

# Triunfo YMCA

## **CHILD CARE PARENT HANDBOOK 2009-2010**



*"We build strong kids, strong families, strong communities."*

**TRIUNFO YMCA  
31225 LA BAYA DRIVE, SUITE #106  
WESTLAKE VILLAGE, CA 91362**

Dear Parent,

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

The purpose of our YMCA is to put Judeo-Christian principles into practice through programs that develop healthy spirit, mind, and body for everyone. That purpose should guide all of us, (members, staff, and volunteers), in everything we do. Remember, when you signed up you didn't simply purchase a service; rather, you became a part of the YMCA family. Please take advantage of the many opportunities you will have to participate in the YMCA and contribute to your community.

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

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

As the year goes on, we hope to have the opportunity to meet you personally. If, in the meantime, you have any questions, concerns, or suggestions please don't hesitate to give us a call.

Sincerely,

Chrissy Withers  
Childcare Program Director  
(818) 707-YMCA (9622)

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## **INTRODUCTION**

### **MISSION**

THE MISSION OF THE SOUTHEAST VENTURA COUNTY YMCA IS TO PUT JUDEO-CHRISTIAN PRINCIPLES INTO PRACTICE THROUGH PROGRAMS THAT BUILD HEALTHY SPIRIT, MIND, AND BODY FOR EVERYONE.

### **PURPOSE AND GOALS**

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

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

### **NON-DISCRIMINATION**

Our childcare program, as well as all YMCA programs, is open to everyone without regard to sex, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color or mental or physical disability.

Our board has further adopted a policy that insures that we will work with you to devise a financial strategy that will help with your financial needs. Our YMCA annually raises thousands of dollars of community contributions to provide assistance to families who need financial help. Additionally we accept and can recommend several state funding institutions that can be applied for if the YMCA funds are not sufficient.

### **LOCATIONS**

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

Willow Elementary School. (818) 879-9665  
29026 Laro Drive,  
Agoura Hills, 91301

Sumac Elementary School. (818) 889-8857  
6050 N. Calmfield Avenue,  
Agoura Hills, 91301

Yerba Buena Elementary School. (818) 735-0112  
6098 Reyes Adobe Road  
Agoura Hills, 91301

White Oak Elementary School. (818) 597-9226  
31761 Village School Road,  
Westlake Village, 91362

**STUDENTS FROM OTHER SCHOOLS**

If transportation space is available, children who attend Oak Park Elementary Schools, Medea Creek Middle School, Westlake, Westlake Hills, and Lindero Canyon Middle School may enroll in our program, provided there be a sufficient number of children enrolled from that school. These children will be transported from and to as follows:

<b><u>From:</u></b>	<b><u>To:</u></b>
Westlake Elementary	White Oak Site
Westlake Hills Elementary	White Oak Site
Lindero Canyon Middle School	Yerba Buena
Oak Hills Elementary	Willow Site
Red Oak Elementary	Willow Site
Brookside Elementary	Willow Site
Medea Creek Middle School	Willow Site

**STAFF****QUALIFICATIONS**

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

<b>Site Director</b>	15 units post secondary education in early childhood development or related courses including 3 units of Childcare Administration and a minimum of 1 year experience.
<b>Teacher</b>	6 units of post secondary education in early childhood education or related course and a minimum of 1-year experience.
<b>Teacher's Aide</b>	At least 16 years of age, completion of YMCA Childcare Training Module or post-secondary education in early childhood education.

**STAFF TO CHILD RATIOS**

Pursuant to California State Law, our program is staffed at a minimum ratio of 1 staff person per 14 children in attendance. Our YMCA prides itself by keeping a 1 to 10 staff to child ratio.

**STAFF TRAINING**

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

- Curriculum Planning
- Administrative procedures
- New resources
- First aid and emergency procedures
- Behavior management

## **CURRICULUM**

### **MORNING PROGRAM**

The morning program is designed to meet the needs of children whose parents must leave for work very early. A breakfast-snack is provided upon request for those who arrive before 7:30 a.m. Morning activities usually consist of quiet talk, last-minute homework and quiet play. The morning program is to be a calm environment in preparation for the school day.

### **AFTERNOON PROGRAM**

Each site has minor differences in the sequence of activities; however, the components are essentially the same. Children arrive and get settled in. Approximately one hour of time is given for homework. Small group activities or centers are available for the major part of the afternoon both inside and outside.

