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WELCOME BACK TO THE YMCA OF METROPOLITAN LOS ANGELES!

Our Mission: The YMCA of Metropolitan Los Angeles puts Judeo Christian Principles into practice through programs that build a healthy spirit, mind and body for all.

Our Values: All YMCA staff members and youth are expected to conduct themselves in accordance with our Four Core Values of Honesty, Caring, Respect and Responsibility.

- **Caring:** to demonstrate a sincere concern for others, for their needs and well-being. Related values: compassion, forgiveness, generosity, and kindness.
- **Honesty:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.
- **Respect:** to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.
- **Responsibility:** to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service and citizenship.

Our Cause: At the YMCA, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, thrive and grow.

Who We Are: The YMCA is the nation’s leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.

- **Youth Development – Nurturing the potential of every child and teen:** Nine million youth are taking a greater interest in learning; making smarter life choices; and cultivating the values, skills and relationships that lead to positive behaviors, the pursuit of higher education and goal achievement.
- **Healthy Living – Improving the nation’s health and well-being:** Millions of adults and youth receive the support, guidance and resources needed to achieve better health and well-being.
- **Social Responsibility – Giving back and providing support to our neighbors:** Across the country, the YMCA helps people give back and assist their neighbors by offering those opportunities to volunteer, advocate and support programs that strengthen community.

Our Impact: When you belong to the YMCA, you are not only a member of a health and wellness facility, you are a member of an organization dedicated to strengthening our community. In difficult times, the YMCA pivots in response to community needs, and finds ways to use its resources to offer solutions. Here’s what the YMCA of Metropolitan Los Angeles is doing right now to help those in need in our community:

- 400,000 free Grab & Go meals served throughout Los Angeles
- 25,000 free hours of child care provided to the children of our essential workers
- 1,600+ potential lives saved by blood drive donations
- Distribution of diapers, wipes, formula, bottles and more to parents of young children in our community
- Free sanitation shower programs at 9 facilities for people experiencing homelessness.
- Free meal delivery to vulnerable seniors in the South Bay, West Los Angeles and East Los Angeles areas.

Involvement at the YMCA: As the U.S. undergoes this massive urgent response to COVID-19, I know you’re well aware that your YMCA has worked day and night to rise to the challenges. Your investment in the YMCA has never been more important or urgently needed. If we are around today, we will be here to help our communities tomorrow. The LA YMCA is currently campaigning to raise $3M for the YMCA’s Emergency Community Impact Fund in response to the COVID-19 pandemic. This comes on the heels of a $1,000,000 matching fund commitment from a member of the YMCA’s Board of Directors. Beginning today our generous donors will match your investment in the Emergency Community Impact Fund dollar for dollar. Your investment will directly support the many needs stemming from the COVID-19 pandemic. Learn more, get involved and donate here: [https://www.ymcala.org/keeping-our-community-together](https://www.ymcala.org/keeping-our-community-together)

Board of Directors and Branch Board of Governors: Our YMCA of Metropolitan Los Angeles Board of Directors provide vital support for the YMCA’s work to create lasting personal and social change. In addition, each individual branch is governed by a Board of Managers, who provides oversight to local branch operations, protocols, and procedures. Through regular meetings, as well as an extensive committee structure, the Board monitors ongoing operations, ensures the proper funding for the organization, and provides leadership to the long-range planning process for the YMCA.

The Volunteer and Staff Partnership: The community-based, member-oriented ownership of the YMCA provides for a unique relationship between the YMCA staff member hired to implement programs and those members participating. In many cases, the YMCA staff member for a particular program has been involved as a member prior to
their taking on a leadership position. This “train our own” leadership development philosophy allows for maintaining high standards in program quality. Members and volunteers play a key role in providing program leadership and the input necessary for the local Board of Managers to make sound strategic planning and operational decisions.

SUMMARY OF PROGRAMS COVID-19 SAFETY PRECAUTIONS FOR PARENTS, STAFF AND CHILDREN.

COVID-19 Testing: The state, county and city have free resources for COVID-19 Testing. The YMCA of Metropolitan Los Angeles does not require or collect COVID-19 test results in order to participate in this program and does not provide testing for children, parents, guardians or authorized representatives.

