



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA OF GREATER ERIE Early Care & School-Age Enrichment Program PARENT HANDBOOK



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YMCAofGreaterErie

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## **WHO WE ARE**

At the Y, we are committed to nurturing the potential of every child and teen, promoting healthy living and fostering a sense of social responsibility.

The Y provides services to all families without regard to race, religion, or national origin. Financial assistance is available.

## **INCLUSION STATEMENT**

The YMCA of Greater Erie Early Care & School-Age Enrichment program welcomes all children. Programs will be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods. We will talk through our options with you. All meals served to children under the Child and Adult Care Food Program are served at no extra charge.

## **OUR MISSION**

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

## **OUR FOCUS**

Youth Development, Healthy Living and Social Responsibility

## **OUR CAUSE**

At the Y, strengthening community is our cause.



**pennsylvania**  
PRE-K COUNTS

*For A Brigher Future*





**Children** are like sponges – they watch and absorb knowledge, skills, and values from everyone and everything around them. At the Y, we believe the values and skills learned early on are the building blocks for quality life and future success.

Babies develop trust and security, preschoolers experience early literacy, and learn about their world, and school-age kids make friends, learn new skills and do homework.

YMCA character values – caring, honesty, respect and responsibility help kids – even our youngest- discover who they are and what they can achieve.

### **GOALS AND OBJECTIVES**

Children will benefit from experiences that encourage:

- **Self-esteem & positive self-image:** Provide experiences that enhance each child’s sense of identity, independence and support his/her group identification
- **Social interaction:** Provide opportunities for each child to interact with both peers and adults. Develop a sense of responsibility and respect for self and others
- **Self-expression and communication skills:** Provide activities that enhance and develop language skills. Learn to give as well as receive affection
- **Creative expression:** Provide opportunities for each child to be original
- **Large and small muscle development:** Provide opportunities for each child to participate in activities to enhance muscle development
- **Intellectual growth:** Provide opportunities and resources for each child to develop cognitive skills for more effective communication and interaction

## PENNSYLVANIA KEYSTONE STARS, PRE-K COUNTS, EARLY HEAD START

### KEYSTONE STARS

Y programs are licensed by the Office of Child Development and meet YMCA of the USA Quality Check Standards. Like a hotel rating system, Y programs are accredited by the Pennsylvania Keystone Stars program. That's important to you as a parent because you can be sure your kids are thriving in the highest quality learning environment with qualified, certified teachers who annually seek continuing education and certifications in Pediatric CPR/First Aid, Water Safety, Fire Safety & Child Development.



All Y programs participate in Keystone STARS. Each stars designation has its own research-based performance standards. These standards measure areas of childcare and education.

What you can expect from the quality rating is:

- Professional development and training for our teachers; half to two-thirds of the staff have completed or are enrolled in credentials or degrees
- Literacy activities including reading, story-telling and encouraging written and verbal communication
- Parent and community resources are used effectively in the quality delivery of the program
- Business, organizational and staff compensation practices are maximized
- A review of the program center by a nationally recognized environment rating scale that indicates a high quality score

### PRE-K COUNTS

The Pennsylvania Pre-K Counts program makes quality pre-kindergarten programs available to Pennsylvania residents at no cost to qualifying families. It is funded through a grant from the State of Pennsylvania. Full day program instructional time is 5.5 hours and part-day instructional time is 3 hours. The Y offers a number of Pre-K Counts classrooms throughout our service area. **A Pennsylvania Pre-K Counts application must be filled out completely and submitted for consideration.**



### PRE-K COUNTS ATTENDANCE POLICY

Pre-K Counts classrooms observe a traditional school district calendar in which the program center is located and runs Monday-Friday. The Office of Child Development and Early Learning require regular attendance in Pre-K Counts classrooms. Accepted excuses include: quarantine, personal illness, religious reasons, death in the immediate family, natural disaster/severe weather, educational trips (approval required by teacher) and reasons agreed upon by classroom teacher.

Children with 3 or more unexcused absences, will receive a letter containing dates in question, a statement categorizing these dates, and a warning that the child is in jeopardy of losing the Pre-K Counts funding and being removed from the classroom. Absences of 10 or more days will result in an immediate loss of funding and removal from the classroom. Upon returning to school, a written notice must be submitted and signed by the parent.