Please see your Site Director for the specific schedule for your child's site.

## **PROGRAM COMPONENTS**

### • **VALUES CLARIFICATION**

The Triunfo YMCA is deeply rooted in Judeo-Christian values. Though not teaching any specific religion, but we do emphasize the following values:

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

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

### • **ACADEMICS (HOMEWORK CLUB)**

Your child's school teacher will probably assign homework on a regular basis. Our program plan provides an appropriate, quiet and supervised setting with staff to assist your child with questions. Each site has an announced, scheduled time for homework, so please encourage your child to come prepared to do some homework daily. It is not the YMCA's responsibility to insist your child attend homework club. IT IS NOT REALISTIC TO EXPECT THE COMPLETION OF ALL HOMEWORK AT THE YMCA. We cannot guarantee that all assignments will be completed and parents should expect that their children will need to finish their homework at home.

### • **NUTRITION**

Each day a snack will be provided for your child. It is our goal to provide snacks that are nutritious as well as enjoyable for your children. Snack should not be substituted for lunch.

Please be sure your child is eating lunch during the school day. **If your child has special needs or allergies, please be sure to note this on your registration form and inform the Site Director.** We will do our best to accommodate these needs, but in some circumstances you may be asked to provide alternate food items for your child. Please note that the YMCA is **NOT** peanut/allergy free, however a monthly snack calendar will be posted at each site. Please encourage your child to verbally remind the counselors of his/her allergy.

- **PHYSICAL FITNESS ACTIVITIES**

Our culture is increasingly aware of the importance of physical activity in our lives as well as those of our children. Not only does physical activity make us feel better it also improves our health. Weather permitting, we conduct daily group games and activities that turn healthy physical activity into fun. We also encourage children to develop good sportsmanship and to take pride in their efforts as well as in their accomplishments. We incorporate many of the traditional popular sports into our programs, but we also do our best to introduce creative new sports and games.

- **CULTURAL DIVERSITY**

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

## ***PROGRAM STRUCTURE***

The children attending our sites vary in age, family background, and other factors. A great deal of organization and planning are required to achieve program goals, keep children interested, and maintain order. Program structure usually follows this pattern:

- Children are grouped with others of similar age.
- The counselors plan various components each day that are specific to the group.
- The Site Director and counselors plan various activities in which the whole site participates together.

## ***DISCIPLINE POLICY***

We understand that, at times, children have behavioral problems. Children occasionally refuse to listen to Childcare staff, use foul language, or have other behavioral issues. When such problems occur, our childcare staff will:

- First verbally warn the child.
- The child will be put on timeout for no longer than 5 minutes.
- If the child continues to misbehave, YMCA staff will notify the parents and ask them to talk to their child about his/her behavior, and schedule a meeting between the site director and the parent(s).
- A written report of the incident will be placed in the child's file.

Successive incidents will be dealt with on a case by case basis depending on the severity and amount of program disruption involved and may result in suspension from the program. THE YMCA RESERVES THE RIGHT TO IMMEDIATELY TERMINATE PROGRAM ENROLLMENT IN CASES OF EXTREME MISCONDUCT THAT MAY ENDANGER OTHERS.

**Children found with weapons or dangerous objects are immediately terminated from the program.**

## **PARENT CODE OF CONDUCT**

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

While it is rare that extreme incidents occur with adults relating to our childcare program, THE YMCA RESERVES THE RIGHT TO IMMEDIATELY TERMINATE PROGRAM ENROLLMENT DUE TO EXTREME HOSTILITY OR MISCONDUCT DEMONSTRATED BY ADULTS/PARENTS. **PARENTS MAY NOT DISCIPLINE YOUR OWN OR OTHER CHILDREN AT THE YMCA.**

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

## **OPERATING DAYS AND TIMES**

### **DAYS OF OPERATION**

Our Child Care program operates daily from August 26th (opens the first day of school) through the last day of school in June, with the following exceptions:

Labor Day	Christmas Eve and Christmas Day
President's Day	New Year's Eve and New Year's Day
Thanksgiving Day and Day After	Memorial Day

**We will operate a 3 day camp Monday-Wed., November 23<sup>th</sup>-25<sup>th</sup>. During the Winter break, we will operate two 3-day weeks of camp, Dec. 21<sup>st</sup>-23<sup>th</sup> and Dec. 28<sup>th</sup>-30<sup>th</sup>. During Spring break we will operate one 5 day week of camp April 5<sup>th</sup>-9<sup>th</sup>.**

**Please note that the pupil-free days and holiday camps may not be located at your current childcare site.** Please contact the YMCA office for more information.

