



2024-2025
BEFORE & AFTER SCHOOL
PARENT HANDBOOK
LAKWOOD FAMILY YMCA

Dear YMCA Family,

Welcome to the YMCA of Greater Long Beach! It is our goal to provide your children with an environment that is warm, caring and nurturing while employing our four character values: Honesty, Caring, Responsibility and Respect. We are committed to providing a family-friendly environment.

Thank you for choosing the YMCA to make a difference in your child's life. We invite you to visit our program at any time. You will see our staff do what they do best, provide guidance and assistance as role models for young individuals while helping them succeed in academics.

Joining the YMCA as a program participant will allow us to showcase the YMCA as a place for everyone, young and old. Throughout the year the YMCA of Greater Long Beach hosts events for the community. To see what's coming up at the YMCA near you, check out our website at www.lbymca.org.

This Parent Handbook will be your guide to the Before and After School Program. It will be your resource to our policies and procedures and our daily operations. If you have any questions that are not covered by the Parent Handbook, please contact your YMCA Before and After School Director.

We look forward to an exciting school year. And we thank you again for your continued support.

Sincerely,

The YMCA of Greater Long Beach Academic Enrichment Team

Gompers Site: K-8th	5206 Briercrest Ave.,	Location: Cafeteria	(562) 577-2856
Madison Site: K-2nd	2801 Bomberry Ave.,	Location: Bungalow 31	(562) 577-0879
Madison Site: 3rd-8th	2801 Bomberry Ave.,	Location: Bungalow 30	(562) 254-3871
Carver Site: K-8th	5335 E. Pavo Street., Long	Location: Room 10	(562) 254-3870

About the YMCA

Our History

The YMCA of Greater Long Beach was founded in 1884. This association is made up of five community branches: Fairfield Family YMCA, Community Development, Lakewood Family YMCA, Los Altos YMCA and Los Cerritos YMCA. Camp Oakes, a resident camp in Big Bear, is also a part of the YMCA of Greater Long Beach.

The YMCA of Greater Long Beach services the areas of Long Beach, Signal Hill, Lakewood, Hawaiian Gardens, Bellflower, Paramount, Cerritos, Artesia, Los Alamitos, Rossmore, Seal Beach and Avalon. Currently, the YMCA of Greater Long Beach provides services to over 32,000 families.

The Lakewood Family YMCA, founded in 1959, has been an important part of the greater Lakewood area building strong kids, strong families and strong communities. For more than 50 years, our YMCA has embraced the balanced strength of Spirit, Mind and Body.

Our Mission Statement

To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.

Our Vision

The YMCA of Greater Long Beach is here for youth development, healthy living and social responsibility and will contribute powerfully to life in Long Beach and the partner cities that we serve. All activities of the YMCA will strengthen the family, and show, by the example of our work, how people of all backgrounds can live together and grow toward their full potential.

Before and After School Philosophy

The YMCA of Greater Long Beach strives to provide a positive, safe, supportive, and caring atmosphere for each child, while allowing for personal growth and development in spirit, mind and body. The program is designed to strengthen and encourage the development of not only your child, but the family as a whole. Children are offered a wide range of experiences and the opportunity to use a variety of materials. Parents and guardians are encouraged to become a vital part of the educational process of their child through parent involvement and parenting education.

The YMCA seeks to meet the changing conditions of the times by teaching character development principles in all our programs. Our core values are honesty, respect, responsibility and caring. Our staff is committed to instilling these core values in our activities, our disciplining process and our daily communication. We believe that our core values will shape the children in our program as they become the future of their communities.

Before and After School Goals:

- To help youth find self-confidence and an appreciation for his/her own self-worth as an individual
- To develop inner-strength and character
- To strengthen interpersonal and social skills
- To facilitate the growth of healthy spirit, mind, and body
- To foster an appreciation for diversity
- To develop children into responsible citizens of his/her family and community
- To complement the school program through enrichment curriculum and homework assistance
- To challenge each participant to accept and demonstrate the YMCA core values: Respect, Responsibility, Honesty and Caring
- To provide a high-quality program that meets the needs of your child and the family as a whole

