



Berwick Area YMCA

Before & After the Bell Family Handbook

#BAAB



WELCOME!

Welcome to Before & After the Bell (BAAB) at the Berwick Area YMCA. Our program serves all elementary schools in the Berwick School District and the Berwick Middle School.

Our goal is to nurture the potential of every student in order to help them grow and develop to their full potential. As part of our Before & After the Bell Program, children will experience new activities, develop communication skills and make new friends in a safe, secure environment.

All Youth Enrichment Programs at the Berwick Area YMCA are guided by our core values of caring, honesty, respect and responsibility. The Y is dedicated to giving students of all ages, backgrounds and walks of life the opportunity to reach their full potential with dignity and we expect the following of program participants:

- We will **CARE** for ourselves and for those around us.
- **HONESTY** will be the basis for all relationships and interactions.
- People are **RESPONSIBLE** for their actions.
- We **RESPECT** each other and the spaces we enter.

This year, the BAAB program plans to be better than ever after undergoing a major renovation this summer. The program will now include expanded Innovation and Enrichment activities in addition to the daily snack, physical activity and homework help we've always provided. We are so excited to share our new space with your student and family!

As always, if you have any questions, please email me at innovation@berwicky.org or our School Age Child Care Coordinator at ycare.SACC@berwicky.org or come to the membership desk of the Y to get more information about our program offerings. Thank you for choosing the Berwick Area YMCA for your child this school year. My team and I look forward to getting to know you and your child even better and making this school year the best ever!

Yours in Educating,

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ENROLLMENT OPTIONS

FULL TIME OPTION

LEVEL OF CARE	WHAT'S INCLUDED?	Member Rate / Month	Non-Member Rate / Month	WHAT COSTS EXTRA?
5 days/week, Before AND After Care	<ul style="list-style-type: none"> - Transportation to school from the Y then back to the Y - Help with school assignments - Care during school delays, early dismissals, school cancellations and scheduled days off of school - Care during the Christmas Holiday - Meals and snacks while in care 	\$445	\$567	There are no extras!

PART TIME OPTIONS

LEVEL OF CARE	WHAT'S INCLUDED?	Member Rate / Month	Non-Member Rate / Month	WHAT COSTS EXTRA?
Before Care Only 5 days per week	<ul style="list-style-type: none"> - Before school care every day - Transportation to school from the Y - Breakfast 	\$332	\$430	School cancellations, Scheduled days off school
After Care Only 5 days per week	<ul style="list-style-type: none"> - After school care every day - Transportation to the Y from school - Snack/Meal - After school activity of the day 	\$346	\$430	School cancellations, Scheduled days off school

	Member	Non-Member
Full day of care due to school cancellation or day off	\$11.00/day	\$13.50/day

Changes to Level of Care are not permitted unless received in writing no later than the Wednesday before the week of care and approved by the BAAB Coordinator or Director

***Additional fees for all part time enrollments (No extra fees for those enrolled full time):**

ADMISSION POLICY

EQUAL OPPORTUNITY PROVIDER

The Berwick Area YMCA is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, color, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment.

REGISTRATION PROCEDURES:

Each child's parent or guardian is required to complete the BAAB registration packet. The following forms must be completed and returned to the YMCA for our permanent files:

- BAAB Registration Form
- BAAB Payment Agreement Form
- Emergency Contact/Parental Consent Form
- Parent Acknowledgement
- Child Health Report
- Photo Release Form
- Receipt of Family Handbook Acknowledgement
- Kids Café Registration

HOURS

Before Care → 6:30am until bus departs (~8:15am)

After Care → from bus arrival (~3:45pm) to 5:30pm

On days that children do not attend school, our hours are 6:30am to 5:30pm

All children enrolled in the program must be picked up by 5:30pm each day.

School delays, early dismissals and days off school will be discussed in a future section.

LATE FEES

If your child is picked up late, the late fee is \$1/per minute/per child for every minute after 5:30pm. Our Vine St. doors are locked promptly at 5:30pm. Please use the YMCA main entrance after 5:30pm.

SIGN IN/OUT POLICY

Parent(s)/Guardian(s) must sign their children in at the beginning of the day and sign them out at the end of the day via our Tadpoles App with our Family Liaison. Drop off and Pick up is done "drive through" style at the Vine St entrance to the YMCA. Please pull up to the door and place your flashers on. Our staff member will meet you with the sign in / sign out process.

