



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

COMMUNITY YMCA OF EASTERN DELAWARE COUNTY

SPRINGFIELD BRANCH THE Y S'COOL KIDS CLUB FAMILY HANDBOOK

V8.2023



COMMUNITY YMCA of EASTERN DELAWARE COUNTY
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WELCOME TO THE Y S'COOL KIDS CLUB PROGRAM

Our Mission

The Community YMCA of Eastern Delaware County is a charitable association founded on Christian principles, dedicated to building a healthy spirit, mind and body. We are committed to being a positive part of family life by promoting the values of caring, honesty, respect, and responsibility.

Our Vision

We will be the community leader, the center of activities, a catalyst for change, and an organization that positively affects and improves our community.

Early Childhood Philosophy

All kids have great potential. At the Y, a leading nonprofit strengthening community through youth development, we work every day to help students set and achieve their personal and educational goals. We believe the values and skills learned early on are vital building blocks for quality of life and future success. That is why our School Age program is staffed with people who understand the cognitive, physical, and social development of kids, the need children have to feel connected and supported in trying new things, and the caring and reinforcement parents and families need to help each other. At the Y, school age children experience literacy and learn about their world, make friends, learn new skills, and receive homework assistance. Most importantly, children learn how to be their best selves. This makes for confident kids today and contributing and engaged adults tomorrow.

We adhere to the highest standards of excellence. We will remain committed to providing a quality curriculum at all our locations. Our program will deliver activities that allow for the development and growth of each individual child. The program will facilitate an environment that is safe, secure, and creative and offer a variety of exciting opportunities. The safety and well-being of the children will always be our top priority.

Keystone STARS

We participate in the Keystone Stars program at all our Out Of School Time (OST) sites. Keystone STARS promotes quality improvement among Early Learning and Head Start programs through quality standards and targeted supports. Programs earn a STAR 1 through STAR 4 rating by meeting research-based standards for staff education and professional development, the early learning environment, family engagement practices and business management. Keystone STARS serves children from birth through school-age in every county.

Continuous Quality Improvement

Early Childhood programs in Pennsylvania are supported and encouraged to engage in a continuous cycle of quality improvement focused on improved outcomes for children and families. Utilizing program and classroom assessments, staff professional development plans, parent surveys, staff meetings, and other sources of evidence, our centers annually identify areas for improvement. Plans are developed, changes are implemented, and an annual review of the plan is evaluated.

YMCA Staff

Professional, qualified staff, trained in mandated Child Abuse Reporting, Pediatric First Aid and CPR/AED will care for your child each day. • All staff is required to continue their education in the field or acquire training hours in various areas of child development annually. • All staff have updated clearances, health physicals and required training.

OUT OF SCHOOL TIME CURRICULUM

Children's Goals: Since our program services children ranging in ages 5 years old to 12 years old, we make sure we have the tools and resources for each developmental level. Our programs accommodate each individual need through centers, organized activities, physical education, and free play. Our teachers learn the strengths and weaknesses of each child through observations and activities. Utilizing observations and documentations, the teachers can address the needs of each individual.

Enrollment: In most programs, children are grouped in one main room for much of the time. Weekly lesson plans are designed for three levels of development. Level one (Kindergarten & 1st), level two (2nd & 3rd), and level three (4th through 6th). Detailed information regarding the daily activities is displayed in the room for the staff, children and parents to view. The Community YMCA is an equal opportunity school age provider and will make every effort to accommodate the developmental needs of all participants.

Content: Children are guided through the learning process through hands-on activities that include creative play, music activities, science, indoor & outdoor play, homework assistance and community service projects. The subjects include but are not limited to student interests, literacy, math, science, social studies, art, technology, and process skills. Learning centers are utilized daily to provide exploration and creativity, while group time enhances the learning process.

Teaching Strategies: Staff use the [National Center for Quality Afterschool](#) website's online [Afterschool Training Toolkit](#) as a guideline for teaching and learning; which includes resources and sample lessons to support planning of innovative and academically enriching activities. Social Skills Enhancement and Conflict Resolution are also supported across program activities. School-Age students are encouraged to express themselves, use their imagination, and be creative: to practice reading, writing, speaking, thinking critically, and understanding others. Our goal is to help them begin to see the values of caring, respect, honesty, and responsibility in all aspects of life.