Child Care Site Locations

Please note changes: Some site locations have changed from previous years

My Child Attends:	My Child's Before School Site:	My Child's After School Site:
Aloha	Gompers: Cafeteria	Gompers: Cafeteria
Bancroft	Gompers: Cafeteria	Gompers: Cafeteria
Burcham	Gompers: Cafeteria	Gompers: Cafeteria
Carver (LBUUSD)	Carver: Room 10	Carver: Room 10
Cleveland	Gompers: Cafeteria	Gompers: Cafeteria
Cubberley	Gompers: Cafeteria	Gompers: Cafeteria
Foster	Gompers: Cafeteria	Gompers: Cafeteria
Gompers	Gompers: Cafeteria	Gompers: Cafeteria
Henry	Gompers: Cafeteria	Gompers: Cafeteria
Holmes	Madison: Bungalow 30/31	Madison: Bungalow 30/31
Hoover	Madison: Bungalow 30/31	Madison: Bungalow 30/31
ILC	Gompers: Cafeteria	Gompers: Cafeteria
Keller	Gompers: Cafeteria	Gompers: Cafeteria
Lindstrom	Gompers: Cafeteria	Gompers: Cafeteria
MacArthur	Gompers: Cafeteria	Gompers: Cafeteria
Madison	Madison: Bungalow 30/31	Madison: Bungalow 30/31
Marshall	Gompers: Cafeteria	Gompers: Cafeteria
Mayfair	Gompers: Cafeteria	Gompers: Cafeteria
Newcomb	Gompers: Cafeteria	Gompers: Cafeteria
Palms	Gompers: Cafeteria	Gompers: Cafeteria
Riley	Madison: Bungalow 30/31	Madison: Bungalow 30/31
Twain	Madison: Bungalow 30/31	Madison: Bungalow 30/31
Williams	Gompers: Cafeteria	Gompers: Cafeteria
Willow	Gompers: Cafeteria	Gompers: Cafeteria

VAN PICK UP INFORMATION

School & Phone Number	Van Parks	Children Wait	On Rainy Days, Children Wait
Aloha (562) 924-8329	Office parking lot	In front, by school sign	Multi-Purpose Room
Bancroft (562) 425-7461	Centralia Street	In front, by school sign	Auditorium
Burcham (562) 420-2685	Monlaco	In front, by school sign	Auditorium
Cleveland (562) 420-7552	Hackett Street	In front, by school sign	Auditorium
Cubberley (562) 420-8810	Monogram Street	In front, by school sign	Auditorium
Foster (562) 804-6518	Bigelow	In front, by school sign	Auditorium
Henry (562) 421-3754	Canehill	In front, by school sign	Auditorium
Holmes (562) 633-4428	Barlin	In front, near auditorium	Auditorium
Hoover (562) 421-1213	Country Club Drive	In front, by school sign	Auditorium
ILC (562) 633-2096	Michelson	In front, by school sign	Cafeteria
Keller (562) 421-8851	Brittain	In front, by school sign	In the office
Lindstrom (562) 804-6525	Office parking lot	Behind the gate, near the office	On the bench outside of office
MacArthur (562) 420-3588	Back of school	The back gate, near the buses	Auditorium
Marshall (562) 429-7013	Wardlow	In the front, by the school buses	Behind the gate, near the office
Mayfair (562) 925-9981	Allington	Near the tennis courts	Behind the gate, near the office
Newcomb (562) 430-1250	Val Verde Ave.	Front of the school	Behind the gate, near the office
Palms (562) 924-5549	School Bus Zone	In the front, by the school buses	Behind the gate, near the office
Riley (562) 420-9595	Sandwood	In front, by school sign	Auditorium
Twain (562) 421-8421	Staff parking lot	Gate near the staff parking lot	Auditorium
Williams (562) 804-6540	School Bus Zone	Gate near the office	In the office
Willow (562) 865-6209	Red Zone	Gate near the office	In the office

Program Information

Program Staff are qualified as outlined by the Department of Social Services and Community Care Licensing. Each site has a Site Director, along with 1-2 teachers and/or aides depending on the enrollment at the site. All staff and volunteers that are 18 years and older are required to be fingerprinted through the Department of Justice and have a current TB test and physical examination.

All staff are mandated by the California Child Abuse Law to report suspected child abuse including physical, emotional or verbal abuse and/or neglect to the appropriate authorities immediately. Under California law, the Department of Social Services has the right, without notice or prior consent, to privately interview children and staff regarding any investigation. The Department of Social Services is also permitted to have a licensed medical professional conduct a physical examination as it pertains to any investigation.