## **EARLY HEAD START**

In partnership with GECAC, the Y offers Early Head Start at three program locations: the Eastside Family Y in Harborcreek, Early Learning Center on Poplar Street and the Downtown Y in the City of Erie. Early Head Start supports infants and toddlers under the age of 3, and pregnant women. The program provides early, continuous, intensive and comprehensive child development and family support services to low-income infants and toddlers and their families, and pregnant women and their families. To learn more about enrollment in Early Head Start, please speak with the Program Director at the sites indicated above.

### **The Goals of Early Head Start**

- To provide safe and developmentally enriching caregiving which promotes the physical, cognitive, social and emotional development of infants and toddlers, and prepares them for future growth and development;
- To support parents, both mothers and fathers, in their role as primary caregivers and teachers of their children, and families in meeting personal goals and achieving self sufficiency across a wide variety of domains;
- To mobilize communities to provide the resources and environment necessary to ensure a comprehensive, integrated array of services and support for families;
- To ensure the provision of high quality responsive services to family through the development of trained, and caring staff.

## LET'S GET STARTED

### EASING FIRST DAY JITTERS

We encourage parents to schedule an appointment with your Program's Director and/or classroom teacher prior to their first day so that you and your child can ease those first day jitters, have any last minute questions answered and ensure that all of your paperwork is complete for a smooth start.

### FOR ALL – SPECIAL NEEDS PLAN

We welcome children with all abilities and in order to provide the best experience for you and your child, we require a one-on-one appointment **PRIOR** to their first day. It is essential that we have all pertinent information about the child's needs from the outset of enrollment. If services have been received from an outside agency such as Sarah Reed, Achievement Center, Barber Institute, IU5, or local school, please notify us. Our enrollment process includes:

- Observation of the child in a classroom setting
- Assessment of the staff's ability to handle various special needs and consider whether additional training, the cost of which is not unreasonable, would assist the staff in confidently handling needs and behavior circumstances
- Observation of the child's adaption to the group of children
- Discussion of child's needs with staff person
- Trial enrollment – not to exceed two weeks
- Discussion with family of possible and necessary accommodations that are reasonable and do not fundamentally alter the nature of the group atmosphere of the program.
- Notification to the family if the Y is not able to accommodate the child's needs because of unreasonable modifications or somehow altar's the groups dynamic in the program. If a proposed accommodation is prohibitively costly or would fundamentally alter the nature of the group, the Y may propose an additional cost or propose the presence of a training aide at the family's expense at which point the child may enroll for a trial period to determine whether the child will thrive in the classroom environment.

### INCLEMENT WEATHER

If weather conditions warrant, our program centers may close without prior notice. If there is any doubt to attendance, listen to the radio, TV news, visit [ymcaerie.org](http://ymcaerie.org) or our facebook page - [ymcaofgreatererie](https://www.facebook.com/ymcaofgreatererie).

### EMERGENCY CLOSINGS/EVACUATIONS

The Y has a detailed emergency operation plan in accordance with the Department of Public Welfare and PEMA. Programs located at locations other than a YMCA Membership Branch will follow the emergency plan as determined by their host location. This plan is available at every location. Should a Program Center be forced to close early or evacuate, the staff will follow the emergency operations plan. Parents will be notified as soon as possible so they may make arrangements for their child.

### EMERGENCY INFORMATION

Please be sure that your Program Director has your current work, home and mobile phone numbers. Please be sure that the people you have named as "In Case of Emergency" are available during the Program's hours, have transportation and be willing to pick up your child in the event of illness or emergency.

### DON'T FORGET!

1. Completed application form
2. Fee services agreement
3. Child's immunization record
4. Child's health assessment (physical form signed by doctor)
5. Application for Food Program
6. Special Needs Plan (if needed)

Incomplete forms will be returned for completion prior to the child's first day of attendance.

## EXCEEDING EXPECTATIONS

From Pennsylvania Keystone STARS quality to National Accreditations, your YMCA Early Care and School-Age Enrichment Center programs support families with additional services and amenities that help ensure that your child can learn, grow and thrive.