Program Closures & Cancellations Due to Low Enrollment: COVID-19 has presented some unique challenges. As the YMCA works to revive Summer Day Camp & Summer Child Care programs, it is important that YMCA programs remain viable so that they can continue to operate. The YMCA reserves the right to close and cancel any program that is not meeting its minimum enrollment requirements. If a program session or a complete program needs to close, the YMCA will make every attempt to notify the parent, guardian or authorized representative as soon as possible so that other arrangements can be made.

Physical Distancing: All YMCA activities and programming is designed to help all maintain physical distancing. Children will be reminded throughout the day to maintain physical distancing. All program facilities have been set-up to help maintain physical distancing (assigned tables and chairs, floor markers, etc.). YMCA Summer Day Camps programs will operate at the County of Los Angeles Department of Public Health recommended ratio of 1 YMCA staff member for every 12 children, in the same classroom (or, same outdoor area for day camp programs that operate 100% outdoors). YMCA Summer Child Care programs will operate at the Community Care Licensing mandated ratio of 1 YMCA staff member for every 10 children, in the same classroom.

Face Coverings: YMCA staff members will wear face coverings at all times. Parents, guardians, authorized representatives and children must wear face coverings at arrival and departure. Per the current health cover: children (age 3 and over) should be encouraged to use cloth face coverings, with certain exceptions (such as eating and drinking, medical exceptions, etc.). The YMCA understands the challenges that children face with wearing face coverings throughout the day, especially on hot summer days, and will encourage children to wear and keep on their face coverings. Parents, guardians and authorized representatives should wash their face coverings at the end of the day.

Check-In Station (more details in the sections below):
- Parent, guardian or authorize representative must check child in and out of the program at the Check-In Station. Parents, guardians and authorized representatives may not enter the program facility beyond the Check-In Station. Children will be escorted to their group/room by a YMCA staff member.
- At check-in, a YMCA staff member will conduct a visual and verbal well-child health assessment with all children entering the program, that includes observations for signs and symptoms of respiratory illness, a brief verbal health questionnaire and a temperature check. Anyone who’s temperature is above 100.4, will not be permitted to attend the program for 14 days and will be advised to see a physician. The staff will document the child’s temperature, all observations and responses. Parent, guardian or authorized representative and child must stay home, if sick or ill or if anyone in the home is sick or ill.
- Parents, guardians, authorized representatives and children who are sick, who live in a home with someone who is sick or who have been in contact with someone who is sick, will not be allowed back in the program facility for 14 days.
- All children must have a complete enrollment packet to participate (see registration section below).

Child Becomes Ill or Sick During Program and/or Begins to Show Symptoms of COVID-19: Ill or Sick children in the program will be isolated and given a medical mask to wear until they are picked-up from the program. Upon the child’s exit from the program facility, the isolated area will be aired out and then cleaned, sanitized and disinfected. It is the responsibility of the parent, guardian or authorized representative to ensure that the YMCA has updated contact information. By participating in this program, the parent, guardian or authorized representative agrees to be READILY available to pick-up their child from the program, within one-hour or less.

Parents, guardians and authorized representatives must ensure that all the necessary arrangements are made to ensure that someone is able to pick-up the child within one hour or less, upon notification that the child is sick. Failure to do so may result in the child and family’s immediate dismissal from the program.

Travel Exclusions: Parents, guardians, authorized representatives, children and staff will be excluded from the program for 14 days upon returning from any foreign county or “hotbed” area within the United States, and may return after a 14-day quarantine, as long as there are no signs or symptoms of illness or sickness.
County Protocols for Employee Health:

- Employees are reminded to wash their hands frequently.
- As much as feasible each worker is assigned their own equipment and PPE and have been instructed to avoid sharing, wherever possible.
- Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent.
- Time is provided for workers to implement cleaning practices during their shift. Restrooms and other common areas are disinfected frequently. Disinfectant and related supplies are available to employees in a designated location, inaccessible to children.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable.
- Upon being informed that one or more employees test positive for or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s).
- Symptom checks are conducted before employees may enter the workspace. Checks must include a concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- All employees are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees are instructed to wash their face coverings daily. Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the Day Camp.

