



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Valley Points Family YMCA SCHOOL AGE CHILD CARE 2024-25 Handbook



MAY 6, 2024





# Welcome!

Welcome to the Valley Points Family YMCA School Age Enrichment Before and After School Program. We are happy that you have chosen the Valley Points Family YMCA to meet your child care needs. Your child will have many new experiences and opportunities as the enrichment program helps him or her to grow into a happy, secure, and well-adjusted child. We, the staff of the Valley Points Family YMCA, encourage you to take an active role in your child’s development, and we invite your family to become members of the Valley Points Family YMCA.

This handbook has been designed to inform you of our policies and procedures. If you have any additional questions or concerns, please feel free to contact the Youth Development Business Office at 724-335-9191 ext. 106 or [childcare@vpfymca.org](mailto:childcare@vpfymca.org).

Please call your child’s center if you will be late in picking up your child or if you have any questions or problems.

- Allegheny Valley School District ..... (AV) ..... 724-295-9400 ..... Press 1, Press 1
- Burrell School District ..... (BU) ..... 724-334-1463 ..... Ext. #4013
- Freeport School District ..... (FR) ..... 724-295-9400 ..... Press 1, Press 2
- New Kensington/Arnold School District ..... (NK) ..... 724-335-9191 ..... Ext. 111
- West Vandergrift Early Learning Center ..... (WV) ..... 724-567-6680

The Valley Points Family YMCA is a non-profit, charitable organization open to all people regardless of age, race, religion, ability, or income.

## OUR MISSION:

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## OUR VISION:

To be dedicated to Youth Development, Healthy Living, & Social Responsibility.

## OUR PHILOSOPHY:

The Valley Points Family YMCA has designed the Child Enrichment Programs according to the YMCA’s philosophy of the development of spirit, mind, and body. Each site has a well-balanced program that fits the needs of children according to their age as well as their physical, educational, emotional, and social growth. Children are natural learners. Their requirements for optimum growth are: a good self-image, a stimulating environment, direct experiences with objects and people, the opportunity to make changes, and loving, caring caregivers. The Valley Points Family YMCA provides all these things plus much more.

Every child participates in a combination of teacher-directed and child-choice activity time. An integrated curriculum including art, science, math, language, and physical fitness will best promote the child’s intellectual, physical, social, and emotional development. YMCA Early Learning & School Age Enrichment helps children grow personally, clarify values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills, and have fun!

## General Information

### STUDENT AGE:

Children in Kindergarten through the Sixth Grade

### HOURS:

#### School Age Enrichment Days

Monday – Friday during the Academic Year

#### School Age Enrichment Hours

FR 6am–school starts: After school–6pm

WV & NK 7am–school starts: After school–6pm

AV, BU 7am–school starts : After school–6pm

### HOLIDAYS:

The YMCA and all programs will be CLOSED:

Labor Day • Thanksgiving • Christmas Eve •

Christmas Day • New Year’s Eve • New Year’s Day •

Good Friday & Memorial Day

### SCHOOL DELAYS & CLOSURES (Due to weather)

In the event of a 2-hour delay, the site will delay opening 2 hours. In the event of a snow day, the site will be closed, however, care may be offered at the YMCA at 800 Constitution Boulevard in New Kensington (additional fees may apply). Should other situations preclude the opening of any of our centers, every effort will be made to contact parents prior to school hours.

## Admission

There is a \$30 non-refundable registration fee for all students. This registration fee covers administrative time and paperwork for new / returning enrollees.

### FORMS NEEDED FOR ENROLLMENT

(and every six (6) or twelve (12) months thereafter):

- ✓ Emergency Contact
- ✓ Agreement
- ✓ Handbook Acknowledgement
- ✓ Food Application 1
- ✓ Food Application 2
- ✓ Bank Draft Information
- ✓ Getting To Know You Page
- ✓ Health Assessment (within 60 days)
- ✓ Electronic Waiver
- ✓ Sunscreen / Hygiene Form
- ✓ Funding Paperwork, if applicable (scholarship application or ELRC confirmation)

Please see your child(ren)’s Site Director should a change need to be made outside of review time.