## CARING AND WELL-TRAINED STAFF

Our staff nurtures the healthy, successful growth of every child by emphasizing values such as caring, honesty, respect and responsibility. Annually staff continues their education with courses in child development, first aid, water and fire safety and CPR. All classroom lead teachers hold post secondary education degrees or Child Development Associate Credential, the most widely recognized credential in early childhood education..

## HEALTHY EATING AND PHYSICAL ACTIVITY STANDARDS

The Y has committed to adopting new standards for nutrition and physical activity in our Early Learning and School-Age Enrichment programs. The standards:

- Establish a minimum of expected physical activity for children of different ages enrolled in our programs;
- Define food and beverages offerings, including designating water as the primary beverage during snack times and offering fruits and vegetables as snack options;
- Limit the amount of screen time (watching TV, playing video games, using computers);
- Encourage breastfeeding of infants in our care; and
- Commit to conducting parent education to encourage healthy behaviors at home.



## MEALS AND SNACKS

The Y participates in the Child and Adult Care Food Program which enables us to provide breakfast, lunch and an afternoon snack for toddlers and above at no additional charge to your family. The meals and snacks follow the Federal Nutrition Guidelines. A monthly menu is available at each Program Center. Additional information on the CACFP program can be found at <http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program-cacfp>. Parents may also choose to send meals for their child.

**Food Allergies:** Any child who has a food allergy must have a written note from your physician on file. This note is due within 30 days from the time of enrollment or from the diagnosis. The Y will provide a food substitution, if agreeable by the parent, and is allowable by the Child and Adult Care Food Program.

**Infant Meal Plans:** The Y offers age-appropriate meals to all infants including formula and table foods. We ask parents of infants to complete infant meals and schedule forms. You may choose between the following infant formulas: Gerber Good Start Gentle and Soy.

## **FAMILY EVENTS**

Family is important to us! All of our program centers provide special opportunities for families to get together from picnics to family fun nights. These events are offered at little or no cost to you. Watch your child's newsletter and the parent communication log for dates and times.

## **FIELD TRIPS**

Children of all ages attending our Y Early Care & School-Age Enrichment and Summer Camp programs will attend field trips throughout the year. Some of these trips include the Erie Zoo, local parks and playgrounds, swimming and the movies. During the school year field trips usually tie into the curriculum and area of study. Safety precautions used while on field trips include having a cell phone, first aid supplies and emergency books with all emergency information and an alternate plan for transportation. Before leaving for field trips, children are broken into small groups and assigned a teacher for the entire trip allowing for a more personal and enriching experience for the child.



## WHAT YOU NEED TO KNOW

### WHAT TO BRING

While we provide most everything for your child, there are a few items you'll want to bring from home. These items may vary based on your child's age and classroom, so please talk with your child's teacher for an exact list. Suggested items include:

- A set of extra clothes, labeled with their name
- Crib sheet
- Small blanket
- Diapers/pull-ups
- Wipes
- Other comfort items such as pacifier, special blanket or stuffed animal



### YOUR CHILD'S ROUTINE

Maintaining a routine for your child to include regularly scheduled naps helps your child thrive in our educational environment. Children, preschool and younger will have a daily rest time. Children in the Infant Room sleep in their own crib, spaced three feet apart on all sides (linens are changed and washed weekly). Toddlers, preschool and Pre-K children rest/sleep on individualized and labeled cots. The cot is covered with a bottom cover (provided by parents) and may use a blanket from home. All linens/blankets are washed weekly or when soiled. Cots are spaced three feet apart on all sides. Children who do not fall asleep are provided with a quiet activity on their cot such as books or puzzles.

### DIAPERING

According to the Office of Child Development, our state licensing agency, children must have a diaper inspection hourly and changed every two hours, minimum. Please make sure that you have an adequate supply of diapers (provided by the parent) and wipes for your child weekly.

### OUTDOOR ACTIVITIES

All children will go outside daily unless we are experiencing severe weather – defined as a wind chill of 25 degrees or less and a heat index of 90 degrees or higher. Please send your child appropriately dressed for the weather (hats, gloves, boots etc.).