Environment: Whenever possible, our rooms are set up with interest areas and include as many of the following: Art, fine motor, dramatic play, literacy, science, blocks, music, writing, cozy area or listening centers. A separate area is set up for personal belongings. Handwashing upon entering the area helps ensure the health and well-being of our participants. Outside play areas are well maintained and promote a variety of gross motor development. The school age environment will also include pictures/materials that reflect diversity of race, age and ability when available.

Learning Standards: Access to age-appropriate learning standards is available in each school age space. When writing lesson plans, staff indicate which learning standard is being used by writing the standard number on the appropriate area of the lesson planning form. Planning is based on the needs of the group and individuals enrolled in the program.

Resources: Staff have access to curriculum planning resource books and online resources. Tablets are linked to the internet and are also available for program planning.

Professional Development: All school-age staff is required to engage in 12 hours annually of professional development related to the age groups they serve. The CYEDC will host training for staff and pay training hours as well. If staff attend training courses outside the facility, the center will pay for the cost and hours of the training once the proper paperwork has been submitted to the school age office.

Parent Involvement: Parents are encouraged to attend workshops, special family events and meetings as outlined in the monthly newsletter. Staff will keep parents informed about routines and events through whiteboards posted in each program area. Conferences are ongoing and parents are able to meet with program staff at any time throughout the school year.

Child Assessments: Assessment is the process of observing, recording and otherwise documenting what children do and how they do it. It is the basis for a variety of educational decisions that affect the child. Assessment is integral to curriculum and instruction. In school age programs, the various assessment procedures that are used serve several purposes:

- To plan instruction for individuals and groups.
- To communicate with families.
- To identify children who may need specialized services or intervention.
- To improve program development. Please remember assessments are based on a developmental scale. All children develop at their own rate; it is not expected or necessary for all children to master all skills at a specific age.

School Age staff will conduct formal and informal observations throughout the school year, documenting each individual child's progress within the school age program.

Conferences

A conference with your child's caregiver can always be arranged in the event you have concerns.

When school age staff and parents meet to discuss a child's development or concerns, the following information will be documented: child's name, parent's name, date, topics discussed, goals for the child, parent strategies, and teacher strategies. A copy of the information will also be provided to the parent and the original placed in the child's file.

Inclusivity: Each child is considered an individual. Through all methods described in this curriculum statement, children should be able to progress in knowledge and skills throughout the year. Children who may need additional supports are referred for evaluation through a formal conference with parents and staff.

GENERAL INFORMATION

Registration

Children enrolled in the school age program will be billed based on member or non-member pricing. Registration fees and child enrollment forms must be current before a student can attend the Y S'cool Kids Club Program.

Payments/Tuition

Program fees are based on an annual payment. For your convenience, we have broken down this payment into 10 monthly payments (due Sept. 1-June 1). This program includes care during winter/spring break and some scheduled days off (see staff for a full list of dates). This is an all-inclusive program and we do not prorate by school end date.

Monthly tuition is due the first of each month, regardless of days absent from the School Age program. If payment is not received by the 10th of the month, services may be placed on hold until payment is received. A returned check fee, of \$20, will be charged to your account for all returned checks due to insufficient funds.

Payments can be made online at www.cyedc.org or at the Springfield, Ridley or Lansdowne Y Front Desks. For payment questions, contact Jeannine Hurlock at 610.713.5258 or email jhurlock@cyedc.org.

Late Fees

A \$15 School Age late fee will be charged to any account that is not paid accordingly. Children enrolled in the School Age program are to be picked up by 6pm. A late fee of \$10 per five minutes will be charged if children are not picked up by 6pm. Kindergarten students enrolled in PM enrichment must be picked up by 3:30 or late fees will be applied as stated above. Your child will be dismissed from the program if late pick-ups become consistent.

Withdrawing Your Child

To withdraw your child, we ask that you provide us with advance notice. The Y reserves the right to withdraw any child who presents a risk to the safety of other children, staff, or any child whose needs cannot be met in our program. Violations or inability to follow YMCA policies may also result in withdrawal.

TSS/One-on-One

If a child has an outside resource that provides services, that person is required to wear a photo ID while in the facility. In the event your child's TSS is not able to attend, a substitute must be provided for your child to attend the program.