Normal BAAB check-in/out times are as follows:

- Drop off is from 6:30am until 8:00am
- Pickup is from 3:45pm to 5:30pm

Please bring identification (PHOTO ID) every day when picking up your child.

For safety purposes, **children will not be permitted to leave with anyone except those designated on the emergency contact/parental consent form.** Prior written notification must be given to the BAAB Supervisor for exceptions. Only proper identification (driver's license or state-issued identification card) will be accepted. Once the responsible person arrives at the Y to pick up the child, the child is the responsibility of the adult.

PAYMENTS/FEES

BAAB PAYMENTS

Program fees are paid monthly and are due by the 25th of the month for the next month of service. All major credit cards, cash, checks and debit are accepted. Failure to make payments will result in the denial of services.

Rates are calculated based upon the YMCA providing care during the course of the school year then averaged to determine a flat monthly rate. *Two weeks of time off are already built into the pricing structure.* For this reason, the Y does not provide discounts or credits for illnesses or vacations. BAAB fees are non-refundable. Please understand we have scheduled staff to meet legal ratios based upon your intended attendance.

SIGN UP FOR AUTOMATIC DRAFT

Pay for Y Before & After the Bell with Ease by using EFT. Please contact the YMCA Front Desk to setup automatic payments.

CANCELLATIONS/CHANGES

We realize situations can occur that require you to change your BAAB enrollment. Any changes in scheduling or withdrawal must be executed according to the fee agreement. Any requests for credits must be made to the Berwick YMCA Vice President of Operations, who will consider the circumstances and has the authority to grant or deny requests. The YMCA requires a written notice 30 days prior to withdrawal from the program.

INSUFFICIENT FUNDS

Please note that if payment is made with a check that has insufficient funds available at time of deposit, the parents are responsible for paying the amount of the check plus a \$50.00 fee. Credit card payments and EFT payments that are returned for any reason will incur a \$40.00 fee. Payment must be made in full within three days; otherwise, the child must be withdrawn from the program. The YMCA may require that all future payments be made by cash or money order.

FINANCIAL ASSISTANCE

YMCA financial assistance is available to Berwick Area YMCA families based on documented need. Scholarship applications are available at the YMCA or on the YMCA website www.berwickymca.org Financial Aid is supported through the YMCA Annual Campaign. In addition, the YMCA accepts subsidy through the Commonwealth of Pennsylvania Department of Public Welfare (DPW) and ELRC. **You must first apply for Assistance through ELRC and provide a denial or waitlist letter before applying for a YMCA Scholarship. YMCA Scholarship applications that do not supply all requested documentation will not be reviewed.**

COMMUNICATION

"TADPOLES" CHILDCARE MANAGEMENT PLATFORM

Staff uses the Tadpoles App and Software to manage child/family communication, update daily attendance, and send daily reports and updates. Families can download the "Tadpoles Parent" app on any smart device and log in with their e-mail address to receive daily reports, photos and updates from the director and counselors. For help using the Tadpoles app, reach out to the SACC Coordinator or Director.

EMERGENCY CONTACT INFORMATION

Complete emergency information including emergency contact persons is required prior to the start of BAAB. If there are changes to this information, it is the parent's responsibility to update the form. Please inform your emergency contact person of their responsibility and notify them of BAAB procedures. If we are not able to reach you, we call the next emergency contact person on the form. This information is kept on file at the YMCA.

INFORMATION BOARD

The BAAB program has an information area at the sign in/out table. Parents are encouraged to look for the monthly menu, newsletters and special events.

PARENT CALL-IN

Children are not permitted to use cell phones. Parents are welcome to call the YMCA for updates, messages, and concerns. Parents are requested to mark their student "Absent" via the Tadpoles App whenever a child will not be attending on a scheduled day.

CHANGE IN ARRIVAL OR DEPARTURE TIMES

Our BAAB Program complies with DHS regulations by staffing programs based on the child's arrival and pick-up times. Please adhere to these times as noted on the agreement. When there are changes, please give the YMCA staff 24-hour notice. Failure to comply with these standards may compromise the ratio of BAAB for your child and others. Please notify the YMCA if you are running late. All children must be accompanied into BAAB by an adult and be placed under direct supervision of YMCA staff. Children must be accompanied by an approved adult when leaving the YMCA.