## Financial aid

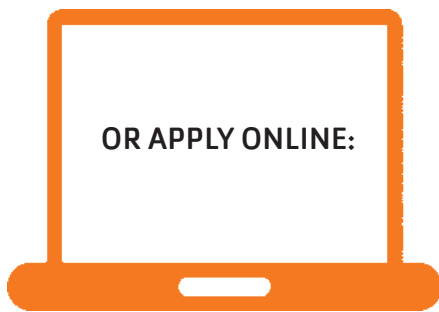
Financial assistance is available for those families who qualify. The application is available online at [www.vpfymca.org](http://www.vpfymca.org). Please contact [childcare@vpfymca.org](mailto:childcare@vpfymca.org) for additional information.

Our Annual Campaign enables the Valley Points Family YMCA to provide programs and services to everyone, regardless of their ability to pay. This assistance is possible thanks to Valley Points Family YMCA contributors.

Families may also contact their county Early Learning Resource Center (ELRC) office for financial assistance:

Allegheny County ..... 1-888-340-3572  
Armstrong / Butler County ..... 1-888-864-1654  
Westmoreland County..... 1-800-548-2741

Parents receiving financial assistance through ELRC must abide by the payment schedule set forth by the governing agency. These agreements supercede YMCA policies.



<https://www.dhs.pa.gov/Services/Children/Pages/Child-Care-Works-Program.aspx>

## TAX STATEMENTS

If you would like a yearly tax statement, you can request one by emailing [childcare@vpfymca.org](mailto:childcare@vpfymca.org). Please allow five (5) business days for processing.

## Payment Information

### AGREEMENTS:

Per Department of Human Services (D.H.S.) regulations, each parent must sign an Agreement indicating the number of days/week their child is enrolled and the fee associated with that amount. **Weekly payment is based on the Agreement, not on the number of days your child attends that particular week.**

### PAYMENTS:

1. All Child Enrichment fees are due in ADVANCE of Services.
2. Fees will be collected by bank draft out of a checking account, savings account, or by credit card.
3. The automatic withdrawal is a continuous payment plan and will be adjusted based on the child's signed Agreement.
4. Written, five (5) business day notice, must be given to the Youth Development Business Office Manager for any changes regarding bank draft information.
5. Written notice must be sent to [childcare@vpfymca.org](mailto:childcare@vpfymca.org) for any changes to your child's attendance schedule.
6. An adjusted payment schedule will be provided by the Youth Development Business Office Manager ONLY if there is a change to the co-pay or regular weekly attendance.
7. If a payment is returned due to insufficient funds, or any other reason, a \$30 NSF fee will be added to the balance due on the account.
8. Payment will be considered past due if not received as arranged. If payment has not been received for two (2) weeks, you may be asked to withdraw your child until balance has been paid in full.

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## Payment Information

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9. The following steps will be taken in the event the account becomes delinquent:
  - a. Written notice immediately sent informing parent of past due balance.
  - b. Second written notice sent at the end of the week in arrears.
  - c. If no response is received in three days, services will be suspended and your child will not be accepted into the center until account is up-to-date.
  - d. Habitual or extended offenses could result in permanent termination from the program.

### LATE PICK-UP FEES:

The childcare sites close at 6pm. There is a late pick-up fee of \$15.00/child for each 15 minutes the parent is late. For example: child is picked up at 6:15pm, the overtime charge for one child is \$15; two children would be \$30. This fee will be added on to the next scheduled draft.

**Any child not picked up within one (1) hour of closure will be considered abandoned and the police will be notified.**

Habitual or extended offenses could result in permanent termination from the program.

### VACATION / SICK DAY POLICY

Children are enrolled in School Age Child Care on a per week basis at the time of registration. Please be advised that payment is required for the days that your child(ren) are enrolled. Therefore, payment is expected for the days that your child(ren) are registered for, regardless of actual attendance. Absences due to illness or unforeseen vacations will not be credited.

## Health Insurance

All uninsured children under 19 years of age living in Western Pennsylvania ineligible for Medical Assistance – no matter what their family’s income – are eligible for free, low-cost, or direct-pay health insurance. Apply online at [www.pennsylvaniahealthcoverage.org](http://www.pennsylvaniahealthcoverage.org) or 877-395-8930.