YMCA staff are not allowed to baby-sit or have outside contact with participants they meet in any YMCA programs or activities. We ask our parents to help by not asking staff to baby-sit or participate in non-YMCA related events with their children.

Program Hours

All site program hours and days of service are based upon the Long Beach Unified School District Calendar. Please note that although we service the Bellflower and ABC Unified School Districts, the YMCA may not be open for full days of service for children on days that those school districts are off from school.

- School Days: Monday through Friday
- Before School Care - 6:30am-School Start Time
- After School Care - School dismissal-6:00pm
- Optional Days and Camp Days - 6:30am-6:00pm

Lunch must be provided by parents on all Optional Days and Camp Days

Hours of service for camp days that fall on the eve of Thanksgiving, Christmas and New Years are from 6:30am-4:00pm if service is provided.

We are closed on the following holidays:

- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day
- New Year's Day
- Memorial Day
- Independence Day – observed on July 4th

Non-School Days/Breaks

Optional Days and School Year Camps are determined by the Long Beach Unified School District calendar and require a separate registration. Listed below are the Optional Day and Camp weeks serviced by the Lakewood Family YMCA:

- Veteran's Day
- Fall Camp
- (2) Winter Camp Weeks
- Martin Luther King Jr. Day
- Lincoln's Day
- Washington's Day
- Admission's Day
- Spring Camp Week

*Optional Days are subject to cancellation due to low enrollment.

Note: If you have found that your school in the ABCUSD or BUSD is not in session on a date other than those listed above, our program site hours for service will remain the same. Service for care will be available when the after-school sites are opened.

Program Schedule

A sample of the daily schedule for the After School Program includes:

- Dismissal – 3:45pm: Homework assistance
- 3:45pm – 4:00pm: Snack time (snack provided by the YMCA)
- 4:30pm – 5:30pm: Enrichment
- 5:30pm – 6:00pm: Outdoor Recreation

Note: Children are expected to report directly to the YMCA site upon dismissal from school. Once a child is checked into the program by the staff, he/she will not be released from the program except to an authorized individual.

Program Plan

The Lakewood Family YMCA Before and After School program offers a School Month Plan; this is a 10-month plan based on the amount of school days in each year.

School Month Plan: Our School Month plan offers before and/or after school care on school days only (days are based on LBUSD schedule). The School Month plan is a 10-month payment plan that runs from September to June. This program includes a 2-week vacation discount; therefore, you will not be entitled to a refund if your child is absent. A 2-week notice is required, in writing, before withdrawing your child from the Before and After School program.

Monthly rates will not be prorated according to the amount of school days per month, with the exception of mid-month enrollees. An annual school year fee is divided evenly among the 10 months of school. If you need care on non-school days, additional fees will apply.

Note: Even though June has only two weeks of care and other months have breaks as well, your monthly fee does not change.

Unauthorized Use

If a participant is only registered for either AM or PM care, and uses services that are not paid for, a \$20 fee will be charged per day of use. For example, if the participant is enrolled for PM Care only, and is dropped off for AM Care (a service that is not authorized or paid for), a fee of \$20 per day will be incurred.

Admissions Criteria

Children enrolled in the Before and After School program must be between the ages of 4 years 9 months to 12 years of age and currently enrolled in an elementary or middle school (kindergarten-8th grade). Parents must complete the YMCA of Greater Long Beach Academic Enrichment Registration material including all forms required by the Department of Social Services and Community Care Licensing prior to the first day of participation in the Before and After School program. Immunization records must be on file at your child's school and made available to the YMCA upon request. A payment equal to at least one (1) month of participation and the registration fee is also due prior to the start date.

Agency participants will not be permitted to start the program unless a current certificate outlining the hours of services is on file with the Before and After School Administrative office. All fees not covered by the third-party Agency will be the responsibility of the parent.

The registration fee is an enrollment requirement for all participants, new and returning. If, at any time, you withdraw your child from the program and decide to re-enroll them at a later date, the registration fee will be charged again.

