

Kindergarten Enrichment

Welcome to our Kindergarten Enrichment Program located at the Springfield YMCA. Kindergarten Enrichment will begin on Tuesday, September 8th and will end on Friday June 17th. Our hours of operation are 7am-6pm. Our Kindergarten Enrichment program partners with the Springfield Literacy Center.

Pick up Procedures

For the Safety of all children, anyone picking up must have a valid ID present. Children will only be released to those on the pick-up list or parent/guardian that is created on Epact and emergency form. Each parent or authorized guardian is required to scan their access card when checking their child in at drop-off and checking their child out at pick-up.

If someone other than a parent or authorized guardian is dropping off or picking up your child, they must report to the front desk and check in with a member of our Membership Team before entering the facility.

AM CARE & PM CARE

If your child is registered for AM Care, our program opens at 7am-8:45am. Please have your child arrive no later than 9am to begin our AM enrichment program. If your child is not registered for AM care and only for AM Enrichment, we ask you to please drop your child off no earlier than 8:45am. Located outside room 1, you will see a designated area to sign your child in. A parent, adult or guardian is required to sign the child in on our iPad to ensure proper attendance.

AM SLC students, also known as PM YMCA Enrichment students, will report to the gym at 8am to begin the transition to the bus to the SLC with Y staff. Those who are PM SLC students, also known as AM Y Enrichment students, will remain in the classroom.

If your child is registered for PM Care, depending on your child's SLC placement, their pickup will either be at the Springfield ETR Richardson or at the Springfield YMCA. There will be NO afternoon transportation.

2 Hour Delay Protocol

Springfield OST (Out of School Time) Programs follow the same protocol as the Springfield School District. If Springfield School District calls for a 2-hour delay, the Springfield YMCA AM care will not open until 9am. Our AM CARE will run from 9AM-11am. Transportation will still be provided to the AM SLC at 10:30am.

AM Enrichment will begin at 11:00am PM Enrichment will begin at 12:30pm PM CARE will remain 3-6pm

Half Days

When your child receives their placement, they will either be AM SLC or PM SLC. Subject to change, the SLC has issued 6 total days that are half days. Those half days are assigned by your child's placement. Please read carefully, if your child is not assigned to be at the SLC on the half day, your child is provided with full-day care 7am-6pm at the Springfield YMCA. Pick up and drop off will be at the Springfield YMCA. There will be no transportation on half days.

If your child is an AM SLC student they are defined as a PM Y Enrichment student.

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Child Care Only Days

During our Thanksgiving Break, Winter break, and Spring break- at no cost, registration will be required to ensure we are properly staffed for those high demand days of care. Pick up and drop off will be at the Springfield YMCA. Please be sure to have a valid ID present with you at all times for our pickup procedures. There will be a QR code located on our whiteboard to register closer to the dates.

Policies and Procedures

In order to attend our Kindergarten Enrichment program, your child's Epact and other forms of paperwork must be completed and handed in by Friday, August 14th with using epact, we will have the necessary information to ensure safety to your child with their known allergies, authorized pick-up lists, accommodations, and Emergency contacts if necessary. The paper form for emergency contacts will help us stay in compliance with DHS. If you have not received an email regarding your child's Epact, please email Mgonzales@cyedc.org.

Third Party Agreements- Accommodational Support & Services

At our Kindergarten Program we enjoy the support from outside agencies such as the DCIU or other services to provide support for your child. However, we kindly ask you to share their information prior to the start of the school year. This helps us open the line of communication for us to request their required paperwork to work and be present around our students.

Parent Information

Attached is our website that will lead you to our handbook, resources, and program newsletters

www.cyedc.org attach the family handbook, resources newsletters Our newsletter will also provide our snow closure policy that will follow the Springfield School District

Emails

The person designated as the “person head of household” in our active account will receive our emails that will have our newsletter. An electronic newsletter will be sent the beginning of each month. When becoming a member in our program, you will receive not only our newsletter but frequent updates about our facility. If you choose to “unsubscribe”, you will lose access to our monthly Kindergarten Enrichment Newsletters.