Employees may momentarily come closer as necessary to assist children, or as otherwise necessary.

The current order of the health officer for day camps was released on June 11, 2020 and may be updated by the Health Officer over the course of the program.

Visitor & Volunteers: The YMCA program has strict guidelines about visitors in areas and facilities that serve children. Although the YMCA strives to create a welcoming environment for parents, under the current health orders, parents and other visitors will not be permitted beyond the Check-In Station for any reason. During this time, the YMCA has been required to greatly reduce its program volunteer opportunities. This is for the safety of all children and guests. Although the YMCA has limited these opportunities, there are still several Y’s that community members can volunteer with the Y. Learn more about how we are keeping our community together, here: https://www.ymcalo.org/keeping-our-community-together

At the Y, safety is our number one priority.
YMCA SUMMER DAY CAMP & SUMMER CHILD CARE care programs provide a safe and enriching environment for children to participate in healthy, developmentally-appropriate activities and learning experiences. Our camps focus on having fun while learning, building self-esteem and developing social skills through new activities. Weekly themes keep children engaged and provide a basis for kids to learn about themselves and the world around them. Although the YMCA has had to pivot its programming this summer in response to the COVID-19 national health emergency and put extra safety measure and precautions in place, one thing remains the same: at the YMCA, it is easy for every child to have the best summer ever!

Our Program Goals: Our Summer Day Camp & Summer Child Care experiences will focus on six goals for each child. Each child will:
- Gain confidence in individual abilities
- Learn how to work together as a team (while maintaining social distance)
- Develop leadership skills
- Learn independence and self-reliance away from home
- Acquire an appreciation for nature
- Have a chance to understand one’s self and one’s values a little better

Search Institute’s 40 Developmental Assets: The Search Institute has identified 40 concrete, positive experiences and qualities that have a tremendous influence on the lives of children. Research shows that these 40 developmental assets help children make wise decisions, choose positive paths, and grow up competent, caring, and responsible. For success, children need an average of 31 to 40 assets in their lives. The national, self-reported average taken from surveys of thousands of youth is 18 assets. Fewer assets in a child’s life result in the greater potential for high-risk behaviors. The YMCA, in partnership with parents and schools, puts the focus on creating asset-rich environments. For a list of the 40 Developmental Assets, please see the appendix section of this handbook.

The Eight Categories of Developmental Assets

<table>
<thead>
<tr>
<th>Support</th>
<th>Empowerment</th>
<th>Social Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constructive Use of Time</td>
<td>Commitment to Learning</td>
<td>Boundaries &amp; Expectations</td>
</tr>
<tr>
<td>Positive Values</td>
<td>Positive Identity</td>
<td></td>
</tr>
</tbody>
</table>

To Develop the Inner Strengths of Young People Through:
- Focusing on increasing self-confidence and feelings of self-worth.
- Focusing on increasing each individual's recognition and appreciation of his/her own uniqueness, and motivating him/her toward their full potential.

To Develop the Interpersonal Skills of Young People Through:
- Focusing on their learning to be effective members of and carry out personal responsibilities in groups.
- Focusing on increasing their ability to be aware of the feelings of others and their willingness to respond with empathy.

To Strengthen Families Focusing On:
- Improving the ability of parents and children to communicate with and understand each other.
- Increasing the ability of family members to express concern and appreciation for one another.
- Increasing the family’s ability to work and play together and function effectively as a unit.