Early Learning Resource Center (ELRC)

The Department of Human Services provides childcare assistance to qualifying families. To find out if your family is eligible, please call ELRC at 1.800.831.3117. The Y requires families to seek ELRC funding prior to applying for YMCA Financial Assistance.

Financial Assistance

Financial Assistance is available for qualified individuals and families. Interested individuals can visit our website at www.cyedc.org or pick up an application at the front desk. Financial assistance is made possible by the generous support of individuals and businesses who contribute to the YMCA's Annual Campaign and United Way designations.

Snow Days/Emergency Closures

When the Springfield School District is closed, the YMCA program will be closed. If the district opens two hours late, all YMCA locations will open at 9am. In the event of an early dismissal, due to inclement weather or other emergencies, the Y will only remain open for two hours after dismissal. Please prepare in advance to ensure the safety of your family and our staff.

Holidays & Closures

A full list of holiday closures and open days will be sent home on the first day of school. Our calendar is based on the Springfield School District. We will post sign-up sheets for days when school age is available on scheduled days off. In respectful observance of our families' diverse cultural, ethnic, and religious backgrounds, we will celebrate any holiday observed by families in our care. Whenever possible, parents are asked to share their cultures and traditions with your child's teachers, helping us develop meaningful activities that are both celebratory and educational.

Confidentiality

Requests for release of information to other agencies will be honored only if made in writing and with the permission of the parent. Students who conduct studies at the Center are not provided with personal information about the children's families. Our policy is to share information about the child with both parents unless there is a legal document limiting contact with one individual. A legal document showing the restriction must be provided.

Non-Discrimination/Diversity

The Community YMCA of Eastern Delaware County is an equal opportunity early childhood provider. Discrimination based on race, color, religion, sexual orientation or identity, national origin, disability, age, or genetic information is illegal and will not be tolerated. All YMCA programs will provide reasonable accommodation to applicants and employees who need them for medical or religious reasons as required by law.

COMMUNICATION

A successful program cannot exist without effective communication with parents. When families communicate effectively, this allows early childhood staff to understand what is happening at home or how they would like their children's behavior managed in the school age program. When staff communicate effectively, parents can understand what is happening in their child's day and how they are progressing in the program. When families and staff share information, everyone can be aware of children's strengths and challenges and can work together to support children's social and emotional well-being. YMCA staff will make every effort to use alternative communication methods in a way understandable for families whose first language is not English.

IEP

Because of the diverse set of needs of the children in our programs, it is important to gather as much information about the best ways to educate each child. IEPs are created by service providers working with children with differing needs and include information and goals vital to the child's development. If your child currently has an IEP, or receives one after enrollment in our program, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. Parents are also welcome to schedule IEP meetings at the school age site so that our teachers can be present to give feedback and gain information on program activities that are best suited to the child's strengths and needs.

Newsletters

Each month, you will receive a newsletter via email with activities and other items of interest. This is available to all parents at the beginning of each month and is available online at www.cyedc.org.

Transitioning

Transitions for children can be especially difficult. Student transitions can include: their first experiences in our program, moving from one activity to another, transferring from one space to another, relocating to another educational setting, and moving from school-age care to self-care at home. Our goal is to assist both the child and the parent during these transition times. Individual transition notices will be handed out to families to help provide insight into what your child may be experiencing during these changes and how to better support their needs. Parents are welcomed and encouraged to meet with program administrators or educational staff anytime your child is ready to transition.

Family Resources

Keeping with our mission of being a positive part of family life, and our vision to have a positive impact on our community, we have compiled a list of family resources for your review. Check out the list of public, social and community services on our website under [Family Resource Guide](#).

Emergency Drills

Each site practices the following emergency drills on a regular basis: Fire, Weather, Emergency Lock Down/Intruder. Drills are conducted monthly so staff and students can be prepared to respond quickly and efficiently in any emergency. When explaining drills to children, especially our youngest groups, staff use simple language such as, "Today we are doing our _____ drill. These drills help us be prepared in case of an emergency." Pictures displayed in each classroom are utilized for visual cues. Social stories and age-appropriate videos help children better understand the process. Notifications of these drills will be posted on the white board in our programs. Please see your site director for questions related to emergency drills.

