



# CHILDCARE FAMILY HANDBOOK

# WELCOME TO Y-Care!

Thank you for choosing the Berwick Area YMCA's Y-Care programs for your childcare needs! We believe the values and skills learned early on are vital building blocks for quality of life and we are dedicated to providing a safe, nurturing environment for children to learn, grow and develop social skills. At the Y, your kids will learn their ABC's, learn to share, develop skills, confidence and, most importantly, learn how to be themselves. That makes for confident kids today and contributing and engaged adults tomorrow.

As an organization, the Y has made a commitment to quality and safety by striving to surpass PA Department of Public Welfare licensing standards. We are also committed to working with you to provide the best possible experience for your child while they are in our care.

**EARLY LEARNING DIRECTOR: Tammy Huray**

**(570) 752 5891 ext 236**

**[thuray@ymcaberwick.org](mailto:thuray@ymcaberwick.org)**

**Here at the Berwick Area YMCA, we aim to strengthen our community by:**

**Improving communication among family members**

- ➔ Helping families share values with others.
- ➔ Increasing your family's sense of community with other families.
- ➔ Providing families with peace of mind while children are in our care.

**Helping Children reach their fullest potential**

- ➔ Developing self-awareness, confidence and feelings of self-worth.
- ➔ Developing interpersonal relationships.
- ➔ Values development.
- ➔ Emergent learning.
- ➔ Developing physical skills.
- ➔ Focusing on health and nutrition.
- ➔ Role-modeling these values to your child.

**Creating a program that provides safety, support and nurturing**

- ➔ Surpassing the PA Department of Public Welfare licensing standards.
- ➔ Committing to support the four core values of the Y- care, honesty, respect, and responsibility.
- ➔ Affirming your child for who they are throughout their experiences here.
- ➔ Providing opportunities for your child to discover who they are and what they can achieve.
- ➔ Cultivating values, skills, relationships that lead to positive behaviors.

### **Supporting Language Development at every stage**

- ➔ Serve our community and students, no matter their skill or learning level at enrollment.
- ➔ Staff seeks to promote and guide systematic, explicit, and sustained language development throughout the learning process.
- ➔ Provide strategies for success for all, including materials and accommodations for students using sign language, learning devices or English as a Second Language (ESL) tools.

## **Program Options and Tuition**

**Infants:** 6 weeks - 12 months

**3 Days:** \$604/month

**5 Days:** \$730/month

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**Pre-Toddlers:** 13 months - 24 months

**3 Days:** \$604/month

**5 Days:** \$730/month

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**Toddlers:** 25 months – 36 months

**3 Days:** \$540/month

**5 Days:** \$672/month

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**Preschool:** 3 years – 5 years

**3 Days:** \$520/month

**5 Days:** \$650/month

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**We do accept ELRC!**

**Please visit the site below for more information or to apply for Childcare tuition assistance!**

## **Y-CARE BASICS: What to expect**

The Berwick Area YMCA Main Location is open from 6:30am-5:30pm, Monday through Friday, 52 weeks per year. The Daycare is officially closed on the following holidays: New Year's Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and the day after, and Christmas Day. The Daycare does close at 1pm on both New Year's Eve and Christmas Eve.

During inclement weather, the Y will make every effort to stay open to meet your needs. Our day care programs will only close when the entire Berwick Area YMCA closes. Closing announcements are made via our Tadpoles Parent App and on our Facebook Page as soon as decisions are made. Please do not hesitate to call the center/site before heading out on a questionable day.

## **PROGRAM PAYMENTS**

Childcare rates are calculated based upon the YMCA providing 50 weeks of care per year and averaged to determine a flat, monthly rate. Two weeks of time off are already built into the payment system. For this reason, the Y does not provide discounts or credits for illness or vacations. Program fees are paid monthly and are due the 25<sup>th</sup> of the month for the next month of service. As an example, payment for October month of service is due September 25<sup>th</sup>. We are sorry, but we cannot provide the service if payments are not kept current. Once paid, childcare fees are non-refundable. Please understand we have scheduled staff to meet legal ratios based upon your intended attendance.

## **DRAFT PAYMENTS**

You may choose to enroll in our auto pay program that will automatically draft your tuition payments using a checking or savings account, debit or credit card. Fees can be drafted:

Weekly on Monday or Friday

Bi-weekly on the 1<sup>st</sup> and 15<sup>th</sup> of the month

Monthly on the 25<sup>th</sup> of the month prior

1<sup>st</sup> of the month

If your draft is declined for any reason there will be a \$40 fee. This payment option is not available for child care subsidy payments.

## **CHILD CARE SUBSIDY PAYMENTS**

Many families don't realize they can qualify for assistance with their care fees through the state subsidized child care programs. We help families through the process. If you are receiving child care subsidy, your weekly copay is due the Friday before the week of care per state regulations. We are required per our subsidy agreement to report delinquent co-pays that could result in the loss of subsidy assistance. If you lose your ELRC funding due to no fault but your own, then you will be responsible for paying the full tuition rate of your child's care.