### **SCHOOL LOCAL HOLIDAYS AND MINIMUM DAYS**

We will operate full day programs on local school holidays and minimum days. Children not normally attending on these days may enroll for a fee of \$40 per day. Fees must be paid at least one week in advance, and enrollment will be accepted only if space is available.

### **HOURS OF OPERATION**

Our program hours have been established to serve as many families as we can within the limits

of our resources. Time slots have been developed to best meet all parent needs as well as to fit the various school schedules. Please review the various time slots available on the rate sheet.

### **LATE PICK-UP**

For those families who have chosen the full time after school care **until 4:00**, the following late pick up fee schedule will be strictly monitored and adhered to:

Arrival time: 4:01 – 4:11, fee \$5  
 4:12 – 4:22, fee \$10  
 4:23 – 4:28, fee \$15

If your child has not been picked up by 4:29, you will be charged the “additional day” fee of \$40. This fee is due and payable immediately at time of pick up by cash or check made payable to the Triunfo YMCA.

For those families who have chosen either the full or part-time after school care **until 6:00**, the following pick up fee schedule will be strictly monitored and adhered to:

Arrival time: 6:01 – 6:10, fee \$5  
 6:11 – 6:20, fee \$10  
 6:21 – 6:30, fee \$15

This fee is due and payable immediately at time of pick up by cash or check made payable to the Triunfo YMCA.

**To avoid confrontation, the time of pick up is determined by the clock at the site.**

If we haven't heard from you by 6:15 p.m., we have no legal alternative other than to request the Lost Hills Sheriff Station to maintain custody of your child.

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

## **ATTENDANCE AND ENROLLMENT**

### **CHANGES IN ENROLLMENT**

Occasionally, your childcare needs will change. All changes must be made in writing to the YMCA office seven days or more prior to the start of the new month in order to become effective for the month. A Bank or credit card Draft payment plan requires a 30 day written notice. Please do not call the sites. Changes in enrollment can only be made at the YMCA office and be only by the parent who originally registered the child. Please note that changes in time slots will only be done on a full month's basis.

### **ABSENCES**

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

Nearly every child is absent from our program a few days per year. It is not the policy of the YMCA to issue credit for short term absences. As a courtesy to you, a credit of 5 days per year is already factored into all fee schedules. Since the YMCA must schedule staff for the number of children registered rather than those in attendance on a given day, refunds will not be issued.

## **UNINFORMED ABSENCES**

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

### **1. If a child attends a site school**

- A. The Site Director or Triunfo office staff will check with the school office to determine whether or not the child was at school that day.
  - B. If the child was in school, the school office will be notified that the child is unaccounted for and the staff will check the classroom and play areas.
  - C. If you cannot be reached and we determine that your child should have been at the YMCA, the Site Director, school principal, or available site staff will begin to search. If all else fails, we will notify the appropriate law enforcement agency.
- 2. If the child attends a non-site school**, the YMCA will call the school first to determine if your child was absent. If your child attended school, the YMCA will attempt to contact you, or one of your emergency contacts to confirm if the child should have come to the YMCA. If we are unable to contact you or your emergency contact, the **driver** will leave the school pick up station after 15 minutes. **It is important to give advance notice of absences so that everyone can be picked up on time and our vans are not left waiting at school.**

**NOTE: Three unreported absences may result in removal from program.**

## **ILLNESS**

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

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

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

## **PROGRAM FEES**

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

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

In both Plans A and B, you are registering for a **'ten month program'**. A deposit in the amount equal to two months tuition is required at the time of enrollment and will be applied to September and June (first and last months). **All deposits are non-transferable and non-refundable.**

Tuition for Plans A and B is based on an annual program fee. To avoid confusion, due to months when school is not in session for the full month, (i.e. November, December, January, April and June), the "monthly" rate is calculated by simply dividing the annual program fee by 10. Therefore, every month your payment will be the same regardless of the number of attendance days in the month.

In Plan B, the cost of Thanksgiving, Winter Break and Spring Break Camps is included in the monthly rate and is not refundable should you decide not to take advantage of them.

