YWONDERFUL KIDS at
Penn Manor

PENN MANOR SCHOOL DISTRICT, 2020-2021
Our Mission

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OUR MISSION
For over 125 years the YWCA Lancaster has been committed to empowering women of all ages to live full and productive lives. For many mothers, this means working outside the home and finding someone to care for their children. In partnership with these women and their families, YWCAs across the country have been providing quality, nurturing, enriching childcare service. Moreover, as part of the YWCA’s commitment to eliminating racism, children celebrate diversity as they learn to understand, value and create a society where all people are treated equally. All YWCA childcare and school age programs embody the ideals of the YWCA: peace, justice, freedom and dignity for all.

OUR PHILOSOPHY
The YWONDERFUL KIDS childcare philosophy is based on the belief that each child is an individual, a special human being to be treated with love, respect and sensitivity. Our major goal is that each child will develop a positive self-image. We strive toward this goal by maximizing each child’s opportunities for success. By providing developmentally appropriate activity in each classroom and staff that are sensitive to the development and emotional needs of the young children, we feel the children in our program will develop an “I can do it” attitude. Children learn from birth on. Their “play” is their “work”. Their reward for this is what they learn. We strive to provide opportunity for success by planning activity to meet age appropriate goals.

We believe that every child has the right to receive care and nurturing of the highest quality in a safe and loving environment. All YWCA childcare programs are open programs where parents are welcome and encouraged to drop in at any time.
GENERAL INFORMATION

Jasmyne King
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Donna Acosta
YWonderful Kids Admin. Assistant
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Hours of Operation:
- Before School Program operates from 6:30 am until 9:00 am
- Kindergarten Wrap Program operates from 11:30 am until 3:30 pm
- After School Program operates from 3:30 pm until 6:00 pm
- No School Day Care operates from 6:30 am until 5:30 pm

Locations:
**Central Manor Elementary School**
3717 Blue Rock Road
Washington Boro, PA 17582
Site Cell Number: 717-286-4499

**Eshleman Elementary School**
545 Leaman Avenue
Millersville, PA 17551
Site Cell Number: 717-286-4484

**Hambright Elementary School**
3000 Charlestown Road
Lancaster, PA 17603
Site Cell Number: 717-286-4489

**Letort Elementary School**
561 Letort Road
Washington Boro, PA 17582
Site Cell Number: 717-286-4497

**Martic Elementary School**
266 Martic Heights Drive
Holtwood, PA 17584
Site Cell Number: 717-286-4498

**Pequea Elementary School**
802 Millwood Road
Willow Street, PA 17584
Site Cell Number: 717-823-3937

Wrap Program:
Central Manor Elementary School
Blue Team: Serving Central Manor & Letort
Central Manor Elementary School
Gold Team: Serving Hambright & Eshleman
Pequea Elementary School
Serving Conestoga, Martic, & Pequea

Before/After School Program:
Central Manor - Stage - Use entrance by the gym
Eshleman - Multi Purpose Room – Use gym entrance
Hambright – Cafeteria – Use back cafeteria entrance
Letort - Multi Purpose Room - Use back entrance
Martic - Multi Purpose Room - Use main entrance
Pequea- Cafeteria – Use side entrance toward front

*Please note that Kindergarten Wrap sites are subject to change based on total enrollment*

***YWCA Lancaster will provide transportation at 11:30 from your child’s school to the Wrap site***
GENERAL INFORMATION

Closed Dates/Holidays:
September – Closed on Labor Day
October- Closed Columbus Day
November – Closed on Thanksgiving Day and the day after.
December – Closed on Christmas Eve and Christmas Day
January – Open until Noon on New Year’s Eve and Closed on New Year’s Day
February – Closed on President’s Day- All Staff Development Day
April – Closed on Good Friday
May – Closed on Memorial Day
July – Closed on Independence Day

PA State Licensure:
Our programs are licensed by the Department of Human Services. This means all facilities must meet minimum standards of space, staff-to-child ratios, and qualifications of staff members as well as State Police, Child Abuse and FBI clearances. A copy of regulations for our program is available at all sites to any parent upon request or by calling the Department of Human Services at 800-222-2117.