Medical Assessment Requirement/Special Needs

The YMCA of Greater Long Beach welcomes all children, and our staff strive to respond to the needs of each individual, with a staff to child ratio of 1:14. We are, however, unable to provide one-on-one care for any child except on an intermittent basis, such as injuries, discipline issues and personal care needs customarily provided to other children. To the extent it is reasonably able to do so, the YMCA program staff will provide services to children with disabilities or any special needs in the same manner as services provided for other children of comparable age.

It is essential that all pertinent information about the child's needs be available to staff upon enrollment into the program. A parent has the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis. If it is unclear whether the YMCA Before and After School program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstance on a case-by-case basis. The review will include the following steps:

- The Director will meet with the child and family
- The Director will observe the child in the classroom setting
- The Director will assess the staff's ability to handle the various manifestations of the child's special needs, and consider whether additional training, the cost of which is not unreasonable, would mitigate the difficulty
- If possible, the child will be enrolled for a trial period, not to exceed 2 weeks
- If the child's attendance cannot be accommodated because the needed accommodations are unreasonable and alter the nature of the service, the parents will be informed without delay

Payment Methods and Policies

Payments can be made through EFT (Electronic Funds Transfer) or over the counter at our Welcome Center at the Lakewood Family YMCA. Monthly payments may not be made at our Before and After School sites. Agency participants must fill out their attendance sheets on a daily basis and submit them by the last day of the month as their form of payment. We have provided a copy of the Financial Agreement in the Appendix of this handbook. This Financial Agreement has been signed and submitted with your registration material. By signing the agreement, you have stated that you understand our policies and have agreed to abide by them.

EFT Payment: Through Electronic Funds Transfer, your monthly payment will be automatically deducted from your indicated account monthly. Monthly payments can be scheduled for the 15th of the month prior to service, or on the 1st of the month of service. Declined payments will be charged a non-sufficient fund fee of \$20.00. Any outstanding program fees and incurred non-sufficient fund fees must be paid immediately in order to continue care. Any outstanding balances or fees may result in termination from the program.

Monthly Over the Counter Payment: Payments made Over the Counter (OTC) at the Welcome Center of the Lakewood Family YMCA are due by the 25th of each month prior to the month of service. A \$20.00 late fee will be added on the 26th. If payment arrangements have not been made by the 1st of the month your child will be dropped from the program.

Agency Payment: Payments are based upon correctly completed attendance sheets. It is the parent's responsibility to sign their child's attendance sheets on a monthly basis. Parent will be financially responsible for any portion of fees that are not paid by the Agency. This includes, but is not limited to, lapse in coverage by agency, registration fee, late pick-up fees and "no-call" fees. Late pick-up fee will be determined by the end time indicated on the Agency Certificate. If monthly attendance sheets are not complete and correct by the last day of the month, service will be terminated.

Additional Child Discount

The responsible party paying for more than one school-age child enrolled in the Before and After School program is eligible for the additional child discount off the monthly fee of each additional child.

Two-Week Notice

A two-week (14 days) notice must be submitted in writing to the Before and After School Administrative office at the Lakewood Family YMCA before withdrawal from the program. The last day must be dated two weeks from the date of the notice. Standard notice forms are available at the Welcome Center at the Lakewood Family YMCA. Any written document will suffice and must be dated and include the following: the last day of the child, child/children's name, program plan, Before and After School site, and payment method.

Refund Policy

Refunds or credits will not be given for time unused, with the exception of time missed due to illness in excess of three days and accompanied by a doctor's note. No refunds or credits will be given for absences due to disruptive behavior. Registration fee is non-refundable and non-transferrable. If applicable, a refund for time unused after the last day of a 2-week notice will be returned via form of payment; if payment was made by cash, it will be returned by check and mailed to the address listed on the registration form. Refunds may take up to two weeks to process.

Tax Information/Flex Plans

The YMCA of Greater Long Beach is a 501(c)3 non-profit organization. Our Tax Identification number is 95-1643396. We do not automatically furnish end of the year program payment statements. Please request your payment statements from the Before and After School Administrative office and allow up to two weeks to process.

Flex Plan paperwork that needs to be completed for your employer can only be done by the Before and After School Administrative office staff at the Lakewood Family YMCA. Please do not submit these forms to your Site Director for completion. Allow up to one week to process.

Changes to Program Enrollment

Any changes made to your child's enrollment in the Before and After School Program must be submitted in writing and given to the Before and After School Administrative office at least one week prior to the date that the change will take place. A Program Director will notify you when they have received the notification and to verify that the changes have been made. Changes may include, but are not limited to, program plan, planned days of attendance, payment method, payment dates and any changes to the registration form (change of address, contact information, authorized people to pick up).