### SUNSCREEN

All children ages 6 months and older must have sunscreen for outdoor excursions. Sunscreen is provided by the parent. No child will be permitted to go to the beach or outdoor pool without sunscreen and/or an approved Swimshirt for swimming. Included in this handbook is a form authorizing the application of sunscreen.

### CELEBRATING BIRTHDAYS

We look forward to celebrating your child's birthday with their friends. Parents may send in "healthy" snacks to be served during snack time. Please notify your teacher of your plans.

### BABYSITTING

We view babysitting children enrolled in our programs as a conflict of interest for our staff. Please honor this policy and do not invite any of our staff to privately babysit.

## ILLNESS

Children thrive in a healthy environment so we ask that you keep your child home if they are exhibiting any of the following symptoms: fever of 100.6 or higher, persistent cough, contagious rash, vomiting or diarrhea, pink eye (the child must be on antibiotics for 24 hours), too ill to participate in activities and head lice (the child must be checked by Childcare Director or Supervisor and found to be nit free).

The Department of Public Welfare authorizes the Y to deny attendance at Y programs for an ill child or request that a child be picked up due to illness. All communicable diseases **MUST BE** reported to Y staff; these include chicken pox, head lice, ringworm, strep throat, scarlet fever, pink eye, impetigo, and scabies. All notifications will be posted anonymously in order to alert other parents. The child may not return until the child has been seen by a physician and the parent presents a note that the child is not contagious and may return to the program.

Parents will be called when a child becomes ill during the program day. If the staff determines the child is too ill to remain at the program, parents will be asked to pick their child up within one-hour of the call.

**Medications:** Medications given during the day must be prescribed by a doctor and must be in its original, child-resistant container, be labeled by a pharmacist with the child's name, name and strength of medication, the date of the prescription, name of physician who wrote the prescription, medication's expiration date, administration/storage/disposal instructions. Medication will be given at EXACT times as instructed on the prescription.



## DISCIPLINARY POLICY

It is the goal of the YMCA to develop the values of caring, honesty, respect and responsibility in the children enrolled in our programs through positive, non-threatening teaching techniques. Explanation and redirection is the standard method of discipline. In some cases, "time-out" or loss of privileges may be necessary. There will be no harsh or cruel punishments.

Parents will be contacted when serious discipline problems occur with their child.

Children will receive the appropriate step stated in our policy for the following behaviors:

- a. Physical harm to staff or other program participants. This includes hitting, kicking, biting, or scratching with intent to harm.
- b. Malicious and willful destruction of personal, school or YMCA property.
- c. Leaving space assigned as licensed by Department of Welfare or his/her assigned group.
- d. The child is a safety threat to themselves, other children or the staff
- e. Possession of weapons, fire arms, ammunition and/or explosives
- f. Possession of drugs, tobacco, and/or alcohol
- g. Creating an unsafe bus/walking environment
- h. Leaving school grounds while waiting for bus or Y staff to arrive.

Should any child exhibit any of the previously mentioned behaviors the following steps will be taken:

1. 1<sup>st</sup> Infraction – the child will be sent home for the remainder of the day. The child may return to the Y the following day. However, the child's parent/legal guardian must have signed the behavior report.
2. 2<sup>nd</sup> Infraction – the child will be sent home and receive a 2-day suspension. The parent/guardian will be required to have a meeting with the Director and classroom teacher. The child will not be allowed to return to the program after the 2-day suspension until the meeting has been held. The purpose of the meeting is to discuss the child's behavior and set-up a plan to help the child be successful in the Y's program.
3. 3<sup>rd</sup> infraction – The child will be sent home and receive a 3 day suspension from care. The child may return after the 3<sup>rd</sup> day only if the parent has signed the behavior report.
4. 4<sup>th</sup> infraction – The child will be sent home and terminated from the program.

***The YMCA reserves the right to remove the child from the program without completing the 4 step process if the seriousness or the incident so warrants. The 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.
- Failure of a parent or guardian to maintain payment schedule.
- The child's needs are not being met by the YMCA program.