The full tuition rate will go into effect as soon as any grace period that could potentially be given by the Child Care Information Services has expired. At the end of that potential grace period you will be responsible for paying the full tuition rate. The full tuition rate will remain in effect for your child until the Child Care Information Services have funding available. IF they place you on the waitlist, then the copay issued to you will not remain in effect with the YMCA until you are notified that funding is available, and you are no longer on the waitlist.

## **YMCA FINANCIAL ASSISTANCE**

The YMCA accepts subsidized childcare funding! In addition to accepting subsidized childcare, the YMCA also has scholarship opportunities for families in need of childcare tuition assistance. To be eligible for a scholarship, families must first apply through the ELRC and must be considered "ineligible" for funding. Applications for scholarships are available online and at our front desk. Please note that all applicants must have current tax returns, and proof of dependency for completion of application.

## **ADMISSION AND ENROLLMENT**

The health and safety of your child depend upon the accuracy of the information you provide us. It is important you keep us notified of changes in address, phone numbers, emergency contacts and other vital information about your child. In addition, we need copies of the most recent family court documents in order to abide by custody agreements and orders.

- Any child 6 weeks to 5 years is welcome to participate in the program appropriate to their age

- Berwick Area YMCA Child Care programs do not discriminate by race, color, sex, national origin, creed or special needs.
- Berwick Area YMCA Day Care Child Enrollment and Agreement Form, Emergency Contact Form and Health Assessment Form with immunization record must be on file by the first day of attendance.
- A non-refundable \$25.00 registration fee is required at the time you enroll.
- Additional forms may be required, including field trip permission slips.

## **RIGHT TO DISMISS**

We reserve the right to dismiss any child who, after reasonable trial, is exhibiting the following:

- Repeated failure of parents to pick up their child on time.
- Failure to provide the program with forms or current medical information as stipulated by State Licensing and this handbook.
- Consistent behavior that is detrimental to the group OR repeatedly (3+ times) causes injury or harm to another child, teacher, or staff person where an incident report is required.
- Any parent who violates any of the rules and regulations set forth by the childcare department will also be dismissed.

In such an event, any fees paid WILL NOT be refunded.

## **RECORDS**

The health and safety of your child depend upon the accuracy of the information you provide us. It is important you keep us notified of changes in address, phone numbers, emergency contacts and other vital information about your child. In addition, we need copies of the most recent family court documents in order to abide by custody decisions and release records to non-custodial parents. We cannot deny a natural parent his/her child unless a court order has been established and a copy in **ON FILE** with the child's records.



## **FAMILY INVOLVEMENT [1]**

The Y prides itself on Community and Family involvement in our programs, including various volunteer and giving opportunities throughout the year. Topics including water safety, nutrition, mindfulness and movement, classroom participation and involvement opportunities will be shared through Tadpoles Parent App periodically in addition to the annual survey provided to families to offer feedback on the program.

If you have ideas on how we can continue to create a better learning and experiential environment for our children and their families, we encourage you to reach out to your Site or Program Director to make positive changes in our programs!

## **CONCERNS**

Your family's positive experience here is our primary objective. At your enrollment meeting, please be honest and address any concerns you may have at that time. We also offer a 45-day follow up meeting to see how your child is adjusting. It is natural for you as a parent to have questions, or at times, concerns that need to be addressed. The following guidelines will make it easier to communicate your concerns in a way that will benefit you and your child.

Be assured that our center welcomes your visit at any time. Do not wait until a question or concern arises to visit. If the problem involves group activities, talk to your child's teacher. The staff is always willing to talk at a time that is convenient for the both of you.

Daily logs are provided for each student via the Brightwheel Parent App. Please be sure to check these each day as they provide information on your child throughout their day; they also may have notes for you of items that may be needed for the next day. Each room has a lesson board displayed within the classroom, be sure to check on these boards daily to be aware of what the class will be working on.

Remember, your child will have a better experience here with your involvement. We welcome your interest and involvement in our center and want to be able to help whenever you have concerns.

## **CONTINUITY OF CARE POLICY**

At the Berwick Area YMCA, we believe that high-quality early learning is built on stable, nurturing relationships between children and caregivers. Our programs are designed to foster continuity of care, ensuring that children, especially those aged birth to three, form secure attachments that support social, emotional, cognitive, and physical development.

We recognize that frequent transitions can be disruptive to young children's learning and well-being. By minimizing unnecessary transitions and maintaining consistent caregiving, we promote a safe, predictable, and responsive environment where children thrive and families feel supported.

- Primary Caregiver Assignment Policy  
Each child is assigned a primary caregiver upon enrollment  
The primary caregiver is responsible for:
  - Observing and documenting developmental milestones
  - Communicating with families daily (via app, daily sheet, or in-person)
  - Supporting children during routines such as meals, diapering, sleep, and learning activitiesCaregiver assignments are maintained consistently, even during staff absences, with float staff minimized to maintain continuity. Families are introduced to their child's primary caregiver during orientation and ongoing conferences.
- Transition Minimization Policy  
Transitions are kept to a minimum throughout the day, week, and program year.
- Daily schedule expectations
  - Infants and toddlers follow flexible schedules for feeding, sleeping, and play, guided by the primary caregiver.
  - Preschool and school-age programs use predictable routines that maintain stable groupings.
  - Teachers ensure that children experience long periods of uninterrupted learning and play, reducing frequent transitions between activities.