## Health Information

Each child enrolled must have an age-appropriate Health Appraisal form on record with the Valley Points Family YMCA within sixty (60) days of enrollment. Each child must have a thorough examination by a licensed physician. If there are any special considerations – health, behavior, or other needs, please inform us as early as possible in order to ensure proper arrangements are made for your child.

As required by Keystone STARS standards, the Valley Points Family YMCA refers to “Caring for Our Children” produced by the American Academy of Pediatrics, to determine inclusive guidelines for all childhood illnesses.

Your child’s health is of major importance to all of us. When a child becomes ill, but does not require immediate health care, a determination will be made if the child should be sent home.

**Site Directors, along with Staff** will determine if the illness:

1. Prevents the child from participating comfortably in activities
2. Results in the need for care that is greater than what staff can provide without compromising health and safety of other children
3. Poses a risk of the spread of harmful diseases to others

If any of these criteria are met, the child may be excluded, regardless of the type of illness.

Please do not bring your child to the center if he/she has any of the following symptoms:

- Fever of 100° F or higher (axillary)
- Sore throat
- Unexplainable or contagious rash
- Vomiting
- Constant runny nose due to a cold
- Inflamed eyes
- Persistent cough
- Untreated head lice
- Diarrhea
- Too ill to go outside
- Uncomfortable / needs constant attention

Please notify the center staff immediately if your child contracts a communicable disease (pink eye, chicken pox, etc.) so that the center may post a notice informing other parents who can then take preventative measures. A doctor's note may be required for a child to return to the center, following recovery from any contagious disease specifying the date the child may return to the center.



## MEDICATION (Prescription and over the counter)

All medication, prescription and over the counter, will need a physician's note.

According to Department of Human Services (DHS) Regulations:

- All medication must be in the original container
- All medication shall only be given to the child named on the label (Siblings may not share)
- All medication shall have a written parental consent for administration
- All medication is stored out of reach of children

**Please do not leave any form of medication in your child's book/swim bag or lunch box.**

**Lip balm, cough drops, hand lotion, hand sanitizer, deodorant, and sunscreen for use by school age participants do not need a doctor's note. However, they cannot be in the child's possession. These items must be kept with staff out of reach of children. Otherwise, it is a direct violation of the above regulation.**

## Nutrition

All families must complete a food program application upon enrollment. The Valley Points Family YMCA participates in the Child and Adult Care Food Program. Breakfast and afternoon snacks are provided to children under this program and are served at no additional charge to every child.

USDA Nondiscrimination Statement 2015 FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions

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## Nutrition

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participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800.877.8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: 202.690.7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

During the school year, breakfast is served by the School District and all children in our programs are dismissed in time to eat breakfast if they so choose. During All-Day-Care Days, the Valley Points Family YMCA will provide a breakfast, consisting of an assortment of cereals, 1% milk, and 100% juice. Breakfast is served between 8:00 and 8:30am.

If your child(ren) will be arriving after 8:30am, please be sure they have eaten breakfast PRIOR to entering the Child Enrichment space.

During the school year, lunch is served by the School District and all children have the option to pack if they prefer. During All-Day-Care Days, children must pack a complete lunch every day. We ask all parents to refrain from packing fried foods and foods high in sugar and saturated fats, such as chips, cookies, gummies, fried chicken nuggets, etc.

Based on YMCA HEPA guidelines, children and staff are discouraged from consuming any sugar sweetened beverages, such as sodas, juices, energy drinks, and any fried foods in the program.

Each site has a refrigerator to store lunches. Due to the large number of children we cannot accommodate microwaveable meals. Please bring a lunch that is ready to go.

The Valley Points Family YMCA will also provide an afternoon snack consisting of two components of the food pyramid. Ex: Dairy and Grain or a Grain and Fruit.

## ALLERGIES AND/OR SPECIAL DIETS

Allergies and/or Special Diets will be accommodated, provided that a Medical Plan of Care form is filled out by your child's physician, including acceptable substitutes for said allergy. Children may not bring food from home, nor may they snack in between meals. Water is always available to drink throughout the day.