In the event of repeated inappropriate behavior by a child, the following action steps will be taken:

- To immediately notify the parents in writing at the end of the day so that the incident can be discussed
- Conference with the parent/ guardian
- Removal from the program.

It is the intent of the YMCA to work together with parents/ guardians for the best care of each child. Working as a team is a necessary step to correct repeated inappropriate behavior. Your patience, support, and follow-through are not only appreciated, but necessary.

The YMCA is dedicated to providing a safe and caring environment for all children. We pledge to exhaust all behavior management techniques before resorting to the discipline policy.

### **Biting & Aggression**

These are behavioral stages that many children pass through. The staff will track behaviors during these stages and give recommendations as needed.



## **EASING THE TRANSITION**

### **COMMUNICATION**

We believe communication between parents and our staff is crucial in assuring a positive, enjoyable experience for the child. Therefore the Y provides written notices regarding changes in policy, scheduling or special events. In our program centers there are generally parent communication logs or bulletin boards for your daily reading – or, something may come home in your child’s bookbag. It is the responsibility of the parent to check for communication daily. You may also use these communication centers to give specific instruction/notes about your own child.

Involvement in and out of the classroom is important to us at the Y. Throughout the year, you’ll be presented with opportunities to volunteer in the classroom as well as family opportunities for giving back. We invite you to consider volunteering in our Parent Advisory Committee which helps guide decisions in our Program Centers, staff development and community collaborations.

Our *Today We* sheets are posted daily to let you know of our activities. All infants and toddlers receive a personal sheet daily which includes activities, nap times, temperament, diet and diaper/potty times. If parents of preschool or school-age children would like daily sheets, please request them from the Program Director.

### **CHILD OBSERVATIONS**

Children will be formally observed for milestones by classroom teachers three times annually with the first observation completed within 45 days of enrollment. Parents are encouraged to review the observation with classroom teachers; all observations are confidential and seen by teachers, early intervention staff, directors and parents. Assessments help our teachers to write and adapt lesson plans, ensuring they meet all children’s needs and abilities. A portfolio of samples of your child’s work and copies of observations are kept on file. This file will be given to the parent as the child enters kindergarten.

### **CLASSROOM AND PROGRAM TRANSITION**

Transitions are a celebration of your child’s development! Alongside with parents, we begin the transition slowly with small time periods in the new classroom everyday to adjust to the new setting; we allow the child to dictate the length of time needed to move to the room so that the child is most comfortable. All transitions are discussed well in advance with parents.

### **KINDERGARTEN TRANSITION**

Staff works hard to prepare all children for kindergarten and school success. We follow the Pennsylvania Early Learning Standards for kindergarten readiness. We have established links to our local school districts and participate in the United Way’s Success by Six and Erie Together programs ensuring that all children have competencies in 50 identified skills for kindergarten readiness. When your preschooler is ready to transition to kindergarten a copy of your child’s portfolio, containing assessments and observations, as well as copies of samples of work, is provided to your child’s elementary school. This helps the classroom teacher have a sense of your child’s abilities prior to entering kindergarten and serves as a starting place for lesson plans.

## ARRIVAL/DEPARTURE PLAN

To ensure your child's safety, your child will only be released to persons listed on the child's application form as authorized release persons. We will ask for photo ID to verify the pick-up person. All release persons must be at least 16 years old. Anyone under 18 years may require written permission from the parent in advance. Anyone not listed on the application for service, as a release person may not pick up the child.

The Y requires all parents to be listed on the application. Should you not want the child's



mother/father to be an authorized release person you must provide the Y with a court order stating the custody arrangement and/or a protection from abuse (PFA). The Y is required by law to follow the court ordered arrangement. Should you have questions about this policy and law, please see your Program Director or call the Vice President of Child Care Services at 452-1432 ext. 244.

Upon arrival and departure, please sign your child in/out by listing the time and your signature on the Sign In/Out sheet AND in ProCare (our electronic attendance record) touchscreen/keypad. You'll be given a unique user ID and password for ProCare.

