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**IMPORTANT PHONE NUMBERS**
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**ENROLLMENT CHECKLIST**
- Enrollment Form
- Payment Authorization Form
- Drop-In Program Policy Agreement
- $45 Registration Fee
- Option 3 Free Youth Sports Form
- Handbook Acknowledgement
- Sunscreen Permission Form
- Financial Assistance Application (when needed)

All forms in enrollment packet must be completed and submitted at time of registration.
Our YMCA School-Age Enrichment Program welcomes all children regardless of race, religion or creed. Before you enroll, we strongly recommend that you and your child visit the After School Site. The Site Director or member of our staff will give you and your child a tour of the facility and a thorough overview of the program. To ensure a space in the program, we require that your child have a completed application on file, which includes all forms completed in their entirety, and balances are paid.

The School-Age Enrichment Program services children grades kindergarten through fifth grade. Pre-registration begins in May for the following school year. Each child must be registered. Registration information is confidential.

Registration is on a first come, first serve basis. Returning children must re-register each year. When a program fills to capacity, a waiting list will be established.

Parents must inform us of any changes (new address, phone numbers, work place, change in days attending, etc.). This information must be put in writing and given to the Youth Development Administrative Assistant.

Proper forms must be completed and handed into the Youth Development Administrative Assistant before your child’s start date or care will not be provided.

We hope that this program can help your child have many new experiences and opportunities to grow into a responsible youth. The staff here at the Y encourages you to take an active role in your child’s before and/or after school care. We welcome you to speak with the qualified staff on site if you have any questions or concerns about your child’s development and involvement in the program.

The School-Age Enrichment Program starts the first day of school. All programs end on the last day of school.

OUR MISSION
The mission of the Family YMCA of Marion & Polk Counties is to strengthen the foundation of the community through programs, services & relationships that build a healthy spirit, mind, and body. We aim to be an effective resource and influential partner of the community by strengthening meaningful, caring relationships and promoting healthy, productive lifestyles for generations. The Family YMCA of Marion & Polk Counties is a 501(c)(3) not-for-profit organization.

OUR VISION
The Family YMCA of Marion & Polk Counties is part of a worldwide association of YMCA’s based on Christian principles, inclusive of all people, that builds communities nurturing personal growth in spirit, mind, and body. We develop, conduct and support programs and relationships which foster healthy lifestyles, strengthen families, develop responsible citizenship, environmental stewardship, build international understanding and cooperation, promote concern for others and respect for individual differences. Supported by volunteers, our YMCA encourages participation by men, women, and children regardless of age, race, creed, socioeconomic condition or cultural heritage. The Family YMCA of Marion & Polk Counties promotes and ascribes to the core values of caring, honesty, respect and responsibility.

GOALS
The Family YMCA of Marion & Polk Counties believes that our Before and After School Enrichment program should provide opportunities and experiences that focus on a child’s physical, social, intellectual, and emotional development. We aspire to provide a quality enrichment program, to help support and strengthen the family unit, to help children develop to their fullest potential, and to deliver a program in a safe, positive environment.
RESOURCE INFORMATION

Registration Process
The Family YMCA of Marion & Polk Counties Before and After School Enrichment program is open to children in grades Kindergarten to 5th grade. Children are enrolled on a first-come, first-serve basis. Others are placed on a waiting list and accommodated as space becomes available. To complete enrollment of your child we encourage you to visit one of the Y’s branches.

You will need to fill out and return the following information prior to your child’s first day:
- Enrollment Form
- Payment Authorization Form
- Drop-In Program Policy Agreement
- $45 Registration Fee
- Option 3 Free Youth Sports Form
- Handbook Acknowledgement
- Statements of Understanding
- Sunscreen Permission Form

When applicable:
- Financial Assistance Application

Return these items and pay the registration fees as soon as possible to save your child a space as we do have limited class sizes.

Keeping Records Current
In order to provide emergency medical care to children, we require signed authorization by each child’s parent or legal guardian. The Child Information Record contains vital information about each child such as parents’ work and home phone numbers and addresses, and the name, address and phone number of the child’s physician. This form must be kept current and on file as long as the child is enrolled. Please notify the child care office of any changes.