## **CHILD ABUSE PREVENTION**

The Berwick Area YMCA takes our responsibility to protect seriously and has adopted a Child Abuse Prevention Policy that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so. Centers have locked entrances and only parents, staff and those authorized by parents/guardians to pick up children have access to centers.
- Parents will be informed about their child's program participation. Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately, and a report will be made to the appropriate authorities.
- The Y will offer information on Child Abuse and assistance to parents and children through referrals and resource materials upon request.
- Y staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Any person to whom children are released to must be over the age of 18 and will be verified by a staff member.
- Sign-in/out logs will be maintained daily and kept on file at the program site via the Tadpoles Childcare Application
- Y staff and volunteers will not physically, verbally, or emotionally abuse or punish children.
- Y staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food and shelter.

- Reference checks on all prospective Y employees will be conducted, documented, and filed prior to employment. Criminal record checks are conducted on all staff and volunteers working with children.
- YMCA staff are not permitted to have contact with children outside of the YMCA program. Please don't ask our staff if they can babysit for you outside of the YMCA.
- Staff training will include information about the signs of Child Abuse and the appropriate procedures for responding to the suspicion of abuse.
- For more information on the Y's policy on the Prevention of Child Abuse and Child Abuse Reporting Procedures, please contact the Berwick Area YMCA CEO.

## **WITHDRAWAL FROM THE PROGRAM**

The Berwick Area YMCA reserves the right to withdraw a child from the program if, at the Y discretion, the enrollment of the child negatively affects the integrity of the program and/or the Y's legal obligations through and under the PA department of Public Welfare.

### **At Families' Request:**

Please understand we must schedule staff to meet with legal ratios and provide adequate supervision. If you choose to withdraw your child from the program, we please ask that you give us 30 Days written notice. Please complete the Childcare Withdrawal Form. There will be no refunds of childcare payments made on your account. Those who pay program fees by draft must provide us with at least 30 days written notice prior to the next scheduled draft for us to stop this service. Your signature on the enrollment form verifies your agreement and understanding of this policy.

### **At the Y's Request:**

The Y reserves the option to withdraw a child for any of the following reasons:

- Non-payment of fees agreed upon.
- Repeated failure of parents to pick up their student on time.

- Failure to provide the program with forms or current medical information as stipulated by State Licensing and this handbook.
- Continuous disciplinary problems (\*\*see suspension and expulsion policy)
- Hostility by parents toward Y staff or volunteers.

### **Children Enrolled in other Y Programs**

We are not able to take children to or pick them up from other programs within the YMCA. The legal requirements of our state license prohibit this. If your child is enrolled in another YMCA program that takes place during childcare hours, it is the responsibility of the parent or guardian to make sure they are signed out from the program and taken to their other class.

### **Emergency Operating Procedures**

In the event of an emergency, families will be notified via email and text message through the "Emergency Alert" function of the Tadpoles software used for Daily Reporting and Family Communication. Alerts will include the type of emergency, estimated timeline of the event and reunification point, if not at the students' usual Y-Care location.

If children and staff remain on-site, pick-up procedures remain the same. If students must evacuate and gather off-site, pick-up procedures will occur at the location specified in the Emergency Alert. In the event of an emergency, please be sure to bring proper identification for the release of children in care, regardless of familiarity with staff, as emergency personnel may be assisting.

- **Immediate Evacuation:** Children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- **In-Place Sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation:** Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken from the **Berwick YMCA Daycare** to either the relocation facility New Story at 218 W. 6<sup>th</sup> Street in Berwick, or at the relocation facility at the **Y Care II at Good Shepherd Lutheran Church** at 1600 Fowler Ave,

Berwick, PA. In the event that we need to evacuate the Berwick Area, we will be relocated to the Danville Middle School, Danville PA.

- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.
- Please listen to local radio station **106.5 or 103.5** and television stations **WNEP and WBRE** for announcements relating to emergency actions listed above.

We ask that you **NOT** call during the emergency. This will keep the main telephone line free to make emergency actions listed above. The form designating persons to pick up your child is included in this packet and will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our

staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Nicholas Pajovich, CEO.

## **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 programs. 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.

If, at any time, we cannot maintain state-mandated ratios in any childcare programs...we may need to close a room, or rooms. You will be notified via the Brightwheel App of any closings. If we cannot provide service on a given day, your account will be credited accordingly.

## **HEALTH AND MEDICAL NEEDS**

**Medication Policy:** Medications should be given at home before care. When it is ABSOLUTELY NECESSARY to be given at school, the following procedure MUST be followed:

- All medication must be accompanied by a physician's current written instructions. It must be in the original container.
- All medication must be labeled with the child's name, the dosage, and the times to be administered.
- All medication must be accompanied by a written Consent/Medication log MUST be filled out and signed by the parent before medication is given.
- All medication must be kept in their original containers, labeled with the original prescription label, and have safety lock closures on the containers.
- Over the counter medication will only be given with current instructions and parental permission.
- Medications for infants must include a measuring device to ensure proper dosage.
- Medication should never be stored in the child's backpack. The medication must be passed ADULT to ADULT (Given to a teacher or director)

## **ILLNESS**

We request that you help us in efforts by keeping your child home from care if he/she is ill, notifying your child's teacher when he/she is ill, and promptly reporting to the YMCA to pick up your child should they become ill while in care.