Whiteboard Communication

Our most frequently used form of communication is our whiteboard outside of Room 1 that is near the Springfield YMCA front desk. We will announce our reminders, OST (Out of School Time) events, etc. Please be sure to visit the whiteboard daily as the whiteboard is changed frequently.

SLC Carline dismissal/ absent from the YMCA Communication

We kindly ask you to please send an email to Mgonzales@cyedc.org and if your child will be dismissed from the SLC and not taking our 11:30am bus back to the Springfield YMCA or will be absent from the YMCA.

KINDER COUGARS Sessions 1-4

One of the many ways we partner with the Springfield Literacy Center, is when your child is invited to attend “Kinder Cougars.” To ensure your child can attend the Kinder Cougars Program at the Springfield Literacy Center, we will be providing transportation to and from the SLC. We ask that once you have been notified by the SLC and given permission for your child to attend, that you also notify the YMCA and fill out the form below.

[Permission for OST activities \(1\).pdf](#)

SLC After School Clubs

There will be no transportation provided by the YMCA during SLC clubs. SLC clubs typically run from 3:30-4:15pm. If your child is a PM SLC student and is also attending YMCA PM Care located at ETR Richardson, please sign our CLUB permission slip that can be emailed to KaylaP@cyedc.org

[Permission for OST activities \(1\).pdf](#)

Open House

Wednesday, September 2nd

5:15-6:15pm **AM Enrichment**

6:30-7:30pm **PM Enrichment**

Your child’s YMCA teacher will be shared to you the night of the event.

Friendly Reminders

If your child is sent home from the Enrichment Program due to illness or behavior, your child is unable to attend the aftercare program as well.

Required paperwork that is due by Friday, August 14th

- Getting to know you form [Getting To Know 2026.pdf](#)
- Emergency contact form [Emergency Contact.pdf](#)
- Medical log paper for Epi pen/ inhaler/ medication [Medical Log Form 2026.pdf](#)
- You will be sent an email that is titled Epact. Epact will still need to be completed that includes allergies, accommodation, no photo release etc. and your child's health form [Child health form 2026.pdf](#) must be uploaded into epact

Your child will be ineligible to attend our program without this required paperwork

Please drop off your child's paper in a labeled envelope at your child's registered program. The available times for drop off are below:

Kindergarten- Springfield Y 7am-6pm August 11th- 14th a

Your envelope should include

First Name

Last name

Kindergarten Enrichment YMCA

2026-2027 Springfield Kindergarten Enrichment Calendar

Dear Parents,

For your scheduling convenience, we are providing our September through June calendar. School Age Care will be offered on select days at your child's schools, in accordance with the Springfield School District calendar. Please know that dates are subject to change due to the Springfield School District Schedule.

Care **WILL BE** provided on the following scheduled OFF days.

Tuesday, November 3rd

Monday, November 23rd

Tuesday November 24th

Wednesday, November 25th

Wednesday, December 23rd

Monday, December 28th

Tuesday, December 29th

Wednesday, December 30th

Thursday, December 31st (Facility will close at 3pm)

Spring break Monday, March 22nd- Thursday, March 25th (Registration will be required more details will be presented to you prior to spring break)

Friday, May 28th

Child Care **WILL NOT** be provided on the following days when the Springfield School District is CLOSED.

Friday, September 4th

Monday, September 7th

Thursday November 26th

Friday November 27th

Thursday, December 24th

Friday, December 25th

Friday, January 1st

Monday, January 18th – Staff Development Day for YMCA

Monday, February 15th – Staff Development Day for YMCA

Monday, May 31st

HALF DAY SCHEDULE

School Age Care for Grade 1, Sabold, and Scenic will be available on half days

Please send a lunch with your child on all scheduled half days, as lunch will not be provided.