Photo Release
The Family YMCA of Marion and Polk Counties may take photos, videos, or sound recordings of your children in our child care programs. We often use them for crafts, projects or posted online. The Family YMCA of Marion and Polk Counties reserves the right, and if granted permission by the parent as indicated in the registration packet, to photograph or film your child while they are participating in any activity. The Family YMCA of Marion and Polk Counties may also use pictures and video files for any form of advertising or promotion, at no compensation to the family, as deemed appropriate as well as publish them on the YMCA website for publicity purposes.

Hours of Operation
The Y’s School Age Enrichment program operates in multiple school districts. We follow each school districts calendar. Depending on what option you chose to register for will determine whether or not your child has care on holidays, school in-service days or during school vacations. Spaces are available on a first come, first serve basis and require pre-registration at the YMCA.

The AM program starts at 7AM until the start of school, at which time all participants are dismissed to their respective classrooms, or transported to their school. The PM program starts upon dismissal from school until 6:00PM.

### Salem-Keizer School District Sites:
- First Day of Program: September 4, 2019 (1-5), September 11, 2019 (Kindergarten)
- Last Day of Program: June 9, 2020

### Central School District Sites:
- First Day of Program: September 4, 2019
- Last Day of Program: June 9, 2020

### Mt. Angel School District Sites:
- First Day of Program: September 3, 2019 (1-5), September 6, 2019 (Kindergarten)
- Last Day of Program: June 11, 2019

### Holidays
- THANKSGIVING: Nov. 27 closed at 4PM, closed on Nov. 28 & 29
- CHRISTMAS: Closed Dec. 24 & 25
- NEW YEAR’S: Closed Dec. 31 & Jan. 1
- CLOSED: Labor Day, Memorial Day, July 4th

### Training
Youth Development is closed one week out of every year for staff to have the opportunity to receive training required by YMCA. Training closure dates are August 24-28.

### Severe Weather
The YMCA School-Age Enrichment Program is closed when school is closed in your district. **Tuition will not be reimbursed for days that school is closed due to bad weather.**

#### DELAYED OPENING
The School-Age Enrichment Program operates on the same delay system as the public schools. If there is a 2 hour snow delay, the program opens at 9AM. Only children officially enrolled in the program may attend.

#### UNEXPECTED EARLY DISMISSAL
If school is dismissed early for weather related reasons, the School-Age Enrichment Program will not operate. If school is closed for this reason, it is the parent’s responsibility to be aware of the early closing. YMCA staff will not notify parents on an individual basis. It is suggested that an alternative plan be in place as a precautionary measure. The YMCA is not responsible for children on these days.

### Staff Qualifications
The YMCA hires quality and experienced staff that are subject to thorough background checks and verifications. Our employees are CPR/First Aid and Concussion certified, have the education and experience required for their position and complete over 15 hours of trainings every year.
Clothing
We follow school rules regarding dress codes, and expect the children in our program to adhere to the school’s policies. Sneakers or other soft-sole shoes are advised and encouraged for the prevention of injuries. We try to discourage slide on shoes, high heel shoes, and sandals as they do not lend themselves to large motor activities.

Personal Belongings
The YMCA provides an ample supply of toys, learning tools, and developmental materials to meet your child’s daily needs. Please leave all toys, gum, candy, pets, and money at home. The materials at the YMCA are shared by all children as part of the learning experience. Children have more fun and participate more fully in activities when they are not concerned about having personal belongings lost or destroyed. If a toy is needed by a child to provide comfort, the child will be allowed to keep the toy in his/her backpack.

Cell Phone
We understand that some children now carry cell phones for a variety of reasons. We ask that children keep their cell phones in their backpack or purse. In this way, parents can reach their children in an emergency, but the chance of the phone being lost, stolen, or broken is greatly diminished. Children are not allowed to use personal cell phones during program hours. Phones should remain put away unless authorized by site staff.

Birthdays
Birthdays are special days for children and can be celebrated in a variety of ways. Parents can make arrangements with our staff to bring a special healthy snack to celebrate with the group. If you would like to share a special gift with your child’s site please consider donating a book or toy to our program in honor of your child’s special day.

Invitations to parties outside the YMCA can be given out at the Site if the entire group is to be invited.

SAFETY
Fire Drills & Evacuation Procedures
The YMCA School-Age Enrichment Program holds monthly scheduled fire drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions, during fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted at each site/classroom.