- We will be calling you to pick up your child in the event of a temperature of 100.5 or higher, vomiting, and if your child has more than two bouts of diarrhea.

- If a child has no apparent symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in classroom activities, a parent will be called to pick up the child.
- If a child becomes ill at the center/site, a parent will be contacted to take him or her home. Until a parent arrives, the child will be isolated, within sight and hearing distance of an adult. If a parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form. For the health and safety of all, a parent or emergency contact person must pick up the child within one hour after being contacted. Failure to do so will result in a \$20 per hour charge.

**When to keep your child at home:** Children showing signs of infectious illness should be kept at home. Please help us protect everyone's health and safety by keeping your child home if they:

- Have a fever of 100.5 or higher
- Purulent nasal discharge (yellow-green discharge, a sign of bacterial infection)
- Runny, red eyes (especially matted eyes)
- Sore throat
- Vomiting
- Diarrhea
- Open sores, cold sores
- Inability to participate in usual YMCA Daycare Activities
- Unknown rash of any kind

If your child presents with something that appears contagious, you will be asked to pick your child up immediately to be cleared by a doctor prior to returning.

To ensure proper staff/child ratio, ill children may not stay inside during outdoor play time. If your child needs to stay inside for a few days for health reasons, please keep him or her home.



**Children may return to the center under the following guidelines.**

- No fever for 24 hours without the use of medication
- No diarrhea or vomiting for 24 hours
- With a physician's note that says the child is no longer contagious
- When able to participate in normal YMCA Daycare Activities
- For some illnesses, a physician's note may be required.

Your child's health and welfare are important to us. YMCA staff follow the same requirements as children for staying home and returning to work.

**Reportable Illness:** If a child, staff, or relative is in close contact with any of these diseases, please inform the center immediately so that appropriate measures can be taken.

- Infectious hepatitis
- Giardiasis
- Pinworm
- Shigellosis, Salmonellosis
- Bacterial Meningitis
- Staph Infections (such as impetigo)
- Strep Infections
- Head Lice
- Poison (ivy, oak and sumac)

**Injuries and Medical Emergencies:** if your child is injured at the program center/site, YMCA staff will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to any or all of the following:

- Attempt to contact parent or guardian directly/immediately.
- Attempt to contact parent or guardian through emergency contact listed on enrollment forms.

If we cannot contact you, we will do one or both of the following:

- Call an ambulance or paramedic.
- Have the child taken to an emergency hospital.
- In the event of a serious life-threatening incident, 911 will be called first.

**Biting:** Many children between the ages of 1 and 3 go through a biting phase which they eventually outgrow. Kids bite for many reasons and most of them aren't intentionally malicious. They are teething, exploring their world, are frustrated, looking for a reaction, seeking attention or any number of reasons. The staff has been instructed to follow this procedure when a child or staff has been bitten:

1. When a child bites, or injures another in any way, an incident report is to be filled out including the following:
  - Name of Child
  - Date of incident
  - Description of incident
  - Action taken
  - Follow-up plan
2. Inform parent of bitten child in the event medical attention is required.

For more information on biting please go to:

<http://children.wedmd.com/tc/biting-topic-overview>

For more information on the development of your child please go to the PA Promise site for better insight of your child's developmental needs:

<http://papromconvio.ney/site/PageServer?pagename=index>

## **INCLUSION POLICY[2]**

The Berwick YMCA actively promotes inclusive practice in order to best meet the needs of the children, families, and staff at our centers and encourages collaboration between teachers, parents and community service providers. All children are welcome to attend our school regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practice, we aim to reflect the diversity of all children, families, and the wider community. When necessary, we will provide reasonable accommodations and adaptations to help all children achieve success in our program. The YMCA and our programs:

- Support a culture of inclusion, one that is very open and accepting and one where all children and families feel welcome and included.
- Ensure our staff from early childhood and early intervention programs have the knowledge and competencies to support inclusion.
- Ensure that everyone is of the attitude that this is something that should be done for all children.

We are happy to work with students who have an IEP (Individualized Education Plan), and can assist parents with securing additional help and resources when there are mutual concerns about a child's development. Our teachers will use the plans for lesson planning and individualizing as well as attempt to attend all meetings for the child(ren). Should the child's needs surpass the ability of the Y programs, the Y will assist the family to locate resources through collaboration between teachers, parents and community service providers.

## **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

supervisor. The supervisor will review this form with parents/guardians and instructions for the care of your child will be shared with the appropriate childcare 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 supervisor. Plans will be reviewed twice per year to ensure up-to-date information.

## **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
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## **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
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## **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.

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## **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.

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## **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.