## Arrival and Departure

### DROP OFF AND PICK UP

When dropping off and picking up your child(ren), please pull into an appropriate parking space and shut off your engine. **NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE. All children under eight (8) years of age or eighty (80) pounds must be in an appropriate car seat or booster seat and seat belted in the back seat of the vehicle.**

Upon entering the center, remember to sign your child in. **Children must be accompanied in to the child enrichment space and you must verify that a staff person is available to receive your child.** Children (including other siblings not enrolled in our program) may not be anywhere in the facility without a parent or a staff member.

When picking up your child, please remember to sign your child out. It is a safety precaution to ensure that all children are accounted for in the event of an emergency.

## Schedule Changes

Your child(ren)'s schedule of attendance will be determined at the time of enrollment. Any changes to this schedule must be sent in writing to [childcare@vpfymca.org](mailto:childcare@vpfymca.org). We will not accept verbal or written changes from your child or in your child's handwriting. We also ask that you call and report if your child is absent due to illness.

The safety of your child is of utmost importance to us. Following this procedure reduces confusion on the part of the YMCA staff and your child(ren).

## Parent Visitation

The Valley Points Family YMCA hopes to maintain a close positive relationship with the parents of the children in our program. We welcome parents to visit our center anytime and observe or interact with your child(ren) in his/her learning environment.

We always appreciate our parent volunteers who help us with numerous activities throughout the year. If you would like to volunteer to help out in any way, please see the Site Director. We encourage parents to volunteer time. While we recognize that this may be impossible for some parents, we appreciate any time that you can spend with us. Clearances will be required.

You may be able to:

- Help out with a special project
- Attend a special day party
- Donate appropriate materials
- Share a special talent or skill
- Plan and attend a family event
- Help promote and recruit new families
- Locate resources for special events
- Share lunch with your child
- Ask your child about his/her day



## Emergency Information

Per Department of Human Services (DHS) regulations, a current Emergency Contact form must be in each child's file. The Emergency Contact persons listed on the form must be available Monday through Friday during program hours. These persons must have transportation available to pick up your child in the event of illness or emergency and you cannot be reached.

It is the responsibility of the parent/guardian to maintain accurate information on all emergency documents on file at the center. If you change your phone number, place of residence, or place of employment, please inform the Site Director of the changes as soon as possible.

## Authorization to Pick Up Child

Your child's safety is the utmost importance to the Valley Points Family YMCA. When your child is enrolled in our program, you are asked to complete an Emergency Contact form in which you designate in writing who is authorized to pick up your child in the event that you are unable to do so.

You must adhere to the following procedures for your child to be released:

1. Anyone picking up a child, **including parents**, must be prepared to show a photo ID if asked by any member of the staff. Please inform those persons listed on your Emergency Contact form that staff will ask to see a photo ID before they will release a child.
2. **Only designated people on the Emergency Contact form may pick up your child.** Anyone not listed on your child's Emergency Contact form will not be permitted to pick up your child. This includes spouses, siblings, and/or other relatives or friends of those listed on the Emergency Contact form. Please inform those persons listed on your Emergency Contact form

that they cannot send someone else to do this job for them.

3. Anyone who tries to pick up a child and becomes disrespectful to the staff will be reported to the parent. If they threaten the staff in any manner, **the police will be called immediately.**
4. Parents must notify the center when someone NOT on the Emergency Contact form will be picking up their child.

### **A court order must be on file with the center if a parent is not permitted to pick up your child.**

Unless they are the parent/guardian, not one under the age of sixteen (16) is permitted to pick up a child from the program. The Valley Points Family YMCA discourages any child or relative under the age of eighteen (18) from picking up a child from the program. If this is necessary, we require a signed release from the parent releasing the Valley Points Family YMCA from any and all liability that may incur while in the care of this minor once they leave the facility.

