



**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.

As always, if you have any questions, please email me at [ycare.baab@berwicky.org](mailto:ycare.baab@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,

*Meaghan Solenberger*  
Innovations Director  
Berwick Area YMCA | [ycare.baab@berwicky.org](mailto:ycare.baab@berwicky.org)

# ENROLLMENT OPTIONS

## FULL TIME OPTION

LEVEL OF CARE	WHAT'S INCLUDED?	Member Rate / Month	Non-Member Rate / Month	WHAT COSTS EXTRA?
<b>5 days/week, Before AND After Care</b>	<ul style="list-style-type: none"> <li>- Transportation to school from the Y then back to the Y</li> <li>- Help with school assignments</li> <li>- Care during school delays, early dismissals, school cancellations and scheduled days off of school</li> <li>- Care during the Christmas Holiday</li> <li>- Snacks while in care</li> </ul>	\$465	\$595	There are no extras!

## PART TIME OPTIONS

LEVEL OF CARE	WHAT'S INCLUDED?	Member Rate / Month	Non-Member Rate / Month	WHAT COSTS EXTRA?
<b>Before Care Only 5 days per week</b>	<ul style="list-style-type: none"> <li>- Before school care every day</li> <li>- Transportation to school from the Y</li> <li>- Breakfast</li> </ul>	\$345	\$450	School cancellations, Scheduled days off school
<b>After Care Only 5 days per week</b>	<ul style="list-style-type: none"> <li>- After school care every day</li> <li>- Transportation to the Y from school</li> <li>- Snack</li> <li>- After school activity of the day</li> </ul>	\$360	\$455	School cancellations, Scheduled days off school

	Member	Non-Member
Full day of care due to school cancellation or day off	\$25.00/day	\$30/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 Innovations 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
- Code of Conduct
- Emergency Contact/Parental Consent Form
- Parent Acknowledgement
- Child Health Report
- Photo Release Form
- Receipt of Family Handbook Acknowledgement

## 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 physically sign their children in/out at the sign in station in the upstairs BAAB space. This is a state safety requirement. Failure to do so will result in suspension from the BAAB program.

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 25<sup>th</sup> 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](http://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

## **"Brightwheel" CHILDCARE MANAGEMENT PLATFORM**

Staff uses the Brightwheel App and Software to manage child/family communication, update daily attendance, and send daily reports and updates. Families can download the "Brightwheel" 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 Brightwheel app, reach out to the Innovations 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.

## **PARENT CALL-IN**

**Children are not permitted to use cell phones on days other than Tech Tuesday.** 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.

## **LANGUAGE DEVELOPMENT POLICY**

The Berwick Area YMCA supports the development of strong communication and early literacy skills for every child in our care. Consistent with **Keystone STARS Standards for Developmentally Appropriate Practice, Inclusion, Cultural & Linguistic Responsiveness, and Family Engagement**, our program creates language-rich environments that promote communication, belonging, and equitable learning opportunities for all children—including dual-language learners (DLLs) and linguistically diverse families.

Aligned with the Keystone STARS guiding principles, our program ensures that language development is embedded throughout curriculum, interactions, family partnerships, and classroom environments. We provide individualized, culturally responsive approaches that support children in listening, speaking, understanding, and early literacy.

# **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 Innovations Director 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 Innovations 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.

## **Berwick Area YMCA Family Referral Plan**

### **Referral Procedures to Social, Mental Health, Educational, Wellness, and Medical Services**

#### **Purpose**

The Berwick Area YMCA is committed to supporting the holistic well-being of children and their families. When social, emotional, educational, wellness, or medical needs are identified, staff will follow this plan to provide confidential, respectful, and coordinated referrals to community resources and supports.

This plan ensures:

- Consistent referral procedures
  - Respectful communication with families
  - Appropriate follow-up and support
  - Compliance with Keystone STARS, DHS, and YMCA standards
- 

## **1. Roles and Responsibilities**

### **Program Director**

- Oversees referral process
- Reviews staff concerns and referral documentation
- Maintains up-to-date community resource lists
- Communicates with families about referral options
- Ensures confidentiality and compliance

### **Group Supervisor/Assistant Group Supervisor**

- Identifies early concerns
- Documents observations and discusses with Director
- Assists family with referral information as directed
- Encourages participation and provides follow-up support