## **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

## CURRICULUM, DAILY ROUTINE, LESSON PLANS

### Arrival

Children may be dropped off via Daycare Entrances at each location.

- **Main YMCA:** The Main Daycare Doors near Third Street are open and available for drop-off from 630-9am. Ring the door buzzer and a staff member will open and assist you and your student promptly.

- **Y-Care II:** The Daycare Entrance is directly to the left of the playground at Good Shepherd Lutheran Church. Ring the door buzzer and a staff member will identify you via our door camera system and buzz you and your student into the building promptly.

### **Daily Schedules:**

- The academic portion of the day starts promptly at 9:00am, please make every effort to drop your child off by this time.
- If your child will not be attending that day, or will be arriving later than 9:00am then please make every effort to notify their teacher or the front desk staff as early as possible.
- If your child is not dropped off, and we do not hear from you by 11:00am, then we will assume they are not attending that day.
- We schedule staff according to the number of children expected each day and have the right to deny care to any child that is dropped off after 11:00am that we have not already been notified about.
- Children must be escorted by an adult to the classroom.
- A list of persons authorized to pick up your child must be noted on the enrollment form.
- Inform your child's teacher of any special needs for the day.
- YMCA staff must be present to accept the child.

### **Snacks/Meals:**

- The YMCA can provide breakfast, and a daily snack to children enrolled in the program. Parent/guardian is responsible for supplying lunch daily.
- We do not serve food at any other times other than those designated on the daily schedule.
- Students should not bring candy, gum, or food. Any special food concerns should be discussed with the childcare staff.
- Please notify us of any dietary restrictions or special needs at enrollment.

**Quiet Time/Nap:** In compliance with PA Department of Public Welfare Guidelines, all children under 5 years old will have a daily nap or rest period. If, after resting for 30 minutes a child does not sleep, they may do quiet activities which will not disturb other napping children.

**Departure:** Only authorized persons may sign a child out of the program. Please list all authorized people on the enrollment form. This list will be kept on file. In addition:

- Students may be picked up at the same entrance as drop-off, following the same procedures.
- No child will be released to the care of anyone under the age of 18.
- Anyone unfamiliar to the teacher will be asked for photo identification. For your child's protection there are no exceptions to this policy.
- You must sign your child out at the end of the day via Brightwheel.
- All children must be picked up by 5:30pm.
- If you wish to speak to your child's teacher about their day, we ask that you please arrive early enough to do so.
- Due to the liability, we ask that all children and parents depart the building by 5:30pm.

**Late Pick Up:** Our center closes at 5:30pm. Parents arriving after this time are considered late. We use cell phone time as our guideline. If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.

The first occurrence of late pick up is a written warning that will be kept on file. All other times will result in a \$1.00 per minute late charge. Please understand the YMCA incurs additional payroll costs when staff need to stay late with a child. Further actions will be taken with families that have repeated tardiness. If your student is not picked up by 6:30pm the local authorities will be called.



**Clothing:** We strive to not limit a child's activities due to the type of clothing worn. Please be sure your child has appropriate clothes for indoor and outdoor play. These include:

- Washable play clothes.
- Comfortable shoes.
- Labels on all clothing
- Clothing children can put on and take off by themselves.
- NO jewelry or other items a child could lose throughout the day.

**Supplies:** Child Care participants should keep the following items on hand:

- Labeled sleeping bag or blanket and pillow.
- Labeled change of clothes.
- Wipes, diapers, formula/milk, bib, crib sheet and blanket for infants and toddlers.

**Field Trips:**

- Field Trips will be taken to enhance the curriculum.
- Parents will receive advance notice for any trips to be taken by the program and any fees.
- Permission for walking field trips is given the enrollment form.

**Curriculum:** The Berwick Area YMCA uses Experience Learning Curriculum for all enrolled students. The Experience Curriculum family applies child development theories and brain research to a unique model of teacher support, child experience and family engagement.

**Experience Learning Curriculum Statement:** At Experience Early Learning, we are a team of innovators, entrepreneurs, educators and creative spirits working together to make a difference in the lives of children across the world. We're driven by a shared passion for igniting curiosity and a joy for learning.

We believe that everything we design can inspire children to become the authors of their own unique learning stories, and that adults and educators are on a journey, too! By walking hand in hand with children, we can learn and grow together.

As children construct knowledge through every day experiences, you can use our tools to help extend their learning as they explore the classroom, community, and diverse, beautiful world around them.

- Social/Emotional Development
- Physical Development
- Cognitive Development
- Language Development

**Daily Routine:** In each classroom, the teacher is responsible for posting and following a daily schedule. This provides a structure and routine for your child's learning experience.

**Lesson Plans:** All our lead teachers are responsible for completing monthly lesson plans. The lesson plans include what activities and goals they would like to achieve for the month. Each lesson corresponds with the Pennsylvania Early Learning Standards. Results from observation-based assessment, ASQ evaluations and Child Service Assessments are used to inform lesson planning.