Keystone STARS:
All of our programs participate in Keystone STARS. Keystone STARS is a statewide initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.
Registration:
Registration nights are held for our Before and After School programs, as well as our Kindergarten Wrap program. If you are unable to make it to one of the scheduled registration nights, you will need to contact the YWCA Child Care Administrative Assistant at 717-824-4363 to make an appointment. Registration is on a first come, first served basis. At the registration night/appointment, our current Parent Handbook is reviewed and the following forms are to be completed:

- Emergency Contact Form
- Financial Forms
- Child Health Assessment
- Getting to Know Your Child Form
- Contracted Schedule Form

Registration for the school year programs and summer camp are processed separately. The registration process must be completed for each new school year and/or summer camp program. Continuing attendance is not assumed.

Center Paperwork:
It is a requirement that you update the emergency contact form and center agreement form every six months. If any information on this document changes you are required to update and affix your signature on this paperwork.

Child Care Access/Security Card:
You will receive 1 security card to gain access to the front door, elevator, stairway and child care center if you are utilizing care on No School Days. Only parents and staff have access to these doors. If you need an additional card for drop off or pick up, there is $15.00 fee. Lost or misplaced cards will cost $15.00 to replace. All families must have a key card with them to enter our Lime Street building.

Child Health Report:
All children are required by DHS to have a completed Child Health Report with all immunizations up-to-date. Health appraisals need to be completed at the age of 5 for any child entering Kindergarten, or are a new enrollment, and must be updated when the child enters sixth grade. A Child Health Report must be returned within 30 days of registration. School Health forms are also accepted. **Childcare will be disrupted if forms are not returned within 30 days of registration.**

Child Drop Off & Pick Up Procedure:
Children attending our Before School Program must be escorted into the facility by an adult, age 18 or older, and signed in on the daily roster. Children will only be released to the person(s) designated on the Emergency Contact Form and must be signed out on the daily roster by an adult age 18 or older.

Please notify person(s) on your Emergency Contact Form to bring proper identification when picking up the child/ren from our After-School program. Children will not be released to person(s) without identification, or those not listed on the Emergency Contact Form. This procedure is in place to ensure the safety of the children. **Please note, if a person other than those listed on the Emergency Contact Form will be picking up your child/ren, you must call the administrative team no later than 12:00 pm.**
Child Drop Off & Pick Up Procedure for WRAP Students:

Central Manor WRAP Blue: Kindergarten students that attend Eshleman and Hambright Elementary Schools will be picked up by the YWCA Lancaster contracted bus provider at their 11:35 am kindergarten dismissal time. These students will then be transported to Central Manor Elementary School for their K-WRAP program from 11:50-3:15 pm. All children in attendance at 3:15 pm will then be bused back to Hambright Elementary School by the Penn Manor School District's transportation company arriving at Hambright at 3:20 pm for parent pick up, bus transportation home if Hambright is their home school or to attend the YWCA Lancaster’s after school program at Hambright.

Central Manor WRAP Gold: Kindergarten students that attend Central Manor Elementary School for their K-WRAP program from 11:30-3:30 pm will remain at the school site. All children in attendance at 3:30 pm will be either car rider pick up, bus rider, or attend the YWCA Lancaster after school program at Central Manor.

Pequea WRAP: Kindergarten students that attend Conestoga, Letort and Martic Elementary Schools will be picked up by the YWCA Lancaster’s contracted bus provider at their 11:35 am kindergarten dismissal time. These students will then be transported to Pequea Elementary School for their K-WRAP program from 12:05-3:30 pm. All children in attendance at 3:30 pm will either be parent pick up, bus transportation home if Pequea Elementary School is their home school or to attend the YWCA Lancaster’s after school program at Pequea Elementary School. Transportation for Conestoga and Martic, to Pequea is subject to meeting minimum registration requirements.

Parent/Guardian Code of Conduct:
The YWCA is committed to protecting the rights and dignity of each individual it serves and of every employee who provides those services. Any offensive physical, written or spoken conduct including conduct of a sexual nature is prohibited.

The YWCA Lancaster strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. Mutual trust and the absence of intimidation, oppression, and exploitation should characterize the environment in the childcare center. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the YWCA. For that reason, the YWCA will not tolerate unlawful discrimination or harassment of any kind.

Harassment may be defined as unwelcome or unsolicited verbal, physical, or sexual conduct that creates an intimidating, hostile, or offensive working environment. If any of the following behaviors are exhibited by a parent/guardian in the childcare center, his/her childcare services will be immediately suspended for three days. We reserve the right, depending on the severity of the harassment, to terminate childcare services completely.