REGISTRATION

Types of Summer Day Camps and Summer Child Care Programs Offered: The YMCA of Metropolitan Los Angeles is comprised of 26 Branches throughout Los Angeles County. Each branch offers programs and services based on the needs of the community. Below is a list of the YMCA of Metropolitan Los Angeles’s 26 branches and which type of summer children’s program they are offering, if applicable. Not all branches will offer summer children’s program this season. Types of summer programs offered at the YMCA of Metropolitan Los Angeles:

- **Licensed Summer Child Care (LICENSED):** A summer child care program that is licensed to provide child care by the California Department of Social Services Community Care Licensing Division. This program falls under the rules and regulations of California Title 22.
- **Licensed-Exempt Summer Day Camp (LICENSED-EXEMPT):** A traditional summer day camp program that is exempt from state licensure because it operates for less than 12 weeks per year. This program is recognized in the State of California and is exempt from California Title 22 regulations.
- **American Camp Association Accredited Summer Day Camp (ACA):** A traditional summer day camp program that is exempt from state licensure because it is Accredited to operate a day camp through the American Camp Association. This type of program can run for more than 12 weeks per week. Due to its accredited status, it is exempt from California Title 22 regulations and falls under American Camp Association guidelines and regulations.
- **Licensed American Camp Association Accredited Summer Day Camp (LICENSED/ACA):**
A summer day camp program that is licensed to provide child care by the California Department of Social Services Community Care Licensing Division and is accredited by the American Camp Association. This is a program that has elected to fall under both CCLD and ACA. This program falls under the rules and regulations of both California Title 22 and the American Camp Association.

All four program types may legally operate in the State of California.

### YMCA Branches & Availability of Program Types

Below is a list of the 26 branches of the YMCA of Metropolitan Los Angeles. Those operating one of 4 summer program types, listed above, are noted below:

<table>
<thead>
<tr>
<th>YMCA Branch Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson Munger Family YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Antelope Valley Family YMCA</td>
<td>Pending operation</td>
</tr>
<tr>
<td>Collins &amp; Katz Family YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Crenshaw Family YMCA</td>
<td>Pending operation</td>
</tr>
<tr>
<td>Culver-Palms Family YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Downey Family YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>East Valley Family YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Gardena-Carson Family YMCA</td>
<td>Pending operation</td>
</tr>
<tr>
<td>Hollywood YMCA</td>
<td>Pending operation</td>
</tr>
<tr>
<td>Ketchum-Downtown YMCA</td>
<td>Pending operation</td>
</tr>
<tr>
<td>Mid Valley Family YMCA Licensed-Exempt</td>
<td>Public License</td>
</tr>
<tr>
<td>Montebello-Commerce YMCA</td>
<td>Pending operation</td>
</tr>
<tr>
<td>North Valley Family YMCA Licensed &amp; ACA (separate programs)</td>
<td>Pending operation</td>
</tr>
<tr>
<td>Palisades-Malibu YMCA</td>
<td>ACA</td>
</tr>
<tr>
<td>Pasadena-Sierra Madre YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>San Pedro &amp; Peninsula YMCA</td>
<td>ACA</td>
</tr>
<tr>
<td>Santa Anita Family YMCA</td>
<td>Pending operation</td>
</tr>
<tr>
<td>Santa Clarita Family YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>South Pasadena San Marino YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Southeast-Rio Vista YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Torrance-South Bay YMCA ACA</td>
<td>Weingart East LA YMCA Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Weingart Wellness YMCA</td>
<td>West Valley Family YMCA ACA</td>
</tr>
<tr>
<td>Westchester Family YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>Wilmington YMCA</td>
<td>Not operating at the time of this publication.</td>
</tr>
<tr>
<td>YMCA Camping Services (Whittle, Round Meadow, etc.)</td>
<td>No Sleep Away Camp, Summer 2020</td>
</tr>
</tbody>
</table>

### Please visit [https://www.ymcala.org/locations](https://www.ymcala.org/locations) for list of address, directions and maps. Summer Day Camp and Summer Child Care programs may take place at the above listed main branch or at one or more of the branch’s satellite locations (such as a school campus, church, etc.)

### Partner Organizations: American Camp Association and The California Department of Social Services Community Care Licensing Division

- **The American Camp Association (ACA)** is a community of camp professionals who, for over 100 years, have joined together to share their knowledge and experience and to ensure the quality of camp programs. Because of their diverse 10,000 plus membership and their exceptional programs, children and adults have the opportunity to learn powerful lessons in community, character-building, skill development, and healthy living — lessons that can be learned nowhere else. As a leading authority in youth development, ACA works to preserve, promote