### **Child Care Aides & Liaison**

- Notices daily needs or concerns
  - Shares concerns with Group Supervisor or Director
  - Supports family in connecting with resources when requested
- 

## **2. Identification of Family Needs**

Staff may recommend a referral when:

- A child shows developmental delays or behavior concerns
- A child expresses emotional or mental health struggles



- A family expresses a need (housing, food, financial assistance)
- A caregiver shows signs of stress or mental health concerns
- A child has unmet medical or dental needs
- Educational support or evaluation is needed

**Sources of concern may include:**

- Daily observation
  - Parent/guardian conversation
  - Incident reports
  - Developmental screenings
  - Teacher or school communication
- 

### **3. Referral Procedure**

#### **Step 1: Document Observations**

Staff collect objective information and examples, including:

- Behaviors observed
- Dates and frequency
- Communication with parent(s)
- Relevant screening results

A **Referral Observation Form** is used and submitted to the Director.

#### **Step 2: Director Review**

The Director reviews documentation and:

- Confirms the referral need
- Identifies appropriate service categories
- Prepares referral resources customized to the family

#### **Step 3: Family Meeting**

The Director schedules a private meeting with the family.  
During the meeting, the Director will:

- Share concerns in a supportive, non-judgmental way
- Offer referral options
- Provide printed resources
- Answer questions and support the family in next steps

The family's participation is voluntary.

#### **Step 4: Provide Referral**

The Director provides:

- Contact information for recommended services
- YMCA support services (if applicable)

- Help with scheduling or completing forms (if requested)

Referrals may include:

- Social services
- Counseling/mental health support
  
- Early intervention/educational testing
- Medical providers
- Wellness programs
- Food, housing, or financial support

### **Step 5: Follow-Up**

Follow-up occurs within **2–4 weeks** after referral.

- Director checks in with family
- Additional supports offered as needed
- Document family feedback and outcome

If the family declines the referral, the program will continue supportive care and continue to offer resources.

## **4. Confidentiality**

All referral conversations and documentation are confidential.

Information is shared only:

- With written parental consent
- As required by law regarding child safety

All documents are stored securely in a locked file or encrypted digital format.

---

## **5. Community Resource Network**

The Berwick Area YMCA maintains an updated referral network including:

### **Social Services**

- Columbia County Family Center
- Local food pantry and housing assistance
- Case management and family support services

### **Mental Health**

- Geisinger Pediatric Behavioral Health
- Local counseling agencies
- Crisis hotline and trauma supports

### **Educational Support**

- Early Intervention (Birth–3)
- IU 16 (ages 3–5)
- Local school district student services

## **Wellness & Health**

- YMCA Community Wellness Programs
- Nutrition resources
- Parenting classes

## **Medical Services**

- Geisinger Pediatrics
- Local family health clinics
- Vision and dental services

*Resource list updated annually or as needed.*

---

## **6. Emergency Situations**

If a child or family is in crisis:

- Director contacts appropriate emergency services immediately
- Mandatory reporting procedures are followed
- Parent is notified when safe and appropriate

Emergency examples include:

- Abuse concerns
- Suicidal ideation
- Medical emergencies
- Unsafe living conditions

The program follows DHS reporting regulations.

---

## **7. Family Empowerment & Support**

The Berwick Area YMCA believes families are partners in their child’s development. Our approach ensures:

- Strength-based language
- Cultural respect and support
- Bilingual interpretation if needed
- Flexible meeting options
- Respect for family choice and privacy

Referrals are **not a requirement**, but a support offered with care.

---

## **8. Staff Training**

All staff receive annual training on:

- Signs of developmental or mental health concerns
- Trauma-informed care
- Mandatory reporting procedures
- Cultural competence and communication
- Referral procedures

## **9. Continuous Improvement**

The Director will:

- Review referral outcomes twice per year
- Gather family feedback
- Update resource lists
- Provide ongoing staff coaching

The plan is evaluated during internal reviews and Keystone STARS assessments.

# **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 Director'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 Director's 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 without medicine 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 Innovations Director for a care plan form. This form can be completed by your child's pediatrician and returned to the Innovations Director.

The Innovations Director 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 Innovations Director.

# **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 and a snack will be provided to each student during full days of care. Breakfast is provided for students enrolled in before school care and a small snack is supplied to students enrolled in after school care.

# STAFFING

## **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 is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, religions or otherwise as may be prohibited by federal and state law.