SAFETY

Reporting of Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

Arrival and Departure (Sign In/Sign Out)

The School Age program has a sign in/sign out policy to ensure the safety of your child. A parent or guardian **must bring the child into the building** and **MUST** sign in each morning and out each afternoon. Only AN ADULT OVER THE AGE OF 18 is permitted to sign in and out for the child. Proper identification based on a child's paperwork will be required for the release of any student. There are NO exceptions to this policy.

Any authorized pick-up person who appears under the influence, has the odor of alcohol on the breath or is deemed by the staff as unable to ensure the safety of the child, the staff member will not release the child to their care. The school age staff member, using the Emergency Contact/Parental Consent form, will call the next person authorized to pick up the child if needed. If the situation warrants, 911 will be called to ensure the safety of all parties involved.

Pick-Up Identification

Photo identification is required at pick-up and staff will ask to see it prior to releasing a child to someone other than his/her parent/guardian. Prior authorization must be given if someone other than the child's parent or guardian will be picking up the child from the program. The parent/guardian should provide the names of at least two other adults who have permission to pick up the child in case of emergency. If either parent wishes to place restrictions on the other parent's rights to pick up a child, the YMCA requires the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights.

State Licensing Requirements

We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our centers go above and beyond what is required by DHS regulations and standards, as they relate to facility, staff and safety procedures. Our centers are subject to inspection by the Department of Human Services. For information on DHS visit <https://www.dhs.pa.gov/Services/Children/Pages/Child-Care-Early-Learning.aspx>. Click [here](#) for a copy of the DHS Child Care Regulations.

Emergency Contact Information

Emergency Contact and Agreement Forms are due prior to the first day of the program. Emergency information is kept on file in each location. In case of illness or injury, those who are authorized will be notified of the child's status. It is extremely important that the information be kept current with correct phone numbers.

If the following information should change, please notify us so that we can better serve you and your child:

1. Phone numbers where you can be reached during the day
2. Addresses at home/work
3. Names of authorized persons to be contacted in case of illness or injury
4. Names of all persons authorized to pick-up your child
5. Email addresses (home/work)

Cell Phone Guidelines

For the staff to maintain the highest level of safety regarding the use of technology and your students, we will not permit children enrolled in the school age program to use cell phones. Parents can call the program directly to gain or discuss information about their child. Cell phones often give children access to the internet, text messaging, and phone conversations with people unknown to the staff. If your child needs to contact you during their time in the program, they will have access to our program phone. Scenic Hills: 610-713-5268 Sabold: 610-713-5264 SLC: 610-690-3162 Springfield Y: 610-713-5269

Volunteers

Parents and authorized pick-up persons listed on the child's enrollment paperwork are encouraged to get involved and volunteer. There are many good reasons for parents to volunteer at school. It is a great way to show your kids that you take an interest in their education, and it sends a positive message that you consider school a worthwhile cause.

To volunteer please complete the following process:

1. Complete the volunteer application on our secure website: <https://cyedc.org/support-the-y/volunteer/>
2. Stop at the Courtesy Desk with Government Issued **Photo ID** (Driver's license, State ID, Passport, Military ID) to be run through our Raptor System (National Sex Offender Database)
3. Turn in processed/cleared Child Abuse Clearance

The process can take up to two weeks so please apply to volunteer as early as possible. To maintain the highest level of safety for our children, no one will be permitted to volunteer until the process is complete. This includes spending time in the classrooms and attending field trips.

Weapons Policy

The possession or carrying of any deadly or offensive weapon by any person is prohibited in any YMCA building, property, owned, leased or used. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Failure to comply will result in a revocation of YMCA privileges both immediate and future.

Deadly or offensive weapons are defined as any device whose design and/or implementation may produce death or serious bodily injury. For purposes of this policy, deadly and offensive weapons include, but are not limited to, firearms and offensive weapons as defined below:

Offensive weapons: Offensive weapons include any devices so defined under the Pennsylvania Crimes Code entitled "Prohibitive Offensive Weapons"
18 Pa.C.S.A. 908(c).

Firearm: A firearm is any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or the frame or receiver of any such weapon.

Authorized Exceptions

Certified and sworn municipal, state or federal police officers who carry proper identification and are on duty are exempt from this policy.