**Evaluations:** All of our lead teachers are responsible for completing ASQ developmental screening within the first 45 days of enrollment as well as a Child Service Report at least 2 times per year and ongoing Observation Based Assessment using Experience Learning Assessment Tools. They will review this with you and provide you with a copy (if desired). We will also keep a copy on file. You are required to sign the evaluation sheet and are welcome to ask any questions or express any concerns. If any concerns arise, the program will assist the family in locating appropriate referrals.

**Parent/Teacher Conferences:** All lead teachers are required to offer two parent-teacher conferences per year. They will have a sign-up sheet available when the time is near. At the conference they will review your child's strengths and weaknesses and progress. Conferences are typically offered in November and May. Requests for conference any other time may be discussed with teacher and director.

## **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.

**Transitions:** When your child is ready to be transitioned into a new setting, we will help to provide you with any necessary information to make the transition a

success. When moved from one room to another in our facility, we will prepare the child by letting them tour the class and then two weeks prior to the move, we will have them spend short periods of time in the classroom. The parents are introduced to the new staff and any questions are addressed at this time. If a child is leaving our facility, we will provide the necessary transfer of information as requested by the parent. That child is also prepared by learning of the new facility and incorporating things they may be doing differently.

The transitional points in our program include:

- ➔ **Infants:** 0-12 months OR students who are not yet pulling themselves up to stand/walk
- ➔ **Pre-Toddlers:** 1 and 2 year olds OR students who are learning to walk, run and climb with confidence AND are not yet potty trained; students transitioning into this classroom should be confidently pulling themselves up or taking steps
- ➔ **Toddlers:** 2 and 3 year olds OR students who are running and climbing confidently and are beginning to potty train; students transitioning into this classroom should be walking confidently and learning basic independence skills like sitting at a small table for meals
- ➔ **Preschool:** 4-5 year olds OR students showing developed prewriting/reading skills AND are fully or almost completely potty trained. Students transitioning into this classroom should be developing basic self-help skills like cleaning up independently and verbally asking for help as needed.

## **EMERGENCY OPERATING PROCEDURES**

**Immediate Evacuation:** Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.

**In-Place Sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

**Evacuation:** Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken from the **Berwick YMCA Daycare** to the relocation facility at the Stuart Tank Building 309 N. Vine Street, Berwick, Pa 18603.

**In the event that we need to evacuate the Berwick Area, we will be relocated to the Danville Middle School, Danville PA**

**Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storms or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

**Lock Down:** Staff and children remain in the classroom locking the classroom door, securing the door with available furniture to create barricade, or use a doorstop or other wedge to keep door closed; turning off the lights & audio equipment, covering the windows, if possible (black paper, blinds, curtains), staying clear of windows and doors.

**Infant Room:** Will relocate against the wall next to the refrigerator, taking with them Emergency Contacts, First Aid Kit and Cell Phone.

**Pre-Toddler Room:** Will relocate to the closet inside the classroom taking with them Emergency Contacts, First Aid Kit and Cell Phone. Will lock the door behind them.

**Toddler Room:** Will relocate to the corner of the room by the counter and refrigerator, taking with them Emergency Contacts, First Aid Kit and Cell Phone.

**Preschool Room:** Will relocate to the corner of the room where the quiet area is located across from circle time, taking with them Emergency Contacts, First Aid Kit and Cell Phone.

## YMCA CODE OF CONDUCT

ALL PARTICIPATING CHILDREN, FAMILIES AND YMCA STAFF ARE EXPECTED TO DEMONSTRATE YMCA CHARACTER VALUES AT ALL TIMES

### CARING

- I will demonstrate **CARING** by adopting an attitude of service toward others.
- I will be **CARING** by displaying a friendly and positive attitude.
- I will be **CARING** and remember that I have a choice to be part of the problem or part of the solution.

### HONESTY

- I will always be **HONEST**.
- I will demonstrate **HONESTY** by not allowing others to use my membership card.

### RESPECT

- I will show **RESPECT** by wearing appropriate attire. Swimsuits in the pool area and shoes, shorts, and shirts in other areas of the facility. I will not wear clothing that displays inappropriate language, writing, or pictures.
- I will show **RESPECT** to all individuals by choosing appropriate language and behavior.
- I will show **RESPECT** by listening to music via earphones only, at an appropriate volume and with language that will not offend others around me.
- I will **RESPECT** others by not harming anyone in a physical, mental, verbal, or unlawful manner.
- I will **RESPECT** the Y's and other people's property.
- I will **RESPECT** the Y by engaging in positive, constructive, and lawful activities and events.
- I will show **RESPECT** for the Y by leaving the facility, program area and materials provided by the Y in the same condition that I found it.

## **RESPONSIBILITY**

- ➔ I will always be **RESPONSIBLE** for all my actions, both good and bad.
- ➔ I will be **RESPONSIBLE** for my own choices, and I understand that all my actions have consequences.
- ➔ I will be **RESPONSIBLE** for my own property. I will keep my belongings in my possession to secure them in a locker.
- ➔ I will demonstrate **RESPONSIBILITY** by not bringing any valuable or dangerous items to the Y.