Financial Assistance

LBUSD –The Y has always held the promise to never turn anyone away due to an inability to pay for programs and services. Thanks to our partnership with LBUSD and the Expanded Learning Opportunity Program, we have a financial assistance program for the 2024-2025 school year which will provide increased assistance to all LBUSD families. Financial assistance is calculated using an income threshold of \$112, 105 gross family income. This program is based on limited funding and not guaranteed after the 2024-2025 school year.

BUSD and ABCUSD - Qualifying families unable to pay the full cost of participation are encouraged to apply for YMCA Financial Assistance. The funds used for Financial Assistance are acquired primarily through donations given during our annual Giving Campaign.

To apply for Financial Assistance an application may be obtained from the Welcome Center at the Lakewood Family YMCA. To process an application for Financial Assistance the following must be submitted: completed Financial Assistance form, a copy of two most recent paycheck stubs, a copy of last year's tax return (1040/1040EZ form) and a copy of any government assistance being received.

The process for Financial Assistance may take up to two weeks. Financial Assistance is based on financial qualification and the YMCA's ability to fund the subsidy. All applications are processed in the order they are received.

Sign - In and Out Procedures/Attendance

Parents must physically escort their child when dropping off at or picking up from the YMCA site. Parents must sign their child into and out of our care and indicate the time of drop off and pick up on the provided rosters on a daily basis. This is a Title 22 Licensing Regulation and requirement of the Before and After School program. Failure of parent to use full legible signatures and correct times may result in child's termination from the program.

Only Authorized Individuals May Pick Up Children

For your protection, only persons authorized, in writing, by the parents may pick up your child. If someone other than those persons authorized on the registration form will be picking up your child, you must notify the Program Director in writing. Anyone picking up a child will be asked for their valid photo identification until our staff becomes familiar with them. Please be prepared to show your ID to the staff daily. For returning families, please abide by this policy as it is in place to ensure the safety of your child.

Late Pick Up

All After School sites close at 6:00pm and our staff is scheduled to leave to tend to their own families and personal commitments. Children must be picked up no later than 6:00pm. If you are unable to make it on time, please arrange for another authorized adult to pick up your child.

After 6:00pm, a \$1.00 per minute fee will be charged per child until pick up. Parents will be issued a "Late Pick Up" form and fees must be paid immediately at the Welcome Center at the Lakewood Family YMCA. Parents receiving Financial Assistance or receiving funding from third-party agencies are still responsible for paying the late fees.

For Agency participants, your certificate will state the end time for your after-school care. If your certificate states an earlier time than the closing time of our After School site, your late fees will incur at \$1.00 per minute, for each child, from the end time indicated on your certificate.

Parents who have not notified the After School site staff that they will be late can expect the following sequence of events to occur:

- 6:00pm: Program closes, staff begins to contact numbers of primary parent for problems or miscommunication. If contact is not made, staff will begin to call Emergency Contact persons listed on the registration form.
- 6:30pm: Site Director will notify the Program Director and will begin contacting local Sheriff or Police to determine if any problem related to the parent has been reported.
- 7:00pm: If the child has not been picked up by this time, our staff will contact local Sheriff or Police station and your child will be reported as an abandoned minor.

You will risk dismissal from the program if:

- You fail to pay the late pickup fees incurred at the time of the pickup.
- You are late in picking up your child three (3) times within a 30-day period.
- Parents must keep the Before and After School Administrative office and Before and After School site notified of any phone number changes for work, home, and emergency contacts at all times.

Absence Policy

Program participants enrolled in the after-school program and/or utilize YMCA transportation services must notify the YMCA that their child will be absent. It is very important that we are notified of your child's absence. If your child does not report to their site or van pick up location and was not reported as absent, the Site Director will contact parents to ensure that the child is safe.

To place your child on the Absent List please call the YMCA at (562) 425-7431, always ask for the name of the Front Desk staff that took your call. All absences must be called in by 10:00am or you will receive a "No-Call" fee of \$10.00. This fee will be waived the first time; any subsequent time will result in the fee being assessed.