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to await the arrival of a parent or guardian. Should such an emergency occur, each family will be notified by YMCA staff.

ATTENDANCE PROCEDURES
Drop off and Pick Up
We maintain a record of all children who attend Y care. Parents are asked to check children in and out of care by signing the site attendance sheet which is used for internal purposes only. Staff will check children out in the morning when they leave Y care to go to their classrooms. Attendance will be taken within the first ten (10) minutes after school dismissal. Parents must call the Y and leave a message as early as possible regarding absences to avoid any confusion or unnecessary concern.

Afterschool is a come and go program: Your child may come and go at any time before closure. If your child is to leave early on their own, we strongly urge you to send a signed note and make the site director aware through verbal communication.

For their safety, all children must be picked up by closing time each day. Supervision is not provided after the facility closes.

Additional Procedures:
• Staff will conduct identification checks as needed.
• Anyone picking up a child must be on the authorized list, provide photo identification upon request, and be at least 16 years old. Under no circumstances will a child be allowed to leave the program with an unauthorized person.
• Employees are not allowed to transport children in their personal vehicles, or be an emergency contact for a child unless there is a prior relationship and permission is obtained from the Youth Development Director in advance.
**Release of Children**

Please CLEARLY discuss with us and have in writing on our enrollment packets your plans for your child’s departure from the site.

No child will be released to any person(s) or parent who appears to be physically or emotionally impaired, to the extent that in the judgment of the Site Director, the child would be placed at risk of harm if released to such an individual. This includes individuals who may seem to be intoxicated or under the influence of narcotics. In such a situation, the Site Director will attempt to contact the child’s other parent or authorized pick-up person. It is important to always list two backups other than the parents. If we are unable to make an alternate arrangement within one hour of the center closing, the Director will call the Oregon Department of Human Services (1-855-503-SAFE).

In the event a child is left in our care past 6PM with no contact from a parent, the following procedure will be followed:

- The site director (or other site staff) will call parents, emergency contacts and other authorized pick-ups provided at registration.
- With no success at the above, the site director will contact the School-Age Director.
- The School-Age Director will go to the site; at this time, they will call the appropriate local Police Dept. to have someone go to the child’s home.
- At 7PM, if no contact has been made from parents or emergency contacts, the police will take the child to the appropriate police station. The School-Age Director shall accompany transit.

Late pick-up fees will be charged for each child picked up after 6PM. Late fees are charged at a rate of $30 per 15 minutes beginning at 6:01PM. Late fees will be added to the following auto draft. Chronic late pick-ups will be grounds for dismissal.

**Well Being & Reporting**

**Serious Injury**

In case of serious illness or accident (if the parents cannot be reached), the teacher or director will contact the doctor noted on the child’s Registration Form. If the doctor cannot be reached or if immediate intervention is necessary, 911 may be called. The 911 response team will provide the emergency care needed and transport the child to the designated hospital if necessary.

**Reporting Child Abuse**

The Family YMCA of Marion and Polk Counties takes very seriously the safety and protection of children. Our staff are all legally mandated reporters. It is their responsibility to report any evidence of abuse or neglect of a child that they observe, or are made aware of, to Child Protective Services within 24 hours.

**Communication Report**

A detailed Communication Report is written when a child is involved in an accident with his or her surroundings, and provided for the parent’s review and signature. The Communication Report is also completed when a child is involved in an incident with a staff or another child. The YMCA staff member who witnessed an incident will complete the form and both the director and the child’s parent must sign the form. A copy of the form will be returned to you. These reports are documented as soon as the incident occurs.

**Behavior Report**

A detailed Behavior Report is written when a child has intolerable and inappropriate behavior towards others or staff. They same communicative procedure is followed as stated above. Upon the 4th behavior report the child is suspend for 24 hours and upon the 5th behavior report the child will be removed from the program.

