



Wayne County YMCA Edu-Care Program
Information Sheets
 105 Park Street, Honesdale PA, 18431 570-253-2083 • wcmca.com

The YMCA Edu-Care program offers your children a fun, healthy, and safe experience while they adjust to their on-line learning. This program is offered to help those parents that are not sending their children back to school yet.

Tuition & Registration Information

Grades: Children entering Kindergarten - 5th grade

Cost: Early Care 7:15-8:15 AM \$10/wk Edu-Care 8:15-4:00PM \$110/wk After Care 4:00-5:00PM \$10/wk

Full Program including: Early Care, Edu-care and After Care is \$125/week

Sibling discount: first child pays full price and the second child will pay \$15 less/wk.

Payments can be made by check or cash and attached to the registration form and sent in with your child.

Registration forms must be filled out completely and turned in 2 days before first day of attendance

Changes: Changes made after registration must be made a week in advance with any additional payment.

Financial Assistance: If you need financial assistance please contact the Y for more information.

Edu-Care Location: Wayne County YMCA at 105 Park Street Honesdale, PA 18431.

We will be taking walks to various places in our community including through town, hiking the cliff trail, and on the trails through the cemetery when the weather permits. We will continue to follow CDC guidelines for social distancing and safety throughout our days.

Program Director: Jordan Joyce

This program will run for 9 Weeks: September 8-November 6 with the option to continue if needed.

Please remain in your car at all times during drop-off and pick up.

Drop-off Time: 7:15 am- 8:15 am. No child will be permitted to enter after 8:15 am

Drop-off procedure: There is a designated Drop Off spot in front of the YMCA. You must pull up to the front of the Y in your car. Your child may only exit the vehicle once your car is between the designated cones (1 car at a time). Your child’s temperature will be taken at this time, please do not drive away until your child’s temperature is checked by staff and you are given the OK to leave.

Pick-up time: 4:00 pm -5:00 pm

Pick-up procedure: Please remain in your vehicle. When you arrive at the YMCA, call (570) 253-2083 with your name and who you are there to pick up. A staff member will safely walk your child (ren) out to your car and provide any updates.

Early Pick-Up: If you need to pick your child up before 4:00 on a given day, please notify the YMCA by calling (570) 253-2083 in the morning with the time that you need to pick them up. The staff will have your child prepared to depart at your requested time. Please follow normal pick-up procedures and call this number when you arrive and a staff member will walk your child to your car.

Activities: Activities have been designed to fit the needs and safety guidelines that are in place. Activities include: Educational/School work time, Arts & Crafts, Games & Fitness for Kids, Outdoor activities, Character Development, Transitional Activities and rest time. (Movies, reading, etc.)

Snacks will be provided for ALL children attending Edu-Care. Please let us know if your child has a food allergy.

Absences: To ensure the safest possible environment, please report any absences by calling the Y at (570) 253-2083 if your child is not going to attend on any given day.

Illness: If your child becomes ill, staff will contact you to pick up your child as soon as possible. Any child sent home cannot return to Edu-Care for at least 72 hours after they are fever free. Contagious illnesses will require a child to stay home for a minimum of 7-14 days until illness is gone. A doctor's note is required to re-admit the child.

Each child's temperature will be taken at drop-off time DAILY and any child with a temperature above 100.4 will not be permitted to enter the building. This is to help ensure the safety of all children and staff at our facility as staff members temperatures will be taken daily as well.

All children and staff will be required to wear a mask throughout the day. Please take the time before Edu-Care to teach your children about the importance and reasons behind wearing the masks and how to safely wear them. If you are unable to provide your child with a proper face covering, please contact the YMCA ahead of time and we can provide you with a mask for your child. Please properly clean/dispose your child's mask at the end of each day.

What to Wear: Participants should dress comfortably!

- Layers: It is a good idea to dress your child in layers, as it may be cool in the morning and hot by afternoon; sweatshirts, with a T-shirt underneath, and pants are good for early morning.
- Play Clothes: Dress clothes or "good clothes" are not appropriate attire for Edu-Care.
- Sneakers: Proper footwear is necessary. **Flip-flops, Crocs, and open toed shoes are NOT allowed.**

What to Bring: Write your child's name on everything!

- Please **ONLY** send your child with necessary items including a jacket if the weather permits, a water bottle, lunch, and anything they need to complete their schoolwork (laptop, iPad, smartphone, books, and worksheets). Your child will **ONLY** be permitted to use their electronics during designated times and for educational purposes only including schoolwork and educational games/apps. Your child will have access to WiFi in order to complete work when needed. Your child may also bring a book to read during educational time if they do not have work to complete or to read during rest time.

What NOT to Bring: Children should leave toys, trading cards, sports balls, etc. at home. Activities and supplies will be provided by the YMCA and cleaned/disinfected daily to limit the exposure to germs.

Please call the YMCA at (570)253-2083 in case of emergency or if you need to contact your child during the day as they will not have access to their personal devices throughout the day.