### **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 Innovations Director. The Innovations Director may be reached by calling 570-752-5981, or emailing [ycare.baab@berwickym.org](mailto:ycare.baab@berwickym.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.



## **Berwick Area YMCA Inclusion Policy**

Purpose: The Berwick Area YMCA School Age Childcare Program is committed to fostering an inclusive and welcoming environment for all children and families.

Our goal is to ensure that every child, regardless of ability, background, or individual need, feels a sense of belonging and has equal opportunity to participate in our programs.

### **Philosophy**

Inclusion is central to the YMCA's belief that all children have the right to learn, grow, and thrive in a safe and supportive community. The Berwick Area YMCA values diversity and respects the unique qualities, abilities, and perspectives that each child and family brings to our program.

### **Policy Statement**

The Berwick Area YMCA will:

- Provide an environment that welcomes all children and families regardless of ability, race, gender, religion, culture, language, or family structure.
- Include children with disabilities, developmental differences, or special needs in all program activities to the greatest extent possible.
- Work collaboratively with families, schools, and community professionals to provide reasonable accommodations and supports.
- Maintain confidentiality and respect for all participants and families.
- Provide staff with training, guidance, and resources to support inclusive practices.
- Uphold all relevant federal and state regulations, including the Americans with Disabilities Act (ADA) and PA DHS Child Care Regulations.

### **Procedures**

1. Enrollment: The YMCA welcomes all children and does not discriminate on the basis of ability or need. Families are encouraged to share any information regarding a child's strengths, needs, or support plans (such as an IEP, Page 1 Berwick Area YMCA Inclusion Policy 504 Plan, or behavioral plan) during enrollment. Disclosure of such information will not affect a child's eligibility to enroll.
2. Individualized Support: The Site Director or Childcare Coordinator will collaborate with families to understand each child's needs. When applicable, the YMCA will develop an Internal Support Plan summarizing accommodations, communication strategies, and staff responsibilities.
3. Staff Training and Expectations: All staff members receive training in inclusion, diversity, and positive behavior support strategies. Ongoing professional development ensures staff are informed about inclusive practices, trauma-informed care, and child development.
4. Communication and Collaboration: Open and respectful communication between staff and families is essential to inclusive care. Families will be kept informed of their child's participation, progress, and any areas of concern.
5. Reasonable Accommodations: The YMCA will make reasonable modifications to policies, practices, or procedures to include children with disabilities, unless doing so would fundamentally alter the nature of the program or compromise safety.
6. Behavior Guidance: The YMCA uses positive behavior support strategies to guide children's development. When persistent challenges arise, staff will collaborate with families to develop consistent support strategies.

### **Confidentiality**

All personal or medical information shared with the YMCA regarding a child's needs will remain confidential and will only be shared with staff members directly responsible for the child's care, in accordance with PA DHS confidentiality regulations (§ 3270.18).



## **Individualized Education Program (IEP) Policy**

The Berwick Area YMCA School Age Childcare Program is committed to providing an inclusive environment that supports the needs of all children, including those with Individualized Education Programs (IEPs) or other identified support plans. In accordance with YMCA Core Values - Caring, Honesty, Respect, and Responsibility - and the Pennsylvania Department of Human Services (DHS) child care regulations (55 Pa. Code § 3270.17, § 3270.18, and § 3270.133), our goal is to ensure that every child has equitable access to quality care and meaningful participation in all program activities.

### **Philosophy**

We believe all children deserve the opportunity to grow, learn, and build confidence in a safe and supportive environment. The YMCA is committed to inclusion, recognizing each child's strengths and providing appropriate supports to foster their social, emotional, and physical development.

### **Policy Statement**

The Berwick Area YMCA School Age Childcare Program will:

- Welcome and include all children regardless of ability, disability, or special needs status.
- Collaborate with families, school staff, and support professionals to understand and accommodate each child's individual needs.
- Provide reasonable accommodations and modifications to ensure participation in program activities.
- Ensure confidentiality and professionalism in handling all IEP and special needs information.
- Maintain compliance with PA DHS regulations and the Americans with Disabilities Act (ADA).