## **DISCIPLINARY AND REFERRAL POLICY**

Our goal is to guide students in becoming happy, responsible, and cooperative participants through positive teaching techniques and we encourage collaboration between teachers, parents and community service providers. In the event that behavior requires discipline:

- YMCA staff actions will not harm the child's self-image or embarrass the child, rather reinforce a positive self-image.
- YMCA staff actions will help children learn self-control, make good choices, identify, and express their feelings with words and creative expressions and develop an understanding and respect for one another's feelings.
- YMCA staff will communicate regularly with families regarding behavioral concerns and highlights.
- Every effort will be made by staff to enlist the cooperation of the child along with parents to solve problems.



**Referral Procedure:** In the event that our staff may determine that we cannot provide a quality experience for your child without additional support services, we will refer families to outside resources for help managing their care and development. These resources can include but are not limited to social, mental health, educational, wellness and medical services. The YMCA encourages collaboration between teachers, parents and community service providers and will work together to maintain a safe learning environment for all involved.

**The Referral Process is as follows:**

- The teacher notifies the director of behavior that is inappropriate, unusual, or unacceptable for the classroom environment.
- Director observes and documents behavior.
- Parents are informed by phone or upon pick up of a request for a meeting between teacher, director, and family.
- Meetings are held, documentation is presented and resources for help are offered to the family.
- Center and family work together to create an environment where the child can be successful. Accommodations are made to a reasonable extent to ensure the best possible outcome for the child.
- Class times, days, and teachers may be subject to change based on specialized needs of the classroom and student(s).

**Behavior Management and Referral**

The Berwick Area YMCA uses two behavior management guidelines in all YMCA childcare programs for behavior that falls out of our Character Values expectations of Caring, Honesty, Respect and Responsibility

## **Positive Behavior Modification (day to day behavior correction)**

Positive discipline is a model that focuses on the positive points of behavior, based on the idea that there are no bad children, just good and bad behaviors. YMCA staff teach and reinforce good behaviors while weaning the negative. Positive behavior modifications include several different techniques that, used in combination, lead to a more effective way to manage a child behavior through:

- Mutual respect. Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- Identifying the belief behind the behavior. Effective discipline recognizes the reason students do what they do and works to change those beliefs, rather than merely attempting to change behavior.
- Effective communication and problem-solving skills.
- Discipline that teaches and is not punitive.
- Focusing on solutions instead of punishment.
- Encouragement that recognizes effort and improvement, not success, and builds long-term self-esteem and empowerment.

## **Progressive Behavior Management (when Positive Behavior Modification is not effective)**

The safety and well-being of each child in our care is our number one priority. When behavior expectations are not met, YMCA staff will implement our Progressive Behavior Management policy to help correct the undesired behavior. Listed below are the steps utilized by our staff:

- Verbal warning given: explain why behavior is inappropriate.
- Partial loss of activity time-time to refocus and redirect. Parent will be notified of incident. (Incident Report #1)
- If repeated behavior occurs, verbal communication between parent and staff with written notice of incident(s). (Incident report #2)
- If inappropriate behavior continues, a child may be suspended from the program for one day, up to one week. A parent conference will be required prior to returning to the program. (Incident report #3)
- Prolonged disruptive and inappropriate behavior will result in dismissal from the program.

**Referral Procedure:** In the event that our center feels we cannot provide quality childcare experience for your child, we will refer you to outside resources for help. These resources can include but are not limited to social, mental health, educational, wellness and medical services.

**The Referral Process is as follows:**

- ➔ The teacher notifies the director of behavior that is inappropriate, unusual, or unacceptable.
- ➔ Director observes and documents behavior.
- ➔ Parents are informed by phone or upon pick up of a request for a meeting between teacher, director, and family.
- ➔ Meetings are held, documentation is presented and resources for help are offered to the family.
- ➔ Center and family work together to create an environment where the child can be successful. Accommodation is made to a reasonable extent to ensure the best possible outcome for the child.

## **YMCA Behavior Contract**

Our goal is to guide students in becoming happy, responsible, and cooperative participants through positive teaching techniques and we encourage collaboration between teachers, parents and community service providers. Our program is designed to build positive relationships among children and adults. In this setting we want all children to feel safe from peer pressure, build self-confidence and learn how to deal with bullying. Bullying is a form of intentional negative behavior directed at another person. Bullying can be physical or verbal.

**Behaviors that may warrant suspension or dismissal include but are not limited to:** fighting, harming a teacher or student, threatening to harm or using threatening language, setting off fire alarm, swearing at a teacher, destroying property, bullying other students, misbehavior on transportation and any other behavior that is deemed to be unsafe.

**I have read and understand the behavior expectations, accountability, consequences, and management techniques, reviewed them with my child and am committed to upholding the YMCA Character Values.**

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**Childs Name**

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**Parent/Guardian Signature**

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**Date**



## **PARENT ACKNOWLEDGEMENT**

I have received the Parent Handbook and I understand all of the policies and procedures of the Berwick Area YMCA Childcare Program. I agree to follow the Handbook and when I have any questions or concerns, I will ask staff personnel.

In consideration of the entry to the Berwick Area YMCA program listed above, I waive all claims for myself and for the participants listed above, for any injuries or illnesses which may result from participation, including any transportation provided by the YMCA, its staff, or agents. I further state that the above participants are in proper physical condition to participate in this program. In the event that there is a question regarding the physical condition of the participant, a physician will be consulted to review the situation prior to any participation.