- Use of inappropriate language or profanity
- Exhibiting behavior that is believed to be hostile
- Disrespecting the childcare staff or Director
- Disrespecting another child or Parent
- Initiating a verbal or physical threat towards a YWCA childcare employee. (Immediate termination of childcare services.)
Transfer of Child's Records:
The SACC Program will transfer your child’s record at the request of the parent. If you would like your child’s records transferred to another education setting please ask the director. You will need to sign a release form before the records may be transferred.

Community Resources:
Information regarding other community resources and how to contact community resources is available during registration and again during the six-month review period. PA United Way of Lancaster County 211 Resource Guide will be accessible at all sites. Information regarding health, nutrition and medical services will be available periodically throughout the school year. https://ywcalancaster.org/contact/get-help/

Referrals to different agencies will be made in collaboration with families. Staff will assess children and recommend outside services to families if necessary. Communication is key to referral services, and YWCA staff will collaborate, evaluate, assess and meet with families on an as needed basis. Translation services are also available upon request. The YWCA will make every effort to support the language development and academic achievement of children who are culturally and linguistically diverse. We will aid children whose first language is not English by adding materials to the classroom in their native language, while requesting support from the families as needed.

Civil Rights Compliance:
Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student and/or their guardian, who believes they have been discriminated against, may file a complaint of discrimination with:

YWCA Lancaster  PA Human Relations Commission  Department of Human Services
Attention: Cheryl Gahring  Harrisburg Regional Office  Bureau of Equal Opportunity
110 North Lime Street  333 Market Street-8th Floor  Room 223, Health & Welfare Bldg.
Lancaster, PA 17602  Harrisburg, PA 17101  P.O. Box 2675

U.S. Department of Health and Human Services
Office for Civil Rights
801 Market Street, Suite 9300
Philadelphia, PA 19107-3134
# FINANCIAL INFORMATION
## 2020-2021 YWCA Lancaster SACC Rates

| 2020-2021 | Minimum 2 days | 3 Days | 4 & 5 Days | 
|---|---|---|---|---|
| Before & Wrap & After care (6:30AM-9AM), (11:30AM-3:30 PM), (3:30PM-6 PM) | $125.00 | $150.00 | $180.00 | No extra charge for No School Day or Early Dismissal. |
| Wrap care (11:30AM-3:30 PM) | $95.00 | $125.00 | $150.00 | No extra charge for No School Day or Early Dismissal. |
| Before & Wrap care (6:30AM-9AM), (11:30AM-3:30 PM) | $105.00 | $135.00 | $170.00 | No extra charge for No School Day or Early Dismissal. |
| Wrap & After care (11:30AM-3:30 PM), (3:30PM-6 PM) | $105.00 | $135.00 | $170.00 | No extra charge for No School Day or Early Dismissal. |

## School Year Program (Grade 1-6th)

| Before Care (6:30AM-9AM) | $40.00 | $55.00 | $75.00 | May not add After school or Early Dismissal day. |
| After Care (3:30PM-6PM) | $40.00 | $55.00 | $75.00 | You must be contracted for the day that the Early Dismissal occurs in order to attend. |
| No School Day charge (6:30AM-5:30PM) | $25.00 | This fee is for those who bring their child for NSD on their regularly contracted day of care but who are not contracted for both before and after school care. 

*We cannot accommodate NSD care on non-contracted days.*

| BSP(6:30AM-9AM) ASP(3:30PM-6PM) ED(12:30PM-6PM) NSD(6:30AM-5:30PM) | $85.00 | $115.00 | $150.00 | All Early dismissal and/or NSD fees for contracted days are included. |

**ELRC clients will be charged the daily rate for days of absence after the 40th absence, starting the 41st day of absence.**

<table>
<thead>
<tr>
<th>ELRC Rates</th>
<th>Full-time per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>$53.00</td>
</tr>
<tr>
<td>Young Toddlers</td>
<td>$53.00</td>
</tr>
<tr>
<td>Older Toddlers</td>
<td>$53.00</td>
</tr>
<tr>
<td>Pre School/Pre-K Counts</td>
<td>$36.00</td>
</tr>
<tr>
<td>School Age Students</td>
<td>NSD $36.00</td>
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</tbody>
</table>
FINANCIAL INFORMATION

Contracted Services:
To provide a quality program for your child, program staff must be scheduled appropriately. YWCA staff are scheduled in relation to the number of children attending the program each day.