## Program Rules

1. Interact with the values of Caring, Honesty, Respect, & Responsibility.
2. Make "good friend" choices. Treat others the way you would want to be treated.
3. Stay within the designated areas both inside and outside the building.
4. Wash hands after toileting and before eating, as well as other necessary times.
5. Sit at the table while eating meals or snacks. Talk quietly to your table-mates.
6. Clean up after yourself; mealtime, art time, play time, ALL the time.
7. Keep your hands and feet and mouth to yourself.
8. Equipment shall be taken care of and returned to its proper place.

9. While inside, please use quiet voices and walking feet.
10. Tell a staff member if someone or something is bothering you.
11. Ask before leaving the space, even for the restroom. All children must be supervised.
12. Do not show disrespect to staff and other students at any time.

## Toys / Electronics from Home

We are asking that **all toys, electronics, and other non-essential personal items** from home stay at home. We are confident that with the toys and materials we have, your child(ren), will have tons of fun without their items from home. We may schedule an electronics day and you will be notified ahead of time and the Personal Items Liability Waiver must be signed. If toys / electronics are brought in from home without prior permission, we will collect them until your child is picked up.

## Birthdays & Parties

We will celebrate birthdays during snack. Parents may send in birthday treats that are healthy and nutritious. Ideas for appropriate treats can be provided upon request. Please notify the Site Director of your plans.

Site Directors may choose to plan special parties throughout the school year. If you would like to send in treats for the children, you may do so. Treats are always appreciated, but completely optional.



## Inclusion / Referral / Transfer Plan

The Valley Points Family YMCA also believes in the importance of parent involvement & coordination with service agencies that are committed to servicing the needs of children and families whose goals are similar to those of the Valley Points Family YMCA.

All parents/guardians are asked to complete a Getting to Know You form upon enrollment. All children are assessed within forty-five (45) days of enrollment, as well as every Fall and Spring, depending on the age of the child. These assessments will be shared with the parent / guardian during conferences, where applicable.

Based on the core values of caring, honesty, respect, and responsibility, the Valley Points Family YMCA makes every reasonable accommodation to integrate all children in all activities unless a medical contradiction exists.

At any time a concern for a child is brought to the attention of the Site Director, the following steps will be taken:

The Site Director will review staff observation notes and child assessments. If a concern is detected, the Site Director will set up a conference with the parent/guardian of said child. TOGETHER, the parent/guardian and the Site Director will determine the next steps.

Those steps could include contacting Early Intervention, the Intermediate Unit, Child Protective Services, Wesley Family Services, Family Behavioral Resources, Salvation Army, Red Cross, or any other human resource agency deemed necessary.

**NOTE: All Child Enrichment Staff are Mandated Reporters & must report any concerns of abuse directly to ChildLine. This report can be made without parental consent or knowledge.**

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## Inclusion/Referral/Transfer Plan

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Should an IEP or 504 be deemed necessary, the staff involved in direct care will make every effort to participate in IEP/504 meetings, as well as implement the parts of the plan that pertain to the Child Enrichment environment.

The Valley Points Family YMCA will transfer any child's records to any human service agency or educational setting at the parent/guardian's written request.

For more information on how to help your child make a smooth transition from classroom to classroom, classroom to school, or school to home, please talk to your child's Site Director.

## Discipline Policy

It is the goal of the Valley Points Family YMCA to develop the values of caring, honesty, respect, and responsibility in the children enrolled in the program through positive, non-threatening teaching techniques. There will be NO harsh, cruel, or unusual punishments. Explanation and re-direction is the standard method of discipline. Our goal is to work with parents to create acceptable behavior plans, to help children grown socially. Our discipline policy will be implemented with all children enrolled. Special needs such as an IEP or 504 will be accounted for.

**Discipline for the Child** – A system of direct and indirect guidance will be used, along with suggestions from parents on what they have discovered works well at home. Direct guidance involves physical and verbal actions. Included may be facial gestures such as eye contact, a smile, or even a surprised look. Body gestures are another type of direct guidance. Techniques for effective guidance include: redirecting, praising, suggesting, prompting, persuading, modeling, warning, and ignoring.