**Discipline Policy**

We encourage staff and parents to work together to follow through on established limits. If a child continues to display inappropriate behavior, a staff member will discuss the situation with the Site Director. A “3-Strike” rule of discipline is to be used. The children in our care have certain rights, high among them if the right to personal safety. Any child who physically or emotionally assaults another child will receive consequences. They are as follows:

- Parents will be made aware of any problems that occur on a daily basis. These will be in the form of a conversation with the Site Director or Site Aide and a written report. Serious issues will be cause for an immediate phone call to the parent.
- If a serious, negative pattern is observed, we will implement a “3-Strike” standard. When a particular negative behavior occurs, parents will receive notification by phone, in writing, in person or a combination of the three. After three occurrences, the child will receive a one day suspension for the program. These behaviors include, but are not limited to: hitting, biting, disrespecting staff, property, or others, disregard of program rules, and bullying actions.
- There are times when certain situations occur that a more immediate response is required. These behaviors include, but are not restricted to: deliberate and malicious harm to themselves, other child, staff member, their property or the property of the YMCA. Also included is conduct that is extremely disrespectful to an individual child, staff member, or group. Any of these could be cause for an immediate suspension of one or more days.
- The program is responsible for the safety of all children and staff. Therefore, if a child’s behavior does not improve, the parents may be asked to withdraw the child. The program has the ability to make any arrangement necessary to ensure the health and success of the program is maintained.

Physical restraint will not be used unless a child is in danger of hurting him/herself or others. If a staff member disciplines a child inappropriately, he/she will be dismissed.
HEALTH

Illness
If your child is ill, please keep them home. Any child who is unable to attend school due to a communicable health reason may NOT attend any School-Age Enrichment Program. If your child becomes ill while in our care, a parent will be contacted and asked to pick up their child immediately. The child will be isolated, within sight and hearing of staff, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person(s) listed on the child’s enrollment form. The YMCA is not licensed to provide health care for sick children.

Staff has the authority to ask a parent to remove their child from the program, if that child appears ill or their health is judged to be detrimental to the other children and staff. Parents or emergency contacts are required to pick up the ill child within one hour of being contacted. Children exhibiting the following symptoms may not attend the program:

• Severe pain
• Temperature over 100 degrees
• Diarrhea or blood in urine
• Swollen joints
• Jaundiced skin, yellow eyes or red eyes with discharge
• Visibly enlarged lymph nodes
• 1 or more episodes of vomiting in 24 hours
• Infected/untreated skin patches or rash lasting more than one day
• Evidence of head lice or nits
• Sore Throat
• Unknown Rash
• Any contagious illness

Medicine
A Medication Authorization Form must be completed and signed by the parent or guardian in order for any medication to be administered. Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child’s name, doctor, date, prescription name and dosage. Children are NOT allowed to dose medication themselves—all medicine (including inhalers) must be given to the Site Director. Children requiring EPIPENS must turn in all medication to the Site Director and inform them of any special instructions.

Please note: The Family YMCA of Marion and Polk Counties does not provide medical or hospital insurance for medical costs incurred by the individual or immediate family as a member of the YMCA or a participant of any of its activities. Therefore, any costs incurred for such treatment will be the responsibility of the individual family.

Re-admittance after Illness
There must be a 24 hour period free of symptoms, including fever, and without the aid of medicine (unless noted otherwise by a doctor) before a child can return to the YMCA.

Universal Precautions
The term “universal precautions” is used by health care professionals and means all patients are treated in the same manner, regardless of a known or unknown infectious disease. The universal precautions used by YMCA employees, administering any type of first aid, ensure the health and safety of the child and employee. Any time any first aid is administered, all persons are treated as if they have an infectious disease.

Nutrition: Snacks & Lunches
All children are provided a daily, nutritional, afternoon snack. During a full-day program we offer a morning and afternoon snack. Some full-day programs we will provide lunch. We will communicate with you regarding which days you may need to pack a lunch. Most of our programs have food prepared and provided for our children by the food service professionals at the schools in which the program resides. Should a family choose to provide supplementary snacks, healthy options are encouraged as candy, soda, and fried foods are not permitted. If a child has a severe food allergy, staff reserve the right to prohibit other children at the site from bringing food related to the allergy.
FINANCIAL POLICIES

Payment Policy
By enrolling your child in the YMCA School-Age Enrichment Program, you accept the responsibility of payment monthly.

All payments are due by the 1st or 15th of each month for the upcoming month. (October tuition will be due either October 1st or September 15th). Monthly tuition is the same for every month that school is in session, regardless of the number of days on the school calendar. There will be no reduced fees for months with fewer school days other than the months of September and June which are automatically pro-rated.