Schedules are established for the school year because we plan and staff for each child’s contracted attendance. Parent(s)/Guardian(s) will be given the opportunity to revise the Contracted Schedule Form, if needed, up to two times per school year with a two weeks’ (14 days) notice before the start of the requested change. All changes must be reviewed for space availability in the program requested and automatic approval should not be assumed. You must contact the SACC Administrative Team at extension 265 to approve any changes to your contract.

Your contracted fees do not change for days absent or if you are on vacation. If you find your child will be absent from our program you will need to contact 717-824-4363 by 9:00AM. This allows us to notify our staff and the secretaries of the respective schools in a timely manner.

If you need to terminate your care, a two-week written notice must be submitted to the SACC Administrative Team prior to the last day of attendance. If two weeks’ notice is not given, you will be charged two week’s tuition from the time of withdrawal.

No School/Early Dismissal Days (non-weather related):
No School Days: Care is provided at the YWCA Lancaster from 6:30am–5:30pm. DROP-IN CARE IS NOT PERMITTED ON THESE DAYS. Our program must not exceed staff-to-child ratios mandated by the Department of Human Services, therefore, unscheduled children will not be accepted.

Early Dismissal Days: Care is provided at the school where your child/ren attend. This option is only available for families who are contracted for the after-school program on days that early dismissals occur. DROP-IN CARE IS NOT PERMITTED ON THESE DAYS. Our program must not exceed staff-to-child ratios mandated by the Department of Human Services, therefore, unscheduled children will not be accepted.

K-WRAP Program:
If there is no AM kindergarten, the YWCA provides K-WRAP care at the child’s designated site from 9:00AM-1:30PM.
If there is AM kindergarten, there is no K-WRAP care provided.

Registration Fee:
This is a processing fee when your child is enrolled each school year. This is a non-refundable fee.

Deposit/Co-pay:
At the time of registration, a deposit/co-pay equal to the amount of one contracted week is required. The deposit will be credited for the last week of service assuming a two week (14 days) written notice has been given or last week of school year as per our policy.

Late Fees:
We will not accept your child/ren in to our Before School program prior to 6:30 am.
Children who are picked up after our sites are closed at 6:00 pm for regular after school care or 5:30 pm for No School Day Care, will be charged a late fee of a $2.00 per minute, per child. If your child/ren are still in attendance at 6:30 pm, the police will be called.

Late pick up fees will be entered into the child/ren’s account and must be paid with your next weekly fee payment.
FINANCIAL INFORMATION

Billing Information:
Bills will be sent weekly via-email to the address provided to YWCA Lancaster. Payments are made in advance for each week that your child(ren) are registered. Payment is due the Thursday before the week service is needed.

Method of payments:
   a. Tuition Express is the preferred method of payment at the YWCA Lancaster. By signing up, your account will always be current and no late charge will be applied to your account. If funds are not available by Friday, you will receive a $25 service charge for non-sufficient funds.
   b. Myprocare is another payment option @ www.myprocare.com. Parents/Guardians can sign in and make credit card payments manually.
   c. Credit card transactions will be accepted at the front desk between the hours of 8 a.m. – 4 p.m.
   d. Cash payment and check payments (Lime Street Only) may still be processed at the front desk between 8 a.m. – 4 p.m.
   e. The drop box (Lime Street Only) is still available to those families wishing to pay with cash or check.
   f. Staff at the site are not permitted to accept payments.
   g. If balance is not paid in full weekly, a late payment charge of $10 will be affixed to your account.

**Failure to comply with your contracted schedule payments will result in suspension or termination of care.**
Please contact Jennifer Dennison at 717-869-5027 with any billing questions/concerns.

Absenteeism:
Your weekly contracted fees remain the same throughout the school year. Your fees do not change for absences or if you are on vacation. If you find your child will be absent from our program you will need to contact 717-869-5002 by 9:00AM. This allows us to notify our staff and the secretaries of the respective schools in a timely manner.

Termination Policy:
A two-week written notice must be submitted to the SACC Administrative Team prior to the last day of attendance. If a two-week notice is not given, you will be charged two weeks of tuition from the time of withdrawal.

Subsidized Funding:
Parents interested in subsidized funding for childcare should contact Early Learning Resource Center (ELRC) directly at (717) 393-4004 or 800-937-4546. This program is managed at the Community Action Program building located at 601 S. Queen Street, PO Box 2079, Lancaster PA 17608.