### **FINANCIAL ASSISTANCE**

Financial Assistance is available on a first-come, first-served basis. Please contact the YMCA office for the proper application and registration forms to apply. Please allow 3-4 weeks to review these forms and note that your child will not be able to attend the child care program until the review process is complete and/or payment is made. It is the goal of the YMCA to turn no one away for purposes of financial hardship; however this is subject to the availability of funds raised through several different annual fund raising events. Please inquire about how you can be involved in helping raise these much-needed funds. Additionally we accept and can recommend several state funding institutions that can be applied for if the YMCA funds are not sufficient.

### **PAYMENT OF FEES**

**Regardless of the Plan in which you are enrolling, all program fees are due on or before the 1<sup>st</sup> day of each month.** Our preferable methods of payment are either automatic Credit Card or automatic Bank Draft. Payments will be drafted on the 1<sup>st</sup> of each month. Checks will be accepted only at the YMCA office. If you choose to pay the entire year in full at the time of registration, we will award you with one free week of one of our holiday camps (Thanksgiving, Winter or Spring).

### **DECLINED ELECTRONIC PAYMENT PENALTIES**

If for ANY reason, your credit card or bank draft is denied, we will notify you by phone on the first business day after the draft date. Please note that a specific message **will be** left on an answering machine. Please return our call as soon as possible so that we can clear up any payment discrepancies. You will be given a grace period until the 5<sup>th</sup> of each month to settle your bill. An additional \$25.00 will be applied to your tuition if payment is not cleared up by the 5<sup>th</sup> of the month in question.

### **NOTIFICATION OF OVERDUE PAYMENTS**

If your payment, regardless of the method or reason, has not been received by our office by 5:30pm on the 5<sup>th</sup> of the month, your payment will be deemed late and a \$25 late fee will be assessed. At that point, we will mail you an invoice evidencing the balance owed and a call will be made to alert you of the payment due. If payment is not received by 5:30pm on the 14<sup>th</sup> of the month, your child will not be allowed to attend program on the 15<sup>th</sup> or until such time as the payment has been made.

### **FEE SCHEDULE**

Program fees are determined by the days and times that you will need to utilize our programs and your choice of Payment Plan.

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

<b>Full – Time Care</b>	4 – 5 days per week
<b>Part – Time Care</b>	1 – 3 days per week

Both morning and afternoon programs are available.

Please refer to the Child Care Rate Sheet for specific program fees and available time slots.

Our programs include regular school days and extended programs to cover the vacation periods when school is not in session. These are discussed below.

### **PLAN A – REGULAR PLAN**

Plan A covers all school days, pupil free days, minimum days, and some holidays. Please note your child must be enrolled to attend the YMCA on the day of the week that the non-school day falls, in order to be eligible to attend that day.

### **PLAN B – EXTENDED PLAN**

Plan B covers all school days, pupil free days, minimum days, some holidays, one week Thanksgiving Break, two week Winter Break and one week Spring Break. An additional prorated monthly amount is added to the tuition to cover the costs of the four additional weeks. Plan B children are automatically registered for all-day camps from September through June. **No refunds will be issued if pupil free days, Thanksgiving Camp, Winter Camp or Spring Camp are not attended.** If you withdraw from our program prior to the end of the school term in June, you will be required to pay Plan B balances for holiday camps attended. **Note that it is possible that holiday camps may be held at an alternate childcare site from your usual site. Please call our office for details.** Both our office and campsites will be closed in observance of Christmas and New Year's on December 24 and 25<sup>th</sup> and December 31<sup>st</sup> and January 1<sup>st</sup>.

## **TRANSPORTATION**

### **VEHICLES**

The Triunfo YMCA currently owns two, six passenger vans to transport children between non-site schools and YMCA child care sites.

### **WHO RIDES THE BUS**

Children who attend a non-site school will be transported by the YMCA to and/or from school.

### **PICK-UP POINTS**

On the first day of school, children who will be picked up by the YMCA should meet the driver at the flagpole in front of the school. It is imperative that your child go immediately to this pick-up point after school is dismissed. Vans cannot wait at the site for more than 15 minutes, however the office staff will continue to attempt to locate your child until it is determined that he/she is safe. ***Please be sure that your child's teacher is aware that he or she is a participant in the YMCA program.***

Children who arrive late at their school's pick up site (after the Y van has left the school) may have no alternative than to remain at the school office until a parent is able to pick them up. Drivers often also work at childcare sites and are needed in daily staff ratios. Therefore they would not be available to return to pick up children who were left behind due to lateness. If you know that your child will not be riding the van on any given day, please notify the YMCA office as

soon as possible. **Note that upon the 3<sup>rd</sup> time that you fail to notify us of your child's absence, he/she will be dropped from program.** Please also note that the YMCA van driver has the discretion to refuse service to your child in the rare case of his/her misbehavior. In those cases, the driver will walk your child to the school office.