EVALUATION OF PROGRAM

Parents are encouraged to share their evaluation of the program with the BAAB Coordinator at any time. Surveys will be distributed at various points throughout the school year. Your input is welcome and encouraged.

BEHAVIOR MANAGEMENT POLICIES

CHARACTER DEVELOPMENT

The YMCA embraces the values of Caring, Honesty, Respect and Responsibility as the basis of all YMCA operations, staff development, and program development. The YMCA is committed to a positive approach to improving our community through its future leaders, our children. Character Development challenges others to accept and demonstrate positive values. Our BAAB staff serves as role models as well as teachers that promote good character.

ACCEPTABLE BEHAVIOR

Based on the Golden Rule, "Treat others as you would want others to treat you".

- Children are guided to respect the rights and feelings of others and avoid disruptive behavior that interferes with program activities. Aggressive behaviors, such as hitting, kicking, spitting, biting, verbal put-downs and bullying are unacceptable behaviors.
- Children will follow directions given by the program leader regarding safety procedures and will stay with the group for all scheduled activities.
- Children will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.

BEHAVIOR MANAGEMENT PROCEDURES

When a problem arises that threatens the safety or health of a child, other children or staff, the staff will take immediate action to stop the behavior. Depending upon the severity of the inappropriate behavior, it may be necessary to temporarily remove the child from the situation. The Parent/Guardian will be notified and together we will work with the child to correct the behavior. When a child's inappropriate behavior is extremely persistent or the behavior is violent, expelling the student from the program will be considered. If that happens, the BAAB Coordinator will call the Parent/Guardian to inform them that the child is expelled and written notification will follow. In severe cases immediate expulsion may occur, without suspension, at the discretion of the BAAB Coordinator or Director.

DRUG, ALCOHOL AND TOBACCO FREE

The Berwick Area YMCA is a drug, alcohol and tobacco free environment. Any child who brings drugs, alcohol or tobacco to BAAB, or on YMCA property, will be expelled from the program. No refunds or credits will be issued for a violation of this code.

BABYSITTING BY EMPLOYEES

The YMCA does not permit its employees to babysit children who attend YMCA programs. The YMCA also does not permit YMCA employees to transport children enrolled in YMCA programs in non-YMCA owned or leased vehicles during and outside of program hours. Staff is not permitted to contact children via internet or telephone and should not be receiving emails or calls from children.

REFERRAL TO OUTSIDE AGENCIES

From time to time, because of behavioral or developmental concerns, the BAAB Coordinator may ask a parent to seek evaluation or assistance from another agency (e.g. Intermediate Unit or Human Services). If the parent refuses, or does not follow through, we may have to remove the child from the program.

CLOSINGS/EMERGENCY PROCEDURES

EMERGENCY CLOSINGS

Should severe weather conditions or other emergency situations arise during the time of BAAB operation, the Executive Director, Director, or designated person will determine what action is to be taken. Should it be determined that the YMCA is to be closed, all will be advised as soon as possible for immediate pick up. Please keep Tadpoles information updated to receive the most timely information.

EMERGENCY PROCEDURES

Procedures have been developed for emergency evacuation. Staff is trained in procedures for evacuation due to unforeseen emergencies and procedures are posted.

FIRE DRILL

Fire drills are completed on a regular basis. An alarm is heard, and the staff and children proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time, and length of drill.

HEALTH, ILLNESS, INJURY AND ACCIDENTS

ILLNESS POLICY

Is my child too sick to be in BAAB? This is a question you must ask yourself whenever your child shows signs of illness, is not eating or sleeping well, or seems unusually "out of sorts". If the staff feels that your child is too ill to remain in the program, you will be called. We will expect you, or someone you designate, to pick the child up immediately, no more than 1 hour after receiving a phone call. If we are unable to reach a parent, another person listed on the child's emergency contact form will be called. Please establish a back-up person upon whom you can depend on in an emergency. Illness guidelines established by the YMCA will help you decide whether or not to send your child to our program. Students should not be sent to BAAB and will be sent home if any of the following conditions are apparent:

- A temperature of 100.1° or more, or at Coordinator's discretion
- Conjunctivitis (pink eye) until treated
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola, 5ths disease
- Hand/foot/mouth only if child has a high fever, blisters in mouth that prevent eating/drinking
- Inability for child to participate in the daily schedule at an acceptable level
- Rashes at Coordinators discretion
- Vomiting regardless of the cause
- Diarrhea regardless of the cause
- Impetigo, ring worm, or scabies until treated
- Lice, until no nits are found
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage
- Bronchitis or other throat infections, until treated for at least 24 hours
- Pain reported in stomach or head

The child must remain free of symptoms, fever, nausea, etc., for 24 hours before he/she can be readmitted to the program. Children with signs of communicable or contagious disease will be readmitted only with a signed note from a physician stating they are no longer contagious.

INJURY & ACCIDENT PROCEDURES

It is necessary that you keep the YMCA up to date on telephone numbers, emergency numbers and other pertinent information. In the case of minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. An accident report will be filled out by the staff person on the site at the time of the accident and shared with Primary Contacts via the Tadpoles App. Parents may be asked to pick up the child depending on the nature of the injury and the child's reaction to being injured.

If your child is severely injured while attending the YMCA program, the staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact first. If we cannot make a contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent's health insurance information (from your Emergency Contact Form). We use the nearest hospital. If you prefer a specific hospital, we will do our best to honor this request. However, the ultimate decision will be made by the EMT's.

HEALTH, ILLNESS, INJURY AND ACCIDENTS

(CONTINUED)

MEDICATION ADMINISTRATION

Parents must sign the medication log before any medication will be given. We will give your child medication only if the medication is in the original labeled package (bottle/box/container) (prescription or over the counter), is handed directly to a YMCA staff person, and is entered on a medication log. Please do not alter any foods or liquids with medication without a doctor's note and informing the child's primary teacher. A medication log must be completed.

It is very important that medications not be left within the reach of any child.

- We will not administer any medications in more frequent or larger dosing than per instructions on the container or per the prescription.
- Over-the-counter medications will not be administered for more than two consecutive days without a doctor's note and specific instructions.
- The YMCA reserves the right to require a doctor's note for the administration of any medications whether they be prescription or over the counter.

Berwick Area YMCA Staff will only administer medication to children according to the DHS (State of PA-Dept. of Human Services) policy listed in 055 Pa. Code 3370.133. Child Medication and Special Diets, listed as follows:

The operator shall make reasonable accommodation in accordance with applicable Federal and State laws to facilitate administration of medication or a special diet that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. Facility persons are not required to administer medication or special diets which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs.

When medication or special diets are administered, the following requirements apply:

- A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
- A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
- The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
- Medication shall be stored in a locked area of the facility or in an area that is out of the reach of children.

HEALTH, ILLNESS, INJURY AND ACCIDENTS

(CONTINUED)

Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label. A parent shall provide written consent for administration. An operator is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered. A log must include the following minimum information:

- The name of the medication.
- The name of the child receiving the medication.
- A requirement for refrigeration.
- The amount of medication administered.
- The date of administration.
- The time of administration.
- The initials of the staff person who administered the medication.
- Special notes related to problems of administration.

POLICY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES

Children with severe allergies, such as allergies to bee stings, peanut products, etc., may be at risk of a serious allergic reaction in camp setting due to contact with ingestion of the allergen. Contact with these allergens may result in anaphylaxis - a severe allergic reaction with symptoms that may include swelling of the face and lips, hives, vomiting, diarrhea, shortness of breath, and difficulty breathing. Ultimately, anaphylaxis may cause a fall in blood pressure, unconsciousness, or death. The Berwick YMCA is concerned for the health and safety of all children in our care. Accordingly, when an enrolling/enrolled child is known to have a severe, life-threatening allergy, the following is required by Parents/Guardians to complete and/or provide:

1. A signed copy of the Berwick Area YMCA's "Authorization for Emergency Care for Child with Severe Allergies" authorization form. Please request a copy of this form from the BAAB Coordinator. This form must be updated every year. The authorization form is designed to provide the Berwick Area YMCA with the information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction. In addition, the parents/ guardians shall provide a copy of any other physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy by completing the "Emergency Treatment to Children with Severe Allergies ("waiver"). The waiver releases the Berwick Area YMCA and its employees from liability for administering treatment to children with severe allergies (including the administration of epinephrine) and taking any other necessary actions set forth in the Authorization Form, provided that the YMCA exercises reasonable care in taking such actions.