IMPORTANT INFORMATION FOR ELRC PARENTS ONLY
YWCA ELRC Absentee Policy
Consecutive Days of Absences:
If a child is absent for five consecutive days of scheduled care to be covered by ELRC, the YWCA is required to report to ELRC on the 6th day of absence. The Early Learning Resource Center (ELRC) agency will send an Adverse Action notice to the parent/guardian. The YWCA will not hold a space for parents who exceed 5 consecutive days of absence unless prior notification has been received and special arrangements are made.

ELRC will NOT suspend a child’s enrollment or zero-out enrollment days related to family vacations or general illness. The YWCA is required to notify ELRC of absence on the 6th day a child is out ill or on vacation regardless of doctor’s note or vacation plans.

ELRC will only reimburse the YWCA for the first five days of consecutive absences. The YWCA will charge the daily care rate for children on the sixth day to the tenth day of continued absence. Parents/guardians must write a letter with the reason for of the absences and date of return. This will guarantee a spot when child returns within the ten day period. Parents will be required to pay their weekly co-pay plus a hold-spot fee of $10 per day during the sixth through tenth day of consecutive absence. The parent will still receive an Adverse Action from ELRC due to the five consecutive days of absence, but once the child returns, the Adverse Action will be lifted.
Absences at the Start of Scheduled Care:
If a parent agrees to start a date and does not bring the child on that day, the parent will be charged a hold fee of $10 for each day the child is not present. This fee must be paid by Friday of the current week with the co-pay for the following week.
If a parent does not pay in full, the YWCA will report it to ELRC as delinquent co-pay. Payments received will always be applied to the outstanding balance first. Once the prior balance is paid, subsequent payments will be applied to the co-pay. The balance must be paid in full for the YWCA to report to ELRC that co-pay delinquency has been satisfied, resulting in ELRC lifting an Adverse Action.

Limit on Number of Paid Absences:
The ELRC will only pay for a maximum of 40 absences for each child during the State’s fiscal year. The State’s fiscal year begins on July 1st of one year and ends June 30th of the following year. If your child has more than 40 absences from childcare, parents will be charged a daily rate for each absence starting with the 41st absence in addition to the weekly co-payment. This fee must be paid by Thursday of current week with the co-pay of the next week.
Parents who do not pay in full will be reported to ELRC as delinquent on their co-payment. Payments received will always be applied to the outstanding prior balance first. Once the prior balance is paid, subsequent payments will be applied to the co-payment. The balance must be paid in full for the YWCA to report balance paid in full to ELRC to have an Adverse Action lifted.

Daily Rate Fees
Aforementioned daily rate fees charged for absences not covered by ELRC are as follows:

<table>
<thead>
<tr>
<th>Daily Rate</th>
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<tbody>
<tr>
<td>Before School</td>
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<tr>
<td>After School</td>
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<tr>
<td>Early Dismissal</td>
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<tr>
<td>No School Day</td>
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Program Information

YWCA Lancaster welcomes children from all ethnic, racial, and religious backgrounds, knowing that playing and developing together at a very young age is a basis for better understanding in the future. Our program is state licensed, and we strictly adhere to all state guidelines and regulations. Site supervisors are allotted 30 mins daily for lesson planning. Assistant site supervisors are allotted 15 minutes daily for lesson planning.

Daily activities may include:

- Arts & Crafts
- Outside Play
- Cooking
- Special Events
- Homework Time
- Circle Time
- Gross Motor Activities
- Science
- Theme Days/Weeks
- Multicultural Activities
- Fine Motor Activities
- Story Time
- Dramatic Play
- Group Games
- Music & Movement

Lunch/ Snack:
Children in the YWCA Kindergarten Wrap Program may bring a packed lunch or purchase a school lunch at Central Manor and Pequea. Lunch accounts may be set up at Central Manor and Pequea with the cafeteria staff, or online at myschoolbucks.com. Checks should be made payable to Penn Manor School District with your child’s first and last name written on your check. Please note that any concerns regarding the school lunches should be directed to Central Manor and Pequea and not to the YWCA Lancaster.

The SACC Program provides snacks which are served daily at our After-School Program sites.

Lunch is not provided on No School Days at the YWCA Lancaster. Children are required to bring a lunch on these days. If your child requires a special diet or has food allergies, please notify the YWCA site staff and supplement your child’s snacks when needed.

Clothing:
Children enrolled in our program will play hard and they may get dirty. All children should wear comfortable clothes. No open-toed shoes or sandals are permitted in order to keep your child/ren safe during gross motor play time. To avoid lost belongings, PLEASE LABEL EVERYTHING. We will have a lost and found box at each site. The YWCA is not responsible for lost, soiled, or damaged clothing.