In the event that the children are included in any newspaper, videotape, or television publicity, I give permission for my child to be included without compensation.

I agree to adhere to the Berwick Area YMCA rules and policies for the Childcare Program as outlined in this handbook and give my child permission to participate fully in this program.

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**Childs Name**

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**Parent/Guardian Signature**

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**Date**





# Authorization to Release Child Care Financial Records

## Berwick Area YMCA Child Care Program

I, \_\_\_\_\_ (Parent/Guardian Name),  
authorize the Berwick Area YMCA Child Care Program to release and/or provide  
copies of my child care financial records, including payment statements, tax  
information, invoices, and account balances, to the individual(s) listed below.

### Authorized Individual(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I understand that only the individuals listed above may receive these records on my  
behalf and may be required to present valid photo identification at the time of pick-  
up. This authorization will remain in effect until revoked by me in writing.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Child(ren)'s Name(s):**

\_\_\_\_\_  
\_\_\_\_\_

### Office Use Only

**Date Received:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_







If, at any time, you opt to withdrawal your child from our service, the following form ***must be submitted at least 30 days prior to the last day of care:***

### **Early Childhood Withdrawal Form**

Child's Name \_\_\_\_\_

Classroom \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Date of last day of care \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



If you aren't receiving **Brightwheel Updates**, you may be missing out on important communication!

Download the "Brightwheel" App and sign in using the email address used at registration to receive daily reports, photos, and teacher communication.

BERWICK AREA YMCA

570-752-5981 | [www.berwickymca.org](http://www.berwickymca.org)



## **NON-DISCRIMINATION POLICY AND INCLUSION POLICY**

### ***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).

### ***Berwick Area YMCA Inclusion Policy***

#### ***Non-Discrimination Statement***

The Berwick Area YMCA does not discriminate on the basis of race, color, national origin, sex, age, disability, or any other protected status.

The program complies with the ADA, Section 504, and PA Human Relations Act. Family and Staff Commitment We believe inclusion works best when families and staff partner together. The YMCA invites families to share insights, advocate for their child, and work collaboratively with staff to promote understanding and success.

## COMMUNITY RESOURCES [4]

If our staff notices a potential concern, we will work together with families to develop the best possible plan of action to support your student and family. This may involve family meetings, increased check-ins or referrals to outside agencies and community resources who can help.

The Berwick Area YMCA works closely with community resources to ensure the health, safety, security of all families enrolled in our programs, including:

- ★ **Agape** (<https://www.agapelovefromabove.org/>): provides several programs to assist families in need through our holistic approach to address our community needs.
- ★ **Beyond Violence Berwick** (<https://www.beyondviolenceberwick.com/>): a private, non-profit organization whose mission is to provide support and safety to victims of domestic violence and sexual assault.
- ★ **Bundles of Blessings - Good Shepherd UMC** (<https://www.facebook.com/Bundles-of-Blessings-Good-Shepherd-UMC/>): Diaper Ministry which provides disposable diapers for families in need. There will be monthly distributions, no questions asked.
- ★ **Central Susquehanna Intermediate Unit** (<https://www.csiu.org/>): regional education service agency that prides itself on serving the needs of schools, students, families, and communities.
- ★ **Central PA Food Bank** (<https://www.centralpafoodbank.org/>): fighting hunger, improving lives, strengthening communities
- ★ **Childcare Works Program** (<https://www.dhs.pa.gov/>): The subsidized childcare program helps low-income families pay their childcare fees
- ★ **Columbia County Family Center** (<https://familycenter.columbiapa.org/>): committed to providing education that empowers families to meet the developmental & health needs of their children by encouraging families to access & utilize community-based health & human services
- ★ **Early Learning Resource Centers** (<https://www.dhs.pa.gov/>): provide you and your family with information on quality childcare and personalized childcare referrals to child care providers based on your specific needs or preferences.

## **Family Engagement, Inclusion, Transitions, Community Resource Sheet**

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### **1. Safety & Crisis Resources**

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

### **2. Health & Medical Services**

| <b>Resource</b>                              | <b>Contact Information</b> | <b>Services Provided</b>                              |
|----------------------------------------------|----------------------------|-------------------------------------------------------|
| <b>Geisinger Pediatrics – Berwick Office</b> | 570-752-7900               | Primary care, immunizations, well-child exams         |
| <b>Local Family Health Clinics</b>           | Various                    | Routine medical care and screenings                   |
| <b>Dental Care</b>                           | Columbia County Dental     | Preventive and emergency dental care                  |
| <b>Vision Services</b>                       | Local optometrists         | Eye exams and corrective lenses                       |
| <b>YMCA Health &amp; Wellness Programs</b>   | 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 |
| Early Intervention (Birth–3)           | 570-389-3278          | Developmental evaluations and therapy services   |
| Head Start / Pre-K Programs            | Columbia County       | Early childhood education opportunities          |
| Columbia County Library                | 570-784-8260          | Literacy programs, story times, homework help    |