## **STATE LAW REQUIREMENTS**

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

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

1. The parent or authorized person dropping off or picking up a child sign his or her full name on an attendance roster.
2. The person signing the child into or out of a licensed childcare center must be a custodial parent or person authorized in writing, **at least 18 years of age**.
3. If a child is coming or going directly between school and the childcare center, a person employed by the center must sign the child in.
4. The correct time of drop-off or pick-up must be entered by the person signing the child in or out.
5. Children may not be dropped off before the hours of operation. **Children must be signed in each time they are brought to the site and signed out each time they are picked-up.**

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

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

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

### **CHILD ABUSE**

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

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

- We require every volunteer and paid employee to submit fingerprints and we send those fingerprints to the California Department of Justice for a criminal background check.
- We require every volunteer or paid employee who works with children to complete the YMCA of the USA Child Abuse Prevention Training.
- We prohibit any staff member from allowing any child to be alone and unsupervised.

- We prohibit any staff member from placing themselves in a position where they are alone with a child and out of sight of other adults.
- We prohibit employees and volunteers from arranging to have contact away from the YMCA with children they have met or worked with at the YMCA.
- We prohibit adult staff from dating employees or volunteers who are under 18 years of age.
- We and the State require that any employee who suspects that a child has been abused must report that suspicion to the proper authorities. If you observe or hear about a YMCA staff member or participant behaving inappropriately toward any child, please report the incident to Ronnie Stone , Executive Director or Chrissy Withers , Program Director at (818)706-0993 . Your report will be treated with utmost confidentiality.

## **OTHER IMPORTANT INFORMATION**

### **ELECTRONIC SIGNALING DEVICE POLICY**

Due to the disruptive nature of devices such as cell phones, pagers, etc., these devices will not be allowed at the YMCA. If your child needs to make an emergency phone call, he/she may request the use of the site phone. Devices found being used will be confiscated by the YMCA staff and returned to the parent at pick up time. Repeated offenses will be dealt with on a case by case basis.

### **MEDICATIONS**

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

1. Bring any required medication in its original prescription container to the site and give it directly to the Site Director or Assistant Site Director.
2. **DO NOT SEND MEDICATION WITH YOUR CHILD!** Children may carry inhalers with written permission.
3. Provide the staff person exact written directions on our authorization to administer medication forms. Please indicate the schedule, dosage, permission to administer, and the doctor's prescription. YMCA staff is not authorized to give injections of any kind. Please sign and date the written instructions.
4. **We are not authorized to and we cannot, under any circumstances, give non-prescription medication to your child.**

### **INJURIES**

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

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

**FOR YOUR TAXES**

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

**READY REFERENCES****OFFICE HOURS 9:00 A.M. – 5:30 P.M. Monday – Friday**

Billing Questions	Office Staff	818-707-YMCA
Report an absence	Office Staff	818-707-YMCA
Concerns about Site Staff	Site Director	Site # below
Concerns about Site Director	Program Director	818-707-YMCA
Financial Assistance	Office Staff	818-707-YMCA
Site Numbers	<u>Willow</u>	<u>818-879-9665</u>
	<u>Sumac</u>	<u>818-889-8857</u>
	<u>Yerba Buena</u>	<u>818-735-0112</u>
	<u>White Oak</u>	<u>818-597-9226</u>

**OPPORTUNITIES FOR PARENT INVOLVEMENT**

We are always looking for parents who want to be more involved with our YMCA.

**PARENT ADVISORY COMMITTEE**

The Triunfo YMCA PAC provides you with a forum to become involved in the academic and social development of your child by encouraging your participation and input into the policies and events that directly affect your child. Meetings are held monthly.

**Current Issues and Happenings at your child's site**  
**Strong Kids' Campaign**  
**Family Nights**  
**YMCA Board of Managers or Committees**  
**Office Administrative Volunteer**

For more information on the parent advisory committee, please contact Chrissy Withers at (818) 707-YMCA.