Outdoor Policy:
Taking children outdoors is a healthy, integral part of our daily schedule and curriculum. Health experts agree on the importance of fresh air and exercise as a part of their daily routine. Children benefit from active outdoor play to release energy and develop large muscle coordination. Children will participate in routine outdoor play when the temperature is above 25 degrees Fahrenheit without the wind chill, and below 90 degrees Fahrenheit with the heat index. In severe weather conditions, the staff will determine whether the children will go outside. At temperatures of 25 degrees and above, children must be dressed in layers of warm, dry, loose fitting clothing. Gloves/mittens, hats and boots are essential to provide the necessary protection.

Volunteer/Chaperone Opportunities:
The YWCA Lancaster invites families to participate in different activities throughout the year. All families wishing to volunteer or chaperone within the program, must provide copies of the PA criminal record and child abuse clearances. The state of Pennsylvania does not charge for volunteer clearances. For the PA criminal record check, visit https://epatch.state.pa.us/Home.jsp. For the child abuse clearance, please visit https://www.compass.state.pa.us/cwis/public/home. You will have to create an account and register within the system. Clearances must be given to program administration before volunteering/chaperoning can occur.

Family Conferences/Communication/Observations:
Families are an essential part of our school age childcare program. It is our goal to work with the community, as well as parents/guardians to provide the best learning environment for each child. Our staff are always available to work with you in meeting the individual needs of your child. Parent conferences will be offered to all families.
twice a year, once in the fall and once in the spring. Should you or the program staff find it helpful to discuss your child more often, a conference can be arranged. The SACC Administrative Team is available in these situations to assist you with your concerns. Staff will complete regular observations and assessments for your child to be shared with you during your conferences.

Important information for parents can also be found on the parent bulletin board or white boards located inside the classroom as well as in the site newsletters.

**Parent/Family Involvement:**
We recognize that family involvement plays a large part in the development of their child. The YWCA supports the following guidelines.

- Families may request a translator to aid in their understanding of materials provided by the center. We will make every effort to translate documents into a parent’s native language if so requested.
- Families may visit any area of the facility at any time during our regular hours of operation.
- Families are encouraged to participate in daily activities of your child’s classroom.
- Families are encouraged to volunteer bringing in information about their life experiences to supplement and enhance the children’s learning experiences.
- Families may be asked to complete questionnaires your child’s learning experiences.
- Family involvement in the planning of activities is encouraged by the center. Please contact the classroom teachers or center administration if you’d like to be involved.
- Families will be provided information about trainings and conferences that pertain to age-appropriate topics. Families are encouraged to take advantage of these opportunities.
- Families are encouraged to communicate with their child’s teacher at drop-off and pick-up. In addition, you can reach the center staff via e-mail or phone.
- Families will be provided information in their native language.

**IEP/IFSP:**
The center staff makes every attempt to provide an environment conducive to learning through different aspects of child development. We ask that you provide our program with a copy of your child’s IEP/IFSP upon enrollment, as well as updates throughout the year; so that we may provide the best developmentally appropriate activities for your child while in our program. We have inclusive classrooms and will provide support for your child by working cooperatively with other agencies (e.g. Intermediate Units, Mental Health, Physical Therapists, Mobile Therapists, Nurses, Speech Therapists, etc.). All children receiving specialized service must have a release signed and dated by the enrolling person, permitting one-on-one instruction away from their group.

The YWCA believes in inclusive programming. Program goals are most effective when:

- All children, including children with additional support needs, are valued, active participants in group social play and in the program’s experiences and routines
- Positive attitudes are demonstrated by the staff or the provider when making changes to accommodate all children
- All staff are aware of the goals of children’s IEP/IFSPs and support them in everyday activities
- Staff work as a team with parents and other professionals to develop, carry out and review IFSP/IEPs for children with additional support needs
- Staff pursue specific training in inclusive practice

**Toys & Valuables:**
Please check with your program staff about special themed days that children are allowed to bring in personal belongings. The YWCA is not responsible for lost, broken, or traded possessions.

Children may not bring toy weapons, water guns, inappropriate music or magazines to the program. These items will be confiscated and returned to parents at the end of the day.
**Positive Behavior Interventions and Supports:**
The YWCA Lancaster is committed to working with all children regardless of disability to gain the skills necessary to participate in and benefit from a supportive and safe environment. Occasionally, some children exhibit extreme behaviors that are dangerous to themselves or other children. On rare occasions when that is the case, those children may be excluded from the environment unless or until additional supports can be put in place to help them to become more successful.