It is the responsibility of the parent or caretaker to provide transportation for the enrolled child to and from the Y's program. Persons designated or authorized to pick up an enrolled child must be

listed by name, address and phone number on the child's application form. Each parent or caretaker must provide at least one designated person authorized to pick up an enrolled child.

It is the responsibility of the parent or caretaker to assure that whoever picks up the child is mentally and physically competent to do so and is not under the influence of drugs or alcohol.

In the event that a pick-up person arrives who appears to be mentally or physically incompetent and/or under the influence of drugs or alcohol, the Y staff shall have the right to take any one or more of the following steps:

1. To contact others on the child's application form regarding pick-up
2. To arrange alternative transportation at the parent's expense
3. To notify the police

## ACCOUNTING POLICIES

### ENROLLMENT FEE

The enrollment fee is \$20/child or \$30/family and is due upon enrollment and is nonrefundable. If your child transfers Program Centers, you are not required to pay the enrollment fee. If your child has withdrawn and returns to the program after 6 or more months, you will be required to pay the enrollment fee again.

### UNDERSTANDING OUR TUITION

Our weekly rate is based on a 4-day contracted week, receiving the 5<sup>th</sup> day free. Three days or less will be contracted using a daily rate. Should your Program Center be closed for two or more days in a week, the contracted rate will be adjusted. If the Program Center should be closed only one day in a week, the fees will remain the same as your contracted rate based on 4 days and your 5<sup>th</sup> day is free.



### PRE-K COUNTS WRAP ENRICHMENT PROGRAM

Children enrolled in our Pre-K Counts program may also be enrolled in our Pre-K Counts Wrap Enrichment Program. This program is NOT covered by the Pre-K Counts grant and payment for this program should be received on Friday for the upcoming week.

### SIBLING RATE

The Y offers a \$1/day/child sibling discount program. Ask your Program Director for more information

### Y MEMBER DISCOUNT

One of the many benefits of Y membership, is a generous discount on Y programs. Youth memberships (\$23.85/month) for enrolled children qualify for the membership discount.

### PAYMENT RESPONSIBILITY

Parents are responsible for the full cost of the program. Should you receive any funding through CCIS, the Y's Sliding Fee and Scholarship Program or any other source, you must comply with the funding sources guidelines including timely reporting of wages, employment schedules, child support, payment of weekly fees/copays and deposit.

Should you run into difficulty meeting your payment responsibility, please contact your Program Director BEFORE becoming delinquent. Because Y programs are for everyone, the Y offers many different types of financial assistance. Financial assistance is available for working families needing help through Pennsylvania Child Care Information Services (CCIS) - call (814) 452-6580.

It is the policy of the Y that no person be denied membership or program participation by reason of inability to pay fees. Funds made available for scholarships are provided by the Y's We Build People fund, which was generously donated by staff, members and the community. Additional financial aid is available through Erie's Futures Fund and Pre-K Counts.

## **PAYMENT OPTIONS**

Our program is set-up on a weekly rate system with payment due on Friday for the upcoming week. All payments must be check or money order and placed in a locked box at the Program Center or made in person at a YMCA of Greater Erie Membership Desk. Families wishing to pay with MasterCard, Visa and Discover may only do so at a YMCA of Greater Erie Membership Desk. Payments may also be made through automatic bank draft using Tuition Express. Receipts will be given only to those making payment in person at a YMCA Membership Desk.



## **LATE PICK-UP FEE**

It is important that your child is picked up on-time. If you are late past our closing time, we will charge \$1/minute per child in a late fee due at the time of pick-up for any child picked up after our closing times - 6p.m. for traditional programs and 10 p.m. for extended programs. By law, children are only able to be in our programs for a duration of 10 hours per day. If a child is in attendance more than 10 hours per day, this same fee will be incurred. If you will be later than your normal pick-up time, please call.

## **RETURNED CHECKS**

There is up to a \$30 handling fee for any Non-Sufficient Fund check. After 2 returned checks per calendar year, checks will not be accepted.

## **RECEIPTS & STATEMENTS**

Each family will receive a monthly statement detailing your account activity. Families needing documentation should retain their receipts and/or monthly statements for this purpose.