Late payments will result in a disruption of your child’s attendance at the YMCA’s School-Age Enrichment Program. In addition, you account will be charged a $20.00 late payment fee. Late fees will be added to the following auto draft. Returned payments result in a $30.00 minimum charge. Recurrent returned checks will result in automatic payment terms.

In the event of illness, vacation or other absences such as other after school activities, please contact the Youth Development Office (503) 399-2753 by 1PM by leaving a voicemail. No credit or refund will be given for missed days.

Punctuality is a crucial element in our operation. Please be conscientious of your child’s schedule. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem. Chronic late pick-ups will be grounds for dismissal. The YMCA School-Age Enrichment Program ends each day at 6pm - late pick up will result in a charge to your account. The fee for late pick up is $30 per 15 minutes beginning at 6:01pm. Accounts will be charged for any late pickups that were not prearranged by the YMCA Youth Development Administrative Assistant.

Enrollment Eligibility
All activities are deemed age appropriate and safe for each group. We ask that each child be able to be self sufficient. Self sufficient is defined as: children are able to eat on their own, use the restroom, and change independently. Assistance may be provided if needed under certain circumstances.

Registration Fee
There is a non-refundable registration fee of $45 for each child enrolled in the School-Age Enrichment Program.

Withdrawal Policy
In the event that a child must be withdrawn from the program prior to the end of school, a withdrawal form must be completed with TWO WEEKS NOTICE. A voucher will be issued for any overpayment. The voucher is valid for one year and can be applied toward any YMCA program or membership.

Financial Assistance
The Family YMCA of Marion and Polk Counties offers a financial assistance program to families who meet our qualification guidelines. For a copy of the financial assistance application and guidelines please call the Youth Development Office (503) 399-2753.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at the Salem Family YMCA. If monthly payments are not made, children may not be accepted into the Program.
Drop-In Program Policies

Y-Care provides a drop-in care option as a way to support families that only need care occasionally. Drop-in care is more expensive than regularly scheduled care because of the intermittent nature of its use. You must give at least 24 business hours notice. A Drop-In ticket must be purchased prior to the day they are needed. Drop-In care is dependent on space availability. We have found that using the tickets helps everyone involved communicate all aspects of Drop-In care.

• Participants in drop-in care follow the same registration procedures (including payment for registration fee) as participants with a regular schedule except they are not required to comply with procedures for drafting payment.
• Drop-in care is not guaranteed and is on a space available basis. Families must call the Y-Care site at least one business day in advance of the date they desire to use care.
• A drop-in ticket must be purchased for each time that care is used. If you fail to provide a ticket on the day of care there will be an additional $2 charge for a replacement ticket. When the accounting department receives the attendance the following month, any missing ticket charges will be added to your account. You will then be notified with the total balance that is due within 5 days.
• Separate tickets must be purchased for early release and in-service days.
• The YMCA is not responsible for lost or stolen tickets.

PROGRAMS

Absenteism

Please call the Youth Development Office (503) 399-2753, before 1PM if your child will not be attending the program for any reason when your child is present at school for that day. Voicemail is checked daily so you may call anytime, 24 hours a day. Please do not send in notes to your child’s teacher to notify us of their absence. If your child is sent home from school for illness or any other reason, you are still responsible to call the Y as an absentee.

Attendance is taken everyday by the Site Director. If your child is sent home from school due to illness or any other reason, they are not permitted at the School-Age Enrichment program for that day. Parents will be expected to pay tuition when their child is absent from the program due to illness. There will be no credits to your account for vacations or other time away from the program. The only possible exception to this might be medical reasons.

Curriculum

Through the partnership with The Collaborative Classroom, the YMCA provides a 3 fold curriculum during the week made up of science, math and literacy. Our staffed are trained in each educational area and administer all three parts of the curriculum on a weekly basis. This curriculum is specifically catered towards after school programming and is a powerful way to support students’ learning in a way that is fun and engaging.

Sample Schedule

DAILY
- 45 minute of CATCH
- Homework Support
- Character Development

THREE OR MORE TIMES PER WEEK
- Arts and Humanities
- Literacy
- Social Competence & Conflict Resolution

ONE OR MORE TIMES PER WEEK
- Science, technology, engineering and math (STEM)

CATCH

Coordinated Approach To Child Health

CATCH is an after school program proven to reduce the rate of child obesity and improve children’s health-related behaviors. It is the only coordinated nutrition education and physical activity program with 15 years of solid research and evidence to support its design and content. Every day CATCH is making a difference to children’s lives across North America and beyond. We are proud to make this program, an included benefit to all Enrichment Program children.