In order to provide high quality and supportive classroom environment for child social/emotional development and learning, children must feel safe and secure in their classroom.

- Teachers in each classroom work as a team, gently guiding desired children’s behavior as they gradually learn to control their own impulses.
- The adults model appropriate relationships and behavior in the way that they talk to each other and the children.
- Teachers will emphasize the desired behavior rather than focusing on the undesired behavior by teaching and reinforcing center-wide behavior expectations.
- Teachers will model language children need to communicate so they discover alternatives to grabbing, hitting or crying in order to have their needs met.
- Teachers are in the state of active supervision at all times when with a group of children.
- Teachers will also be actively engaged in child’s play, at child level; being available should concerns arise.
- Teachers will be stationed throughout the room/playground/park so that all children can be directed, assessed, seen, and heard at all times.

**Code of Conduct for Children & Staff:**
- I will show respect for myself, others, and property.
- I will show kindness to others.
- I will follow all the rules, be cooperative, and helpful.
- I will listen and follow directions.
- I will take responsibility for my actions.
- I will be part of creating a safe environment.
- I will do my personal best.

**Inappropriate Behaviors:**
YWCA Child Care Programs define inappropriate behavior as:
- A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- A child inflicting physical or emotional harm on other children or staff.
- A child who is consistently unable to follow the rules and expectations of the program.
- A child/parent uses abusive language or threatens other children or staff members.
- A child continues to behave against the YWCA childcare policies explained in this packet.
- The Staff/Director feels that the program can no longer function effectively due to the inappropriate behavior of a child.

**Guidance:**
In the event that a child begins to demonstrate behaviors that are considered to be challenging by both the classroom teacher and program administration, the following steps will occur:

a. The teacher and administration team will refer to all assessments completed on the child to ensure that there are no physical (vision, hearing, etc.) delays that may be presenting a challenge to the child. Teachers will refer to developmental screenings as well to determine if there are any delays that have been detected that warrant further attention.

b. If neither set of screenings indicate a source for the behavior, the teacher and program administrator will consider elements of the physical environment including room arrangement and materials, daily
routine/schedule including transitions, positive communication and interaction with the child including communication of expectations, language and dual-language learners, and other elements of the child’s day in the classroom that they have control over.

c. The child’s family will be consulted and included in discussion regarding the behavior. The initial conversation should allow an opportunity to explore if there have been any changes at home for the child that could be impacting their participation in the classroom.

Teachers and administrators will determine a course of action based on their findings of the three steps detailed above. At any point in this process, the program may seek input from mental health consultants. Parents will be included in this process as part of the team.

**Discipline:**

The YWCA programs attempt to provide a safe, nurturing environment for all children and families we serve. While our goal is to work with each family to develop positive relationships. We will request a meeting with families to discuss concerns in regard to challenging behaviors. If parents/guardians refuse to meet with YWCA staff, a written request will be given. Only after all the above avenues have been exhausted, we may suspend or terminate care if behaviors cause safety concerns for the children and adults in the program.

Any of the above steps may be skipped at the discretion of the SACC Administrative Team.

**Student Suspension Policy:**

When a student is suspended by the school district or by the YWCA Lancaster, as a business operating on school grounds, YWCA Lancaster must continue to charge fees even when the child’s attendance is not allowed by a school district decision or YWCA. YWCA Lancaster is an independent entity from the school district and responsible for its own financial obligations. YWCA Lancaster cannot suffer a negative financial consequence due to no fault of its own, or an action. Therefore, your regular care contracted fees will be charged regardless of a child’s suspension.

**Transitioning to another Program:**

The YWCA Lancaster will work with the parents and the schools to make transitions as easy as possible for your child/children. We automatically transfer all necessary files from the K-WRAP program to the Before and After School program. Parents can request a copy of your child’s portfolio when the child advances to middle school or if you change program sites. Portfolios and files will be automatically transferred for children who attend our program at one school and transfer to another school within the Penn Manor School District. A meeting at each site will be offered for children transitioning into kindergarten or middle school to provide information to support this change. The meeting for children transitioning into kindergarten will occur in August prior to the start of the school year. The meeting for children transitioning into middle school will be held in May prior to the end of the school year.

**Electronics Policy:**

The YWCA Lancaster will not be responsible for electronics brought into the program. These items include tablets, laptops, and cell phones. Electronics in the School Age program will be limited to 30 mins on Fridays during summer camp or on no school days. All other times, electronics will not be permitted in the program.