## **WITHDRAWAL**

If you wish to withdraw your child from a Y program, a written notice must be given to the Program Director within two-weeks of the child's last day. You are responsible for fees during the notice period. We also request written notice in order to obtain copies of your child's records.

If the Y deems it necessary to withdraw your child, we would consider the following grounds for withdrawal:

- Delinquent fees & failure to maintain the contracted payment schedule
- Failure to comply with Department of Public Welfare regulations
- Failure to comply with the policies in this handbook
- Behavioral challenges (refer to discipline policy)
- Failure to submit a physical exam within the approved timeframes
- Child's needs not being met by the Y.

## **GRIEVANCE**

Even in the highest quality program, you may have questions or concerns about your child and the program. Here at the Y, we believe that communication is essential. If you have an issue or concern, please take the following steps:

- Talk with your child's lead teacher
- Talk with the Assistant Director/Program Director

- Talk with the Branch Executive Director or call the Vice President of Child Care Services at 452-1432 ext. 244
- Talk with the CEO at 452-1432.

**HOLIDAYS**

YMCA of Greater Erie Early Care & School-Age Enrichment Centers observe the following public holidays and will be closed in observance: New Year’s Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve Day, New Year’s Eve Day, Labor Day and Christmas Day. Additional closings are site/program specific and the intent to close will be posted for all closings a minimum of two weeks in advance.

**NO SCHOOL DAYS**

We offer our School-Age Enrichment Program on days the children do not have school during the regular school year (1<sup>st</sup> grade & up). There is an additional charge that is due with your weekly fee. Please ask your Program Director for the rate as it varies by location. **You must sign your child up in advance for all No School Days.** We staff according to the number of children enrolled each day; if your child is not signed-up in advance, your child will not be able to stay for the program.

**EARLY DISMISSAL DAYS**

We offer our School-Age Enrichment Program on days that the school district dismisses prior to their ordinary dismissal time. An additional fee is charged for this service and is due with your weekly payment. Advance sign-up is required for this service too.

**VACATION LEAVE FOR CHILDREN**

These days may be used individually or in weekly increments. Once these days are used, payment will be expected for any absence. Vacation days will run from January to December, days may not carry over from year to year. No credit is available for unused days. The number of vacation days your child shall receive is based on the number of contracted days weekly.



\*This policy does not apply to families receiving CCIS funding or sliding fee discounts.\*

Days contracted weekly	Vacation days per year
5	10
4	8
3	6
2	4
1	2

**Families wishing to take vacation should complete a Vacation Request Form and return to the Program Director. This form is found in this handbook, on our website at [ymcaerie.org](http://ymcaerie.org) and is available from your Program Director.**

## FINANCIAL ASSISTANCE

Because Y programs are for everyone, the Y offers many different types of financial assistance. Financial assistance is available for working families needing help through Pennsylvania Child Care Information Services (CCIS) - call (814) 452-6580. CCIS shares the concern of parents that programs and centers in Pennsylvania meet health and safety standards. Through their Certification Services Bureau, they certify and register facilities to make sure they meet specific standards. In Erie, our CCIS office is located at:

CCIS of Erie County  
155 West 8th Street, Suite 316  
Erie, PA 16501-1043  
Phone: (814) 451-6580 or (814) 451-6683  
Toll Free Phone: 1-877-288-2022  
Fax: (814) 451-6550

CCIS of Crawford County  
424 North Street  
Meadville, PA 16335  
Phone: (814) 337-8055  
Toll Free Phone: 1-800-682-6118  
Fax: (814) 337-8085

**WE BUILD  
PEOPLE**

**A YMCA Initiative**

It is the policy of the Y that no person be denied membership or program participation by reason of inability to pay fees. Funds made available for scholarships are provided by the Y's We Build People fund, which was generously donated by staff, members and the community. Additional financial aid is available through Erie's Futures Fund and Pre-K Counts. Speak to

your YMCA Early Care & School-Age Enrichment Center Director for more information.