2. All equipment and medications needed by the YMCA to comply with the instructions set forth in the Authorization Form (including, but not limited to, a device such as the EpiPen). The parents/guardians are responsible for ensuring that all medication is properly labeled and in the original container by a pharmacist and replaced prior to the expiration date.

HEALTH, ILLNESS, INJURY AND ACCIDENTS

(CONTINUED)

IMPORTANCE OF KEEPING INFORMATION UPDATED

The health and safety of your child depends on the accuracy of the information you provide us. It is very important to keep us notified of changes in address, phone numbers, emergency contacts, medications and any other vital information about your child. In addition, we also need copies of the most recent family court documents in order to abide by custody decisions and release of records to non-custodial parents.

- All forms must be completed, with the exception of the Child Health Report, prior to BAAB registration.
- Child Health Reports must be returned within 30 days
- If your child has had a physical exam within the last year, a new exam is not necessary. However, your doctor will still need to complete the Child Health Report Form.
- BAAB child files are kept separate from all other YMCA programs. For that reason, the YMCA will not transfer any forms that you may have completed for other YMCA programs.

CARE PLAN POLICY

Children with special health care needs should have a care plan on file with the program. Should your child have a medical condition or special needs such as asthma, diabetes, allergies, ADHD, etc., please see the supervisor for a care plan form. This form can be completed by your child's pediatrician and returned to the BAAB Coordinator.

The BAAB Coordinator will review this form with parents/guardians and instructions for the care of your child will be shared with the appropriate staff. A copy of this care plan will be kept on file for easy access for your child's caregivers.

Please communicate any changes to your child's medical care plan immediately to the BAAB Coordinator.

BEFORE & AFTER THE BELL STRUCTURE

DAILY PROGRAM

Daily activities vary from week to week but the typical daily components include: small group time for each age group and their counselors, large group activities (special events), quiet time for homework help, and activity periods. The BAAB program includes, but is not limited to: games, sports, drama, swimming (instructional and free swim) art and crafts, cooking, music and singing, academic enrichment activities, special events, speakers and special presentations. Age-appropriate program offerings are expanded relating to the interest of the students and the expertise of the counselors.

SUPERVISION POLICY

Supervision is one of the key requirements in the prevention of accidents, injuries and/or any harm occurring to a child within our YMCA BAAB programs. BAAB staff must have the ability and skills to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents, injuries or harm. For this reason, all YMCA staff are to be diligent, adhere to and implement the components of the Berwick Area YMCA Supervision Policy at all times for school-age children within their care, whether on or off YMCA sites. Children in BAAB shall be supervised at all times according to state mandated ratios for each particular age group. Ratios change for swimming and for mixed age groupings. The phrase "supervised at all times" means that each staff person shall be assigned the responsibility of supervising specific children.

FEEDING PROGRAM

Breakfast, lunch and an afternoon snack will be provided to each student during full days of care. Breakfast is provided for students enrolled in before school care and a light meal is supplied to students enrolled in after school care. A monthly menu will be available at the sign in/out area.

STAFFING

STAFF ORGANIZATIONAL STRUCTURE

- 1. Executive Director
- 2. V.P. Operations
- 3. Youth Education and Enrichment Director
- 4. School Age Child Care Coordinator
- 5. Counselor

STAFF/STUDENT RATIO

The Before & After the Bell Program adheres (at minimum) to the staff to child ratio of the Pennsylvania DHS:

Young School Age Students	1:12
Older School Age Students	1:15

STAFF QUALIFICATIONS & TRAINING

All Counselors, BAAB staff and lifeguards are required to complete extensive training including CPR, First Aid, AED and Child Abuse Prevention. We conduct background checks on all BAAB staff and employees. BAAB staff are trained to highlight teachable moments and emphasize accomplishments and successes for all students.