### **Procedures**

1. Enrollment and Disclosure: Families are encouraged to share IEPs or other support plans during enrollment.
  - Disclosure does not affect eligibility.
  - Information will be reviewed confidentially to identify supports the YMCA can reasonably implement.
2. Collaboration and Support: Planning The Site Director or Childcare Coordinator will review the IEP and meet with families to discuss the child's needs.
  - With parent consent, collaboration with schools or providers may occur.
  - Internal support plans will be created as needed and reviewed yearly.
3. Staff Communication and Training Staff will receive training on accommodations and positive support strategies.
  - All staff must adhere to confidentiality under DHS and YMCA policy.
4. Implementation of Accommodations Reasonable modifications may include:
  - adjustments to schedules
  - sensory tools
  - visual supports
  - quiet spaces
  - communication methods
  - Accommodations will be made when safe, feasible, and consistent with program operations.
5. Documentation and Confidentiality: All IEP-related information is stored securely and shared only with relevant staff.
  - Records are handled per PA DHS confidentiality requirements (§ 3270.18).
6. Ongoing Review: Families are encouraged to update the YMCA with new IEPs or evaluations.
  - The program will adjust supports as needed.





## **Suspension & Expulsion Policy**

### **Early Learning Programs & School Age Programs**

Purpose: The Berwick Area YMCA is committed to ensuring that every child has the opportunity to access and remain in a high-quality early learning program.

Suspension and expulsion can have long-term negative impacts on children and families. This policy outlines our commitment to preventing suspension and expulsion, supporting children with challenging behaviors, and partnering with families to promote success.

### **Definitions**

- **Suspension** A temporary action, in response to a child's developmentally inappropriate behavior, in which a child is not permitted to attend the program for a specified short period.
- **Expulsion** The complete and permanent removal of a child from the early learning program due to ongoing challenging behavior or infectious health conditions.

### **Guiding Principles:**

Our policies are guided by the following principles:

- Fair and Appropriate Policies
  - All actions and decisions will comply with state regulations, licensing requirements, and YMCA standards.
- Highly Skilled Workforce
  - Teachers and staff receive ongoing professional development, coaching and technical assistance to support children's social-emotional development.
- Strong Family Partnerships
  - Families are viewed as partners. Staff commit to regular communication, transparency and family collaboration.
- Goal Setting & Data Tracking
  - Behavior concerns are documented, monitored and reviewed to ensure informed decision-making.
- Universal Screening
  - Screenings help identify developmental needs and ensure children receive necessary supports.
- Access to Consultation
  - Teachers and families are supported through external consultants, Early Intervention services and the Regional Key.

### **Prevention Framework –**

We aim to avoid suspension or expulsion through the following steps:

- Early Identification & Documentation Staff
  - document challenging behaviors.
- Teachers implement classroom strategies and environmental adjustments.
  - Families are notified early so they may participate in intervention planning.
- Individualized Support Plan

- collaborative plan may include:
  - Positive behavior supports
  - Environmental changes
  - Structured routines
  - Social-emotional curriculum tools
  - Consistent communication between program and family

### **Steps Prior to Considering Suspension or Expulsion**

The Berwick Area YMCA will exhaust all of the following supports before considering suspension or expulsion:

A. Referral for Support If staff identify unique needs or challenging behaviors, the program will assist the family in connecting with the CONNECT Helpline (1-800-692-7288) for referral and program support.

B. Coordination with Early Intervention (EI) Depending on the child's situation:

- If the child already receives EI services: The IFSP/IEP Team may update goals or share strategies with the YMCA.
- If the child has not been evaluated: Staff and family arrange an EI evaluation. The evaluator will help access needed supports.
- If the child was evaluated previously and did not qualify: Staff may encourage families to contact EI to request re-evaluation, while the program also utilizes Regional Key supports.

### **Conditions Under Which Suspension May Be Considered**

Suspension is considered only after all preventive strategies have been implemented and only when:

- A child's behavior poses an immediate safety threat to themselves or others.
- Short-term suspension is necessary to allow time for collaborative planning with families and specialists. Short-term suspensions must:
  - Be used only as a last resort
  - Be as brief as possible
  - Include a clear plan for return
  - Include communication with the family and documentation of all support attempts

### **Conditions Under Which Expulsion May Be Considered**

Expulsion will be considered only when all other supports, interventions, and collaborations have been exhausted and when:

- The child's behavior continues to present a serious safety threat despite interventions
- The program cannot safely meet the child's needs even with external supports
- The decision is reviewed by the Executive Leadership of the Berwick Area YMCA

Before expulsion, the YMCA will:

- Provide written documentation of all steps taken
- Convene a family meeting

**Expulsion will never occur due to:**

- A child's disability
- A child's family structure

# Self-Care Transition Policy & Procedure

## Policy Statement

*The Child Care Program partners with families to support children's development of self-care and independence skills through a planned and collaborative self-care transition process. Consistent with Keystone STARS Indicator FC 2.2, families are informed, engaged, and supported as their child transitions to increased self-care expectations. The program values family input and works collaboratively to ensure consistency between home and the childcare setting.*

---

## Definition

A **self-care transition** is a developmentally appropriate, gradual shift of responsibility from staff to the child for completing personal care routines independently, including toileting, handwashing, dressing and undressing, managing personal belongings, and following daily routines.

---

## Procedures

### 1. Family Engagement & Communication

- Families are notified in advance when a self-care transition is being considered.
- Families are encouraged to share information about their child's abilities, routines, and strategies that are effective at home.
- Ongoing communication is maintained throughout the transition process.

### 2. Readiness Determination

- Staff assess each child's readiness for increased self-care responsibilities through observation and family input.
- Decisions are based on developmental readiness rather than age alone.
- Individual needs, including IEPs, IFSPs, and medical considerations, are reviewed with families.

### 3. Collaborative Implementation

- Staff and families work together to support consistency of self-care expectations across home and the program.
- Staff model, guide, and encourage self-care skills while gradually reducing assistance.
- Families are provided with strategies and suggestions to support skill development at home.

### 4. Individualization & Support

- Self-care expectations may be adapted based on family input and the child's individual needs.

- Children are supported in a respectful and positive manner throughout the transition.

## **5. Monitoring & Follow-Up**

- Staff monitor the child's progress and communicate successes or concerns with families.
  - Adjustments to the transition plan are made collaboratively as needed to support the child's well-being and success.
- 

## **Purpose**

This policy supports family-program partnerships by ensuring families are actively engaged in their child's self-care transition. Through shared communication and collaboration, children develop independence while families feel informed, respected, and supported in the process.



# Community Resource Handbook for Families

## Purpose:

The Berwick Area YMCA is committed to supporting children and families by providing **information about local resources and services** that promote safety, health, wellness, education, and stability. This handbook is updated regularly and available to all families.

---

## 1. Safety & Crisis Resources

Resource	Contact Information	Services Provided
Columbia County Child Protective Services	570-389-3296	Reporting and support for child abuse or neglect
National Child Abuse Hotline	1-800-422-4453	24/7 confidential support and resources
Columbia County Police Department	570-784-4411	Emergency safety and reporting
Poison Control	1-800-222-1222	Poison emergencies, medication safety

---

## 2. Health & Medical Services

Resource	Contact Information	Services Provided
Geisinger Pediatrics – Berwick Office	570-752-7900	Primary care, immunizations, well-child exams
Local Family Health Clinics	Various	Routine medical care and screenings
Dental Care	Columbia County Dental	Preventive and emergency dental care
Vision Services	Local optometrists	Eye exams and corrective lenses
YMCA Health & Wellness Programs	570-752-3917	Nutrition, fitness, and wellness classes for families

---

### 3. Mental Health & Counseling

Resource	Contact Information	Services Provided
Geisinger Behavioral Health	570-271-7400	Pediatric mental health services
Columbia County Mental Health Services	570-784-3450	Counseling and therapy for children & families
National Parent Helpline	1-855-427-2736	Guidance, support, and referrals
Crisis Text Line	Text HOME to 741741	24/7 text-based mental health support

---

### 4. Family & Social Support

Resource	Contact Information	Services Provided
Columbia County Family Center	570-389-3761	Parenting resources, support groups, family coaching
Local Food Pantry	Various	Emergency food assistance
Housing Assistance Programs	Columbia County Housing Authority	Temporary housing and rental assistance
YMCA Family Programs	570-752-3917	After-school care, summer programs, family activities

---

### 5. Educational & School-Based Resources

Resource	Contact Information	Services Provided
Local School District Student Services	Contact school office	Special education services, tutoring, counseling

<b>Early Intervention (Birth–3)</b>	570-389-3278	Developmental evaluations and therapy services
<b>Head Start / Pre-K Programs</b>	Columbia County	Early childhood education opportunities
<b>Columbia County Library</b>	570-784-8260	Literacy programs, story times, homework help