## **COMMUNITY CONNECTION**

### **CHILD & ADULT CARE FOOD PROGRAM**

For more information on the Child & Adult Care Food Program - -  
<http://www.fns.usda.gov/cnd/care/cacfp/aboutcacfp.htm>

### **PENNSYLVANIA WOMEN, INFANTS & CHILDREN NUTRITION PROGRAM (WIC)**

Women who are pregnant, breastfeeding or recently had a baby and children under age 5 can participate in the program if there is a nutritional need, live in Pennsylvania and meet the income guidelines. For more information call 1-800-WIC-WINS or visit [www.pawic.com](http://www.pawic.com)

### **CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)**

Uninsured children under 19 years of age in Pennsylvania may be eligible for free or low-cost health insurance. For more information call 1-800-543-7105 or visit [www.wpacaringfoundation.com](http://www.wpacaringfoundation.com)

### **DOLLY PARTON'S IMAGINATION LIBRARY**

Receive a new book for your children's home library monthly, at no cost to you. Eligible children are birth through age five. For more information call 456-2937 or [www.unitedwayerie.org](http://www.unitedwayerie.org)

### **PAY LESS FOR PRESCRIPTIONS**

Use your FamilyWize Prescription Drug Discount Card to save on prescriptions not covered by insurance, Medicare or other benefit plans. You can get your FamilyWize card at any YMCA of Greater Erie membership branch or ask your program director. For more information call 456-2937 or [www.unitedwayerie.org](http://www.unitedwayerie.org)

### **IRS CHILD & DEPENDENT CARE CREDIT**

If you pay someone to care for your child or dependent last year, you may be able to claim the Child & Dependent Care Credit on your federal income tax return. For a list of guidelines, visit [www.irs.gov](http://www.irs.gov)

### **PA PROMISE FOR CHILDREN**

Campaign to raise awareness about the importance of providing PA's young children with access to quality early learning opportunities. Learn more about this advocacy group and how you can help at [www.papromiseforchildren.com](http://www.papromiseforchildren.com)

# **YMCA OF GREATER ERIE**

## **EARLY LEARNING & SCHOOL-AGE ENRICHMENT CENTERS**

### **Camp Sherwin**

8600 West Lake Road  
Lake City, PA 16423  
Kim Ozimek (c572-1088)

### **County YMCA**

12285 YMCA Drive  
Edinboro, PA 16412  
734-5700  
Julie Lakota (c882-1420)

### **Downtown YMCA**

31 West 10<sup>th</sup> Street  
Erie, PA 16501  
452-3261  
Laureen Scully (x249)

### **Early Learning Center**

3507 Poplar Street  
Erie, PA 16508  
464-2980  
Christine Fracassi

### **Early Learning University**

301 Darrow Road  
Edinboro, PA 16412  
734-8020  
Jill Tucker (c882-4995)

### **Eastside Family YMCA**

2101 Nagle Road  
Erie, PA 16510  
899-9622  
Justin Whitman

### **Elk Valley Elementary**

2556 Maple Avenue Lake  
City, PA 16423  
774-5602 Ex 6240  
Kim Ozimek (c572-1088)

### **Fairview Elementary** 5145

Avonia Road  
Fairview, PA 16415  
474-3209  
Dana Neff

### **Glenwood Park YMCA**

3727 Cherry Street  
Erie, PA 16508  
868-0867  
Debbie Anderson

### **Klein Elementary School**

5335 East Lake Road  
Harborcreek, PA 16421  
899-9622

### **McKean Elementary School**

5120 West Rd  
McKean, PA 16426  
273-1033 x 4024  
Melissa Grey (882-4992)

### **Northwestern Elementary**

10450 John Williams Ave.  
Albion, PA 16401  
756-0514  
Stephanie Alward

### **Perry Elementary YMCA**

955 West 29<sup>th</sup> Street  
Erie, PA 16508  
868-0867  
Debbie Anderson

### **Summit United Methodist**

1510 Townhall Rd West  
Erie, PA 16509  
\*\*864-3275  
Cori Ochalek (c882-6792)

### **Waterford YMCA**

**First Presbyterian Church**  
112 West 3<sup>rd</sup> Street  
Waterford, PA 16441  
796-3753  
Sara Volkman

### **Wattsburg Elementary**

10780 Wattsburg Road  
Erie, PA 16509  
824-4150  
Stacy Dambaugh