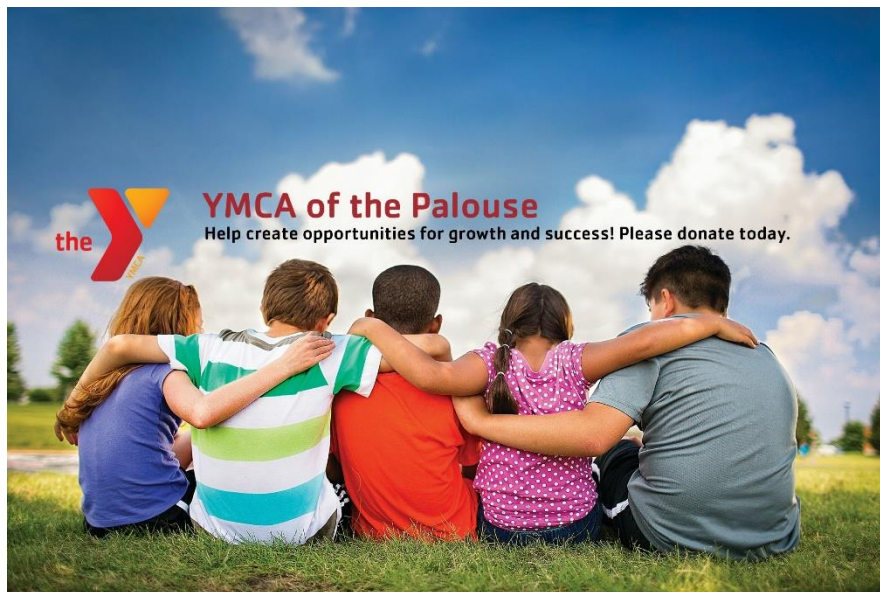
## 32. OUR MISSION

Through values-based programs and services, the YMCA of the Palouse develops civically-engaged staff, student leaders, and volunteers through involvement with those we serve, to build strong communities that foster youth development, healthy living, and social responsibility. The YMCA's

four core values permeate everything we do at the Y. They are:

- Respect does not come with discrimination. Instead, respect allows for compassion, understanding, acceptance and appreciation of differences in self and others.
- Caring requires a genuine commitment to listen to, understand, and advocate for self and others, leading to a healthy mind, body and spirit for all.
- Responsibility is being present to hold self and others accountable for recognizing and meeting individual or community needs, and passionately honoring commitments. Doing what is right.
- Honesty is having openness and acceptance of self and others while genuinely being open and truthful when giving and receiving input and feedback as well as demonstrating compassion.

This handbook is subject to change. Please check our website at [www.palouseymca.org](http://www.palouseymca.org) for the most up-to-date version.



Please consider supporting and helping make what we do possible.  
Donate today at [www.palouseymca.org](http://www.palouseymca.org).