CURRICULUM

The YMCA has a 3 fold curriculum system made up of literature, math and science. The Collaborative Classroom has created a curriculum especially designed for before and after school programs. Each component is worked into the weekly schedule.

Homework Policy

There is a required homework time for all children during the PM program. Those who do not have homework are asked to read quietly. The staff are available to assist the children with any homework questions during this time.

Four Core Values

The Four Core Values were introduced by the YMCA of the USA in the mid 1990’s. These assets were put in place in order to teach children the difference between right and wrong. We stress the high importance of these values everyday in all of our programs.

Honesty: Being honest, dependable & loyal.

Respect: Living the Golden Rule, accepting others, showing courtesy and manners.

Responsibility: Being accountable, doing one’s best.

Caring: Being kind, compassionate & understanding, showing love and charity to others.
Swimming and Water Safety
On occasion, and always with prior notice, we may have the opportunity to use the swimming pool. Some sites have better access to a pool versus others. When we do go swimming we will abide by the following rules:

- Swimming without a lifeguard present is prohibited.
- Shower before you enter the pool.
- Running on deck, in the locker rooms, showers, or hallways is not permitted.
- Food, beverages, gum, and candy are not permitted in pool areas; exception to this rule is bottled water.
- Proper swimming attire must be worn at all times. No cut-offs or street clothes.
- Horseplay of any kind will not be tolerated.
- Persons with bandages, open cuts, and wounds are not tolerated in the pool.
- Coastguard approved flotation devices only.
- Check with the lifeguard on duty for use of water toys and life jackets.
- Enter water facing forward.

Field Trips
In many cases, our School-Age Enrichment Program will not offer any type of field trip activities throughout the school year. If this policy changes for any of the sites, we will inform all parents in advance of every field trip, outing, or event away from the center. We will communicate these special field trips via email or flyer. Please make sure all your information is up-to-date to receive these types of messages.

Transportation—Henry Hill Location
The Y does offer some transportation to school from care and after school to care. Please check with the Youth Development Office to verify transportation options. Transportation will only be provided by certified staff in an approved YMCA vehicle. At no time will children not be transported in a staff member’s vehicle.

Babysitting
YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. PLEASE DO NOT ASK STAFF TO BABYSIT!

PARENT INVOLVEMENT
Resolving Parent Concerns
Parents having questions or concerns should proceed with the steps below:
1. Speak first with the Site Director. Please understand that scheduling a time may be beneficial as the Site Director may have the responsibility of caring for other children while you are trying to speak with them.
2. Bring the problem to the attention of the Youth Development Program Director, Felicia Fisher, if you need additional assistance.
3. Contact the Youth Development School-Age Director, Sierra Hamill-Keane if you need additional assistance.
4. If there are safety concerns that need to be addressed, please contact Nancy
Umeda at numeda@theYonline.org if staff have not resolved the matter to your satisfaction.

Appropriate staff names and numbers are listed at each site on their information boards. When contacting staff beyond the Site Director, please be sure you are contacting the proper supervisor so as to expedite a solution.

**Site Observations**

We encourage parents to visit the program any time during the course of the day. Parents should feel free to observe and/or interact with their child. When arriving to visit or observe, we ask that the parent notify the Site Director of their presence. Please keep your child’s classroom schedule in mind, while scheduling a visit. If a parent is wanting to observe for a longer period of time during the day, a volunteer application must be processed before doing so.

The Family YMCA of Marion & Polk Counties has an open door policy allowing authorized parents/guardians to visit at any time. You may be asked to either sign in or observe from an area that is not disruptive to programming.

**Volunteer Program**

Parents and volunteers may accompany the children on field trips and offer assistance on special projects throughout the year. Volunteers go through a screening process similar to the process used for our staff. Please contact the Director if you or someone you know would like to be a trained volunteer for any of our programs.

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**IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION:**

Youth Development Program Director: Felicia Fisher
(O) 503.399.2788  
(E) ffisher@theyonline.org

School Age Youth Development Director: Sierra Hamill-Keane
(O) 503.979.2490  
(E) shamillkeane@theyonline.org