HEALTH

Medical Requirements

We adhere to state regulations regarding health physicals and immunization records for your child. A health physical completed by the student's doctor, along with immunization records must be provided upon enrollment. Validated proof of immunizations should be submitted to the center as your child receives new immunizations or booster shots. Immunization records must be kept current, as well as a record of a signed medical form must always be on file and up to date. Failure could result in withdrawal.

Medication

Our primary concern when administering medication is the safety and optimal health of every child. All medications (both prescription and over the counter) must be signed in daily in our medication log. All medications are stored and locked in an area inaccessible to the children and we will refrigerate those medications that require it. Your child will be administered the proper dosage of medication by one or more designated staff members in the center. The administration of medications will always be recorded in the medication log. We cannot administer any medication that has expired.

Prescription Medication

Prescription medication will be administered as directed by a licensed physician or dentist. A medication form must be filled out for each prescription medication and signed by the parent/legal guardian. Written permission from the parent/legal guardian of a child is required for the prescription medication to be administered. Medication must be presented in its original container with a label attached bearing the child's name, current date, dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused or expired portions will be returned to the parent.

If your child requires medication for life-threatening conditions such as allergies, the prescription can be kept at the center and administered, when necessary, for as long as the child is enrolled in our program. An authorization form is required, as referred to above.

Emergency Situations

In each program, staff members are trained and certified in Pediatric First Aid, CPR/AED and are always present in the event of an emergency. In all situations, we will follow our emergency plan and 911 will be called if necessary. Our School Age programs also practice Fire and Active Shooter Drills monthly to be as prepared as possible in an emergency.

Illness

Children who are ill, with a contagious disease or fever, may not attend the program. If your child becomes ill while attending the program, staff will contact the parent and arrange for pick up. In emergency or urgent situations, parents will be notified immediately by phone. Your child must be fever free for 24 hours before returning to the program.

The School Age Director will determine if the illness:

1. Prevents the child from participating comfortably in activities.
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
3. Poses a risk of spreading harmful diseases to others.
4. Causes a fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, and diarrhea). An unexplained temperature above 100 °F (37.8 °C) (armpit).

Children experiencing any of the above will be removed from direct contact with others and parents will be called. If your child should become infected with a contagious disease, please notify the center immediately so the director can notify families of other children who may have been exposed to the contagious disease, as required by state law regulations.

Cleanliness

Our programs are cleaned daily, and we maintain a high standard of sanitation. We promote cleanliness and good hygiene in all our centers. Throughout the day, hand washing is required before eating and after toileting. Students are required to wash their hands upon entering the building from outside play.

Meals

Please provide a daily afternoon snack for your student. On days when your child's school is closed, and your child attends the YMCA for a full day, please pack a morning snack and nutritious lunch and drinks.

Food from home should always be of nutritious value. We advise keeping sweets to a minimum and packing plenty of healthy choices such as: fruits, vegetables, nutritious sandwiches, and yogurt. Having trouble deciding what to pack? [Click here](#) for some nutritious ideas.

Personal Items

Games, books, and other supplies are provided at the program. The YMCA and the staff are not responsible for loss of or damage to any of these items. Please label all belongings. We ask that children leave hand-held electronic games at home.

TRANSPORTATION

Transportation is provided for AM and PM Kindergarten Enrichment students enrolled at the Springfield Y for AM/PM enrichment and SLC for AM/PM Kindergarten. A professional YMCA employee will always ride along with the driver as children are bussed between the two sites. The buses are on a tight schedule, so please send a notice to your child's teacher and the Springfield Y if your child is absent or taking alternate transportation on any given day.

The Y maintains proper ratios of children to staff on all vehicles. On vehicles with seatbelts, staff ensure each child is buckled up before leaving the area. For the safety of our students, boys and girls will be separated on the bus and children grouped according to grade level.

SCHOOL AGE PROGRAM

AM Care

Children will be provided with planned activities until the start of the school day. Activities include board games, reading, center-based activities, and art.

PM Care

Children will be provided with the chance to unwind after their school day. Activities Include: homework support, group games, sports and fitness, outdoor play, and arts & crafts.

PROGRAM FUNDAMENTALS

Play Time

When the children arrive at the YMCA, they will have play time for 10-15 minutes giving them time to unwind from their busy school day. Activities during this time will include board games, small group activities and other organized activities.