**Summer Camp:**

YWCA Lancaster provides an award-winning summer camp program for children entering first grade through sixth grade. The summer camp program at the Lime Street location provides breakfast, lunch and afternoon snack for all children at no charge to families. All families enrolling in the summer camp program must pay a registration and activity fee, along with the first week’s fees when registering. The summer camp program provides two t-shirts per child that is enrolled. Children are actively engaged in programming and field trips throughout the summer. Typically, summer camp will run from the end of the school year through the Friday before school starts. Families may register for Part Time (1-3 days), or Full Time (4-5 days) per week. Schedules are set at enrollment and may not be changed. Families will be charged for the schedule that they register for. Lastly, all children enrolled in summer camp must have an up-to-date physical on file at the center. Children may not begin care until that is completed.
HEALTH AND SAFETY INFORMATION

Mandated Reporting:
All employees of the YWCA School Age Child Care programs are mandated reporters. Mandated reporters are defined as people who, in the course of their employment have direct contact with children must report or cause a report to be made when they suspect child abuse. Any signs of suspected abuse, neglect or maltreatment will be reported. The law also states that anything told to a mandated reporter, regardless of evidence involving maltreatment, abuse or neglect must be reported to the appropriate agency.

Emergency Plan Explanation:
The site emergency plans are available on site with the evacuation sites and procedures.

Illnesses:
If your child should become ill while in our care you will be contacted regarding their symptoms so that you can decide if you would like to pick them up earlier than dismissal time. Should we be unable to reach you, we will contact the emergency numbers listed on your Emergency Contact Form. If we suspect your child has a communicable disease we may require a physician’s note to return to the program. Since we commit your contracted day to your family and cannot practically temporarily fill that space for reasons of absence, illness, or vacations, your regular care contract fees will be charged regardless of use.

Children should not attend the YWCA Child Care Programs if they are experiencing any of the following:
- A temperature above 101 degrees taken orally/axially
- Repeated episodes of vomiting or diarrhea
- Severe nasal and chest congestion and a cough that interferes with daily activities.
- Behavior indicating pain or distress

When an illness such as diarrhea, vomiting or fever requires exclusion, we ask that your child remain home until s/he has been symptom free for 24 hours.

Lice:
If we find that your child/ren have live bugs, they will be referred for treatment. Children will nits will be referred for treatment at the end of the day. Recurring episodes of lice will be referred for physician’s care, and a note may be required to return to care.

Medication:
For safety reasons children are not allowed to keep any medication in their possession. All families must complete and sign the medication log. We are not permitted to give medication to children without your authorization. Please make sure the dosage is clearly stated on the medication log and on the container itself. We are only able to administer life-sustaining medications (e.g. epi-pen, inhaler, insulin). A care plan will be required for such medications signed by you and your child’s physician. YWCA Lancaster SACC programs follow the guidance of Caring for Our Children National Resource Center https://nrckids.org/CFOC.
INCLEMENT WEATHER POLICY

School Cancellation/Closure – All childcare will be provided from 8:30 a.m. – 5:30 p.m. at our 110 N. Lime Street location

- We will open at 8:30 a.m., which allows for:
  a. Lancaster City time to determine if a state of emergency is required;
  b. Lancaster City time to provide safe passage for all travelers;
  c. YWCA maintenance staff time to provide safe access into the building;
  d. YWCA childcare staff time to arrive safely, prior to children’s arrival

Weather Related - Early Dismissal – When respective school sites are CLOSED; care is offered at the YWCA, on N. Lime Street. Transportation is not provided by the YWCA in this circumstance. It becomes the family’s responsibility to transport if care should be needed. WRAP students will need to be picked up at morning kindergarten dismissal time which is 11:35 AM.

1 Hour Delays – Central Manor, Martic, and Pequea before school programs open at 7:30am
2 Hour Delays – Central Manor, Martic, and Pequea before school programs open at 8:30am

- Central Manor, Eshleman, Hambright, and Letort students are to report to Central Manor Elementary School Located at: 3717 Blue Rock Road, Washington Boro. Please enter through the gym doors located on the side of the building near the gym.
- Penn Manor School Buses will then transport all students to their respective schools for the start of the day. Students will not be marked tardy, as they are already within the School District.

**Watch WGAL News 8, YWCA Lancaster Website and Facebook Page, and Local Stations for YWCA Lancaster cancellations**