First Aid, Emergency, & Medical Polices

Key YMCA Staff are certified in First Aid and CPR. For minor injuries, we have a First Aid Kit on hand.

In case of minor injuries like bumps & bruises that only require icepacks or Band-Aids, trained staff will administer first aid. Staff will notify you at pick up of any minor incidents.

In the event of a serious accident, staff will contact you immediately. If a parent/guardian cannot be reached, the emergency contact person will be notified. If the child is transported by ambulance to the nearest hospital, one staff member will accompany the child and will take the emergency & insurance information you provided us.

Medication: YMCA staff will only administer medication when directed in writing by a parent or guardian. If your child takes over-the-counter medication, prescription drugs, or has any special medical conditions while at the program, please adhere to the following procedures:

- Note medication, or special need, on the Health and Permission Form.
- Medication must be in original container with original label and pharmacy instructions, easily read and understood. All medications must state camper's name, doctor's name and phone number, name of medication, dosage and frequency, current date, and time to be administered.
- For over-the-counter medication, provide medication in original bottle with label intact, written instructions for administering the medication, as well as parental authorization form.
- Please give all medication to staff upon arrival. Address all notes regarding medication to the Program Director.
- Only designated staff can dispense medications.

Child Abuse Prevention Policy & Staff Code of Conduct

Staff Screening: To keep children in our programs safe we take the following steps in our intensive screening of employees and volunteers. This includes criminal background record checks, fingerprinting, and a comprehensive search through Raptor Technologies National Sex Offender Database.

Staff Training: Y staff complete an extensive child abuse prevention-training program. Key Staff members complete additional training to further promote a child-safe environment.

Mandated Reporting: All YMCA staff members are mandated to make a report to Child Protective Services if they have reasonable cause to suspect that a child is a victim of child abuse: Any evidence of potential child abuse or observation of inappropriate contact by a parent, staff member or other child will be reported immediately.

Supervision standards: Edu-Care staff supervises all children at all times-this includes bathrooms, locker rooms and changing areas. At no time should YMCA staff be in a situation where they are alone with a child or children and cannot be observed by others.

Bathroom policy: No child is ever alone and no child is ever alone with a staff member. Children will only use bathrooms inspected for safety by YMCA staff. Protocols that address the variety of unusual circumstances possible during outdoor or off-site activities are also established.

Babysitting and outside contact: Staff is prohibited from working one-on-one with youth outside of the YMCA (i.e. babysitting) or develop/maintain relationships with any children or families they meet through Y programs. If the staff member has a pre-existing relationship, the Executive Director must be notified and the relationship may continue. YMCA staff may not have contact, beyond incidental, with children they meet in YMCA programs outside of the YMCA. Y staff must also refrain from participating in one-on-one relationships (e.g. Facebook friends, Twitter followers, etc.) with children and teens on social networking sites.

Wayne County YMCA Program Rules

Please review the following information with your child.

YMCA Core Values guide all program rules.

Caring: to demonstrate a sincere concern for others, for their needs and well-being.

Honesty: to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.

Respect: to treat others as you would want them to treat you, to value the worth of every person, including yourself.

Responsibility: to do what is right, to be accountable for your choices of behavior and actions and your promises.

1. **Safety:** Stay with your group at all times; never go off by yourself. Always pay attention to your counselors & follow directions. Do not go near any body of water without permission. Use all sports/playground equipment safely.
2. **Language:** Speak respectfully to adults and fellow students. Use proper language and discuss only appropriate topics of conversation. (No swearing & explicit conversations- sexual, violent, threatening, etc.)
3. **Physical Contact:** Respect everyone's personal space. No hitting, kicking, biting, etc. Do not put your hands on others (even if you are just joking around.)
4. **Surroundings:** Pick up all your garbage. Treat any plant or animal life with respect and caution.
5. **Personal Possessions:** Do not touch or use another person's belongings without permission.

Participant Behavior Management Procedures

When a child's behavior is inappropriate, staff will take the following actions.

Verbal Warning: Staff will redirect the child to more appropriate behavior.

Time Out: Staff will remind the child of the program rules, and a discussion will take place followed by a brief time out.

Documentation: In all instances, the staff involved will document the behavior and the situation surrounding it.

Behavior Notice: If the behavior persists, Program Director will send home a behavior notice along with documentation of the child's actions.

Conference: If the behavior continues after the first notice, a second behavior notice will be sent home requesting a conference between the parents and staff to discuss appropriate action going forward. If the child continues to disrupt the program following the conference, the parent or guardian will be contacted. At this time, the YMCA reserves the right to suspend the child from the program.

Suspension: If a child's behavior in any way threatens the safety of themselves or others, the parent may be notified & expected to pick up the child immediately. Endangering the health and safety of anyone, stealing, damaging YMCA, personal property, or leaving the program without permission are not acceptable and may result in immediate suspension from the program.

Expulsion: Immediate expulsion will occur if a child is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, knives or explosives.