Snack Time

Snack time lasts approximately 10 minutes and children will eat a snack brought from home. We encourage parents to provide healthy and nutritious snacks and avoid sweets or candy.

Homework Time

Homework time takes place following snack time and lasts approximately 30 minutes. Tables and chairs are provided to make this time more comfortable for the children. The staff encourages all children to work on their homework during the allotted time. The staff will aid all children. Children who do not have homework (and those whose parents would rather do their homework at home), are encouraged to use this time to read a book or participate in other small group activities until homework time is complete. On Fridays, because most children do not have assignments, alternative activities will be planned. Following homework time, the Staff will provide an assortment of activities including cooperative games, arts and crafts, board games and gross motor activities. These activities will last approximately 1 ½ hours. The last 15 minutes of each day will be dedicated to cleaning up the area.

Kindergarten Enrichment (SLC)

Provides children with a variety of programmatic and activity options to explore and develop their interests and talents. Focus will be on safety, health, social growth, and academic enrichment. All instruction will complement the academics taught in the SSD Kindergarten classrooms. Activities include math, science, literacy, health, and nutrition, reading, social studies, writing, music and art, and games. Our School Age program meets all guidelines set by the Pennsylvania State Department of Human Services.

DISCIPLINE

We believe children should experience success and we strive for a school age setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. If behavioral issues occur, our philosophy is to help children learn human values, problem-solving skills and to take responsibility for their choices. Below are the techniques we use for positive guidance:

1. **Ignoring** - Negative behavior is produced by a child to get attention and the child should stop when no attention is given. This technique will be used unless a safety issue is involved.
2. **Redirection/Distraction** - Alternatives will be presented to children engaged in undesirable behavior such as: suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.
3. **Verbal Intervention** - The teacher explains to the child the appropriate way to handle the situation with words.
4. **Logical Consequences** - The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, we will use the following progressive procedures:

- Observe child and record behavior modification approach by staff.
- Parent/Teacher Conference
- Suggest outside resources to aide in responding to child's behavior.

We do not permit corporal punishment, withholding food, light, warmth, clothing or medical care. We will not ridicule, embarrass or humiliate a child and we will not physically restrain, unless it is necessary to protect a child or others from harm. All Y S'cool Kids Club Programs will follow school district policies regarding threats, bullying, student discipline and family handbook guidelines.

IMPORTANT - YMCA School Age Directors reserve the right to withdraw any child whose behavior creates a significant risk or harm to the health and safety of other children or staff without following the steps. Violations or inability to follow YMCA policies may also result in withdrawal.

EXPULSION AND SUSPENSION GUIDELINES

To reduce or eliminate expulsion and suspension we aim to maintain: Positive climates and focus on prevention of expulsion or suspension. Clear, appropriate, and consistent expectations and consequences to address disruptive child behaviors. Fairness, equality, and continuous improvement. Communicate with family members, document strategies and goals for the child, work with school age staff and family members. Promote positive peer interactions and peer support whenever possible. Students learn from one another.

ENROLLMENT DISMISSAL PROCEDURE

Failure of parents to abide by program policies and procedures may result in termination of your child's enrollment. Disregard of program policies and procedures may include, but is not limited to, the following circumstances:

- Not paying bills on time.
- Failure to use programmable access cards where applicable.
- Refusing to accompany child into the Center.
- Not supervising your child during drop off/pick up times. (This includes all authorized pick-up persons).
- Failure to return requested forms by due date.
- Endangering the well-being and safety of children (e.g., leaving medicine in child's locker). • Continually bringing child in early or picking up late.
- Failure to submit or update medical forms by due date.
- Arriving or departing with a child while under the influence of substances/leaving apparently incapable of safely caring for a child.
- Failure to update Enrollment/ Health History and Emergency Care Plan forms.
- Hostile disrespect to a YMCA employee (which could include sexual harassment).
- Using inappropriate language around staff and/or children.

LOCATIONS

1. Springfield Literacy Center – Y Program 610-690-3162
2. Scenic Hills Elementary School- Y Program 610-713-5268
3. Sabold Elementary School-Y Program 610-713-5264
4. Springfield YMCA Enrichment – 610-713-5269

DAILY SCHEDULE

7am-until school starts *AM Care*

Dismissal-6pm *PM Care*