### DIRECT GUIDANCE PRINCIPLES INCLUDE:

- Use simple language
- Speak in a relaxed voice
- Be positive
- Offer choices with care
- Be firm
- Be consistent
- Provide time for change
- Consider feelings
- Intervene when necessary
- Encourage independence and cooperation

**Yelling at the children at any time will not be tolerated.** Harsh and demeaning language is a violation of state regulations. The only exception to this rule is if there is imminent danger to a child.

It is our goal to reduce the number of suspensions or expulsions of our children. To reach this goal our center will implement the following practices:

1. Families may share 504's or IEPs with staff.
2. Create behavioral plans with parents, staff, and community resources.
3. Provide resources for families.
4. Communicate success and challenges with families.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional wellbeing of the classroom environment may require the following actions:

1. Parents will be notified the day of the behavior.
2. Staff will give 2 weeks of observations of disruptive or aggressive behaviors (unless immediate danger was observed).
3. Prior to a conference staff and directors will develop a classroom management plan and parents will be provided resources for services.
4. Families, staff, and the Directors will attend a conference to develop a next step action plan.

5. This plan will be implemented the following day and observed for 2 weeks.
6. A follow up conference will be scheduled for the end of the 2 week period to discuss and guide parents seeking services.
7. In some cases where the plan of action fails, intervention services may be required. Parents will sign consent forms for the center to help seek services. Directors reserve the right to refer and reach out to community service to help children with developmental or mental health delays. For example the Intermediate Unit, Early Intervention, or Early Childhood Mental Health Consultation Program.
8. Parents will have 30 days to secure services if it is deemed necessary by the center.
9. If after 30 days the behaviors are still present and the family has not secured services the child maybe be suspended or expelled.

Parents are contacted when serious discipline problems occur with their child. Children could receive an immediate 3-day suspension from the program, determined by the Site Director and YMCA Staff, for the violation of any one of the following serious discipline problems:

- **Intentional Violence / Physical harm resulting in injury**
- **Extreme verbal abuse towards staff or other program participants, including swearing directed at another person by child or parent**
- **Leaving the space as licensed by the Department of Human Services**
- **Malicious and willful destruction of personal, school, or YMCA property**
- **Possession of weapons, firearms, ammunition, and/or explosives**
- **Possession of drugs, tobacco products, and/or alcohol**
- **The child is a safety threat to themselves, other children, or the staff**

In the event of a second infraction of the above serious discipline problems, the child will be immediately terminated from the program. In addition, the Valley Points Family YMCA reserves the right to remove a child from the program for a first infraction of the above incidents if the seriousness of the incident so warrants. The Valley Points Family YMCA also reserves the right to remove a child from the program for any one of the following reasons:

- **Failure to submit a physical as mandated by law (3270.131)**
- **Failure of a parent or guardian to maintain payment schedule**
- **Failure of successful behavioral intervention**

## KEY TERMS OF DISCIPLINE

**Aggressive behavior**—Any behavior that puts a person at physical or mental risk

**Destructive Behavior**—Any behavior that causes damage to YMCA property and its affiliates or participants belongings

**Disruptive Behavior**—Repeatedly displays behaviors that hamper the ability of staff to teach or engage children in activities

**Suspend (OCDEL)**—an action that is administered because of a child’s developmentally inappropriate behavior and requires that a child not be present in the classroom or program for a specific amount of time

**Expulsion (OCDEL)**—the complete and permanent removal of a child from an early learning program because of challenging behaviors or non-infectious health condition

It is the intent of the Valley Points Family YMCA to work together with the parents or guardians for the best care of each child. Working together as a team is a necessary step to correct repeated inappropriate behavior. Re-enrollment may occur after one (1) year of absence from the program and after consideration by a staff review. Your patience, support, and follow-through are not only appreciated, but necessary.



## Waiting List Policy

When a waiting list is established, the following procedure will be followed:

- The order of acceptance will be on a first-come, first-served basis.
- Full-time enrollment will take priority over part-time enrollment.

## Withdrawal from Program

To withdraw your child from the Valley Points Family YMCA program, two weeks prior notice must be given in writing, or two weeks tuition will be charged. Refunds of any kind are not given unless extreme circumstance occurs. If you wish, you may re-enroll your child at a later date, providing there is a slot available for your child. You will need to pay the registration fee again at this time.