If your child utilizes our transportation services, it is vital that you notify the YMCA that they will be absent. Failure to report your child absent will result in van runs to run behind schedule. If failure to report an absence occurs more than three (3) times in a 90-day period, your child may be dismissed from our transportation services and/or the program.

Transportation

Although the YMCA does our best to keep open lines of communication with all schools in the Greater Long Beach area, it is the parent's responsibility to provide the YMCA with all the necessary information (name of school, dismissal times, days of attendance, absences, room number, teacher etc.) when enrolling their child into the Before and After School program's transportation services. Pick up locations are listed at the beginning of this packet.

Immediately after dismissal, children are expected to report directly to their pick-up location. Children are signed into our care by the Van Driver when they are picked up, then signed out by the Van Driver as they are released to their After School site. For the safety of other participants and our staff, Van Drivers are not allowed to stop in transit to accommodate you by allowing you to sign your child out of our care. Once your child has been signed into the Transportation Roster, they may only be signed out until they have reached their After-School Site.

Transportation staff is trained to do the following:

- Arrive at the pickup location within 15 minutes of dismissal
- Wait a maximum of 15 minutes at each school for all children on the roster (Parent is responsible for picking up their child if the child is placed in detention)
- If a child is not at the van within the allotted time and not put on the YMCA Absent List, they would contact the school to see if the child attended
- If the child did attend school, but did not show up to the pickup location, the driver will contact the Site Director to notify the parent and will continue with their schedule of pickups

If the Van has not arrived at the pickup location 15 minutes after dismissal, instruct your child to notify the school office. A majority of the time, if a pickup is running late, it is due to parents not calling the YMCA to notify us that their child will be absent. A \$10.00 "no call" fee will be waived the first time; thereafter, parents will be charged the fee - which is due immediately for the account to remain in good standing.

Please assist us in providing the best possible care by abiding by our policies and procedures set forth.

Medication

Medication which needs to be administered during program hours must:

- Be in its original bottle with a pharmacy label that includes the child's name, physician's name, drug name, and specific instructions for dosage amounts and times to administer
- Be accompanied by an "Authorization to Administer Medication" form (available at the Before and After School Administrative office)

Note: Our After School sites do not have access to a refrigerator; medications requiring refrigeration cannot be accommodated. It is the parent's responsibility to reclaim the medication when the child leaves the program.

Illness

If your child becomes ill during program hours, you will be contacted to pick him/her up. Aside from keeping your child comfortable, the YMCA is not equipped to handle ill children. It is important that your contact information is current. In the event we are unable to contact you, your emergency contacts will be notified to pick up your child.

For the sake of your child and others in our program, if your child is exhibiting symptoms such as a fever, vomiting, or other signs of illness, they may not attend the Before and After School program. If your child is sent home from school, parents are responsible for calling the YMCA to report their absence; schools do not notify the YMCA if your child is absent.

If your child is diagnosed with a serious contagious health condition, please inform your Site Director so that we may inform other parents that their child may have been exposed. This notification is done anonymously in order for parents to take the proper precautions. The diagnosis may include, but is not limited to chicken pox, pink eye (conjunctivitis), lice, scabies, and ring worm. A doctor's note is required to admit your child back into the program.

Injuries

If your child is injured during program hours, the staff member in charge will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include but are not limited to:

- Provide immediate first aid
- Attempt to contact parent/guardian
- If parent/guardian cannot be reached, attempt to contact emergency contacts listed on registration form
- In case of serious injury, call an ambulance/paramedic

With any injuries - minor/major - involving the head, parents will be notified, and the child will be monitored. An Ouch Report will be reported to parents regarding minor injuries.

Emergency Procedures

Fire and disaster drills are conducted at each site on a monthly basis to ensure that staff and participants are prepared in the event of an emergency. In case of actual emergency, parents will be notified as soon as possible.

There will be no refunds or credits given for closures due to natural disaster.

Behavioral Management

The safety of all our participants is our highest priority. Our program rules are in place to ensure that all participants feel safe in the environment that we provide.