THINGS TO KNOW

SWIMMING

Swimming programs are conducted using the Berwick Area YMCA Aquatic standards. Swimming facilities meet all state regulations under the State Swimming pool and Bather's code. Prior to any swimming activity, participants will be swim-tested and assigned to appropriate swim level groups. Participants will receive a level-appropriate band to let the counselors and lifeguards know the differing swimming levels of each child. Children will have opportunities to be re-tested and assigned to a higher swim level group.

LOST ARTICLES

Children's belongings should have their name on it with permanent marker. To prevent loss, students are encouraged to bring and keep their belongings in a labeled backpack. Lost items will be held in the lost and found until the end of the week. Articles not claimed will be donated to organizations for families in need. **The YMCA is not responsible for lost or stolen items.**

PHOTOGRAPHS AND VIDEOS

By signing the waiver, you have agreed to allow the Berwick Area YMCA to use pictures of your child for promotional material for the Y. No compensation will be paid and at no time will a child's name be used in the promotional material.

WHAT TO BRING/WHAT TO LEAVE

BRING TO BAAB

Children will need to wear clothing, footwear and socks suitable for sports, being outdoors and doing crafts. All items that a child brings to the Y must be labeled with his/her name to avoid lost/misplaced items.

For days off of school, students should bring:

- Appropriate clothing for outdoor activities
- Bathing suit & towel for the days that swimming is scheduled
- Plastic bag for storage of wet bathing suit
- Sweatshirt or rain gear if weather is inclement

LEAVE AT HOME

- Dolls or toys
- Expensive equipment or jewelry
- Cell phones or any electronic devices not given by the school district
- Skateboards, roller blades and scooters Weapons

**** Please Note:** Toy guns and other toys that promote aggressive behavior do not promote the type of learning and cooperative play according to the principles of our program, please leave these at home.



Non-Discrimination Policy

The Berwick Area YMCA ("YMCA") embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental disability (including use of a guide dog, hearing dog, or service dog), religion, creed, sex, pregnancy, childbirth or related medical conditions, sexual orientation or affectional orientation, gender identity or expression, national origin, ancestry, nationality, age, veteran status, uniform service member status, genetic information, atypical hereditary cellular or blood trait, marital status, domestic partnership status, civil union status, familial status, or any other protected class under federal, state, or local law. We are proud to be an equal opportunity employer and provider of services to the community.

Nondiscrimination in the Provision of Services to Persons with Disabilities

As a place of public accommodation, the YMCA is proud to serve a diverse community of individuals, including those with disabilities. The YMCA will work with prospective and current participants with disabilities, and/or their parents/guardians, to ensure that individuals with disabilities are offered full and equal enjoyment to the YMCA's goods, services, facilities, privileges, advantages and accommodations. The YMCA does not discriminate in the provision of services to individuals with disabilities, including children with diabetes, in any YMCA programs including, but not limited to, childcare, camps, before and after-school programs, classes and recreational programs. Accordingly, the YMCA will not exclude individuals with disabilities from enrollment. The YMCA also will not impose or apply eligibility criteria that tend to screen out or screen out individuals with disabilities.

Prospective or current participants with disabilities, and/or their parents/guardians, may, at any time, request modifications to the YMCA's policies, practices and procedures and/or request auxiliary aids or services. Reasonable modifications and auxiliary aids and services can be wide-ranging. A few examples include: working with children who have diabetes to administer the necessary care they need, allowing a program participant to have a service animal, and providing sign language interpreters.

All requests for modifications or for auxiliary aids and services should be directed to the BAAB Supervisor. The BAAB Supervisor may be reached by calling 570-752-5981, or emailing youthdept@berwickymca.org

The YMCA will work with prospective or current participants in our programs, and/or their parents/guardians, to promptly address all requests for modifications to the YMCA's policies, practices and procedures and/or for auxiliary aids or services and to determine what reasonable modifications and/or auxiliary aids and services are available. Our goal is to ensure that all participants in our programs with disabilities have access to the full and equal enjoyment of all YMCA programs. Accordingly, the YMCA conducts individualized assessments on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications. The YMCA will make reasonable modifications for individuals with disabilities, including children with diabetes, unless the request for modification amounts to a fundamental alteration of the applicable YMCA program. Similarly, the YMCA will provide auxiliary aids and services for individuals with disabilities, unless the request for the auxiliary aids or services creates an undue burden or amounts to a fundamental alteration of the applicable YMCA program.