Any child(ren)'s belongings left on site beyond thirty (30) days will be discarded or donated.

## Stakeholders

The following is a list of stakeholders in which we collaborate with to ensure a smooth and easy transition into the public school systems:

Allegheny Valley School District

Behavior Management Services

Burrell School District

Department of Human Services

Early Learning Resource Centers

Family Resources of Western PA

Kiski Area School District

Freeport Area School District

New Kensington/ Arnold School District

People's Public Library

TryLife

United Way of Westmoreland County

Women Infants Children

Westmoreland Intermediate Unit

Westmoreland County Community College

Should you know of another community service organization not mentioned above, please contact Youth Development Business Office at [childcare@vpfymca.org](mailto:childcare@vpfymca.org).



## SUMMARY

All staff hold the appropriate educational qualifications as per DHS Regulations. All sites are licensed by the Department of Human Services. All sites are involved in the Keystone STARS Quality Rating System.

You can contact the Western Region Office of Child Development and Early Learning Bureau of Certification at 1-800-222-2149

### CHILD CARE CENTER REGULATIONS

The Department of Human Services (DHS) regulations for operating a child care facility are available on the Internet. The regulations on the Internet are the most up-to-date versions of the regulations. Listed below is the regulation that pertains to operation of a child care center facility, a brief description of the regulation and the hyperlink to the regulation on the Internet:

#### SCAN ME



55 Pa. Code, Chapter 3270, Child Care Centers – This regulation provides the rules regarding operation of a child care center.

A child care center is a facility in which seven or more children unrelated to the operator receive child care services.

A child care center must have a certificate of compliance (license) from DHS in order to operate.

Hyperlink: 55 Pa. Code Chapter 3270. Child Care Centers ([pacodeandbulletin.gov](http://pacodeandbulletin.gov))

Web:<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=reduce>

**We encourage you to contact our staff and administrators with questions, comments, concerns, or praise about your child or our program. Our number one priority is a happy, enjoyable, learning experience for your child.**

### YOUTH DEVELOPMENT BUSINESS OFFICE

[childcare@vpfymca.org](mailto:childcare@vpfymca.org) .....724-335-9191 ext 106

### VALLEY POINTS FAMILY YMCA

[www.vpfymca.org](http://www.vpfymca.org) ..... [admin@vpfymca.org](mailto:admin@vpfymca.org) .....724-335-9191



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## Keeping your child safe in our care

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return it to the Valley Points Family YMCA or to [childcare@vpfymca.org](mailto:childcare@vpfymca.org). This copy will be filed with your child's record.

1. I understand that Valley Points Family YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program.
2. I understand that I am not to leave my child or children at the Valley Points Family YMCA program site unless a Valley Points Family YMCA staff or volunteer is there to receive and supervise my child.
3. I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from Valley Points Family YMCA staff or volunteers and that I should report this to a supervisor if they do.
4. I understand that my child will not be allowed to leave the program with an unauthorized person.
5. I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff will have no recourse but to contact the police.
6. I understand that I can help ensure my child's safety by taking an active interest in his or her Valley Points Family YMCA experience. I will monitor volunteer and staff interactions with my child and ask my child specific questions about the program activities and volunteer or staff relations with my child.
7. I understand that the Valley Points Family YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
8. I understand that the Valley Points Family YMCA may take photographs of my child for promotional use. Should I not want my child to be photographed, I will submit my request in writing to the YMCA Youth Development Department.

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I have read the Valley Points Family YMCA School Age Child Care handbook. I understand the policies within and I am willing to enroll my child and abide by the policies of the program.

\_\_\_\_\_  
(Parent/guardian name-print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/guardian signature)

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**ALLEGHENY VALLEY YMCA** 5021 Freeport Road, Natrona Heights, PA 15065 • 724-295-9400

**KISKI VALLEY YMCA** 511 Hyde Park Road, Leechburg, PA 15656 • 724-845-1968

**NEW KENSINGTON YMCA** 800 Constitution Boulevard, New Kensington, PA 15068 • 724-335-9191

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**Visit us at  
[vpfymca.org!](http://vpfymca.org)**