The last day of care for the YMCA School Age programs will be Thursday, June 17th

Kindergarten DROP OFF & PICK UP INFORMATION

AM Care 7:00am – 8:45am Enrichment Only 8:45am – 3:30pm PM Care 3:30pm 6:00pm

<u>AM SLC Kindergarten/ PM YMCA Enrichment</u>	<u>PM SLC Kindergarten/ AM YMCA Enrichment</u>
• AM Care Drop Off – Springfield YMCA by 8:30am • Bus Depart at 8:40am for 9:00am-11:30am SLC Kindergarten • Bus Pick-up 11:30am- Back to Springfield YMCA for Lunch/YMCA Enrichment • YMCA Kindergarten Enrichment 1:00pm-3:30pm • PM Care Pickup at Springfield YMCA 3:30pm-6:00pm	• AM Care Drop Off- Springfield YMCA by 8:45 • 9:00am-12:45pm YMCA Enrichment/Lunch • Bus Departs at 12:45pm for 1:00pm-3:30pm SLC Kindergarten • PM Care- Pick up at ETR cafeteria 3:45pm-6:00pm
<u>Enrichment Only- 9:00am-3:30pm</u> • AM SLC Kindergarten ○ Drop off at SLC for SLC Kindergarten 9:00am-11:30am ○ Bus Pick-up 11:30 am- Back to Springfield YMCA ○ YMCA Kindergarten Enrichment 1:00pm-3:30pm ○ Pick up at Springfield YMCA at 3:30pm • PM SLC Kindergarten ○ Drop off at Springfield YMCA for YMCA Enrichment and lunch 9:00am-12:45pm ○ Bus Departs at 12:45pm for 1:00pm-3:30pm SLC Kindergarten ○ Pick up in SLC Carline at 3:30pm	

The information below is based on your child's placement in the SLC Kindergarten class.

- All Kindergarten children will have lunch at the Springfield YMCA.
- YMCA Kindergarten Enrichment AM – 9-11:30am PM – 1:00 -3:30pm
- Kindergarten Lunch – 11:30am-1pm. All children will need a lunch, water bottle, PM snack and utensils if needed. We do not have refrigeration, so please pack lunches with an ice pack and utensils if needed. We will heat lunches; however, we kindly ask you to please limit to *twice per week*. Please ensure your child's lunch is packed in a microwave-safe container, as lunchtime is very time-sensitive and we need to heat meals quickly. Thank you!
- Tuesday, September 8 – First day of program
- **All parents, whether they are members or non-members, will be issued a red access card. For the safety of all children at the Springfield Branch, everyone is required to check in at the front desk during both drop-off and pick-up. Thank you for your cooperation. August 17th-21st will be the designated time for you to have your photo taken and receive your red access card. Please plan to stop by during this period to complete the process and pick up your access card.**

Billing Questions

Our Billing Specialist, Jeannine Hurlock, will send a confirmation email regarding your child's placement, which will include the tuition amount. Your monthly tuition can be found in that email.

Please also find the payment schedule attached.

[OUT OF SCHOOL TIME PAYMENT SCHEDULE SPRINGFIELD 2026-2027.docx](#)

If you have any questions regarding billing, please contact Jeannine Hurlock directly at JHurlock@cyedc.org or Rachael Gallo at RGallo@cyedc.org

Family Resources

<https://mpfs.io/assets/ymca2022/2025/12/EC-Brochure-2026.pdf>

mpfs.io/assets/ymca2022/2025/08/Early-Learning-Family-Handbook-8.25.pdf

mpfs.io/assets/ymca2022/2025/08/Family-Resources.pdf

Thank you! We look forward to partnering with you and your family for a wonderful school year.

Marisa Gonzales

Early Learning & Out of School Time Kindergarten (OST) Director

Springfield YMCA

YMCA of Eastern Delaware County

Springfield YMCA

610-557-9822 | Mgonzales@cyedc.org | www.cyedc.org