Before and After School Program Rules

1. Hitting, kicking, biting or any unwanted or inappropriate physical contact will not be tolerated and will result in dismissal from the program.
2. Verbal threats are not allowed, will not be tolerated, and will result in dismissal from the program.
3. Children must follow the directions from all staff members.
4. Children must wear closed toed shoes with a heel back.
5. Children must use appropriate language.
6. Children must stay within the boundaries established - no running away will be permitted. Leaving the boundaries will result in termination from the program.
7. Children must not damage school, community, or other's property.
8. No weapons of any kind are allowed.
9. Cell phones may not be used during program hours and must remain in the child's backpack or bag. If a child is caught using their cell phone it will be confiscated and returned to parent upon pick up from the site.

Should it be decided that a child poses a serious discipline problem, the child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely. Refunds / credits are not given for any participant during times of suspension.

Consequences for rules that are broken are as follows:

- Redirection
- Discussion of behavior and solutions
- Instruct child to briefly "cool-off" away from the group
- Send behavior report home
- Formal meeting between Parent, Child and Program Director where a Behavior Contract will be drafted
- Suspension/Dismissal from program

Dismissal from Program

A child may be suspended or dismissed from the program if either the child or the parent does not comply with the program's policies and procedures. Suspension or dismissal is determined by the Program Director based on the severity of the offense and/or number of offenses.

A parent may also jeopardize their child's participation in the program for any of the following:

- Failure to make scheduled payments or arrangements to pay otherwise
- Failure to pay any fees incurred
- A lack of cooperation regarding program policies and procedures
- Threatening another parent, child or staff or indicating threatening behavior
- Failure to comply with the Parent Handbook policies

HEPA:Healthy Eating Physical Activity

HEPA Childcare is our commitment to ensuring we are supporting and fostering the development of healthy habits throughout our program.

We understand that allergies can be scary, life-threatening conditions for many. Please remember to update our staff of all new (and existing) food allergies so we can protect your child.

When healthy habits are role-modeled, seeing caregivers consume fresh fruits and vegetables, foods low in sugar and sodium, well-balanced meals and snacks, and water as a primary drink at an early age, they begin to develop tastes and preferences for a healthy diet. Role-modeling is the foundation of HEPA Childcare, including food and beverages consumed as well through active play.

HEPA Childcare values daily outdoor active play so please make sure that you are providing your child with proper attire for his/her safety and comfort. Adjust for seasons and weather to include items such as sunscreen, sunglasses, hat, gloves, boots and raincoat. Plan accordingly for outdoor play every day.

HEPA Childcare Commitment:

- Our center will provide a healthy afternoon snack
- Only serve healthy options at snack
- Provide age-appropriate snacks
- Provide fruits and/or vegetables at snack time
- Only serve water as beverage
- No sweetened beverages will be served
- Have books and resources illustrating the wide variety of healthy choices available to children
- Provide feedback through daily communication if packed lunch and snacks are consistently nutritionally incomplete

Other Program Opportunities

The YMCA of Greater Long Beach offers an array of programs for people of all ages. Our programs aim to develop healthy spirit, mind and body.

YMCA Aquatics Programs have been teaching people to swim for more than a century. In YMCA aquatics programs, children learn to be safe around water and they feel the sense of accomplishment that comes with learning something new. Youth progressive swimming is the YMCA's third most widely offered program nationwide. YMCA aquatics programs include infant-parent classes, preschool classes, classes for people with disabilities and classes for teens and adults. These include water exercise and therapy and water sports, including water volleyball and master competitive swimming programs for youth.

YMCA Health and Wellness Programs develop the physical body with the ultimate goal that participants will enjoy happy, productive lives allowing them growth in spirit and mind. Membership at the YMCA provides affordable access to all individuals living and working in the community to programs and facilities that develop one's character, relationships, and skills. The YMCA has a variety of classes and programs to meet everyone's needs. Facilities include lap swimming pools, racquetball courts, free weights, PreCor, Life Fitness and Techno Gym equipment, lifecycles, rowing machines, treadmills, stair climbers, all levels of aerobics and basketball courts.

YMCA Day and Resident Camps enhance the development and social skills of youth throughout the year with a variety of activities including swimming, arts and crafts, organized games and other outdoor adventures.

YMCA Team Sports programs offer a number of year-round youth and adult sports programs and leagues including basketball and indoor soccer.

YMCA Youth Development programs provide a safe and enriching environment. The YMCA offers youth development in programs such as Youth and Government.

Visit the YMCA of Greater Long Beach website at www.lbymca.org for more information regarding the specific programs offered at the branches. Also visit the Y-USA website for more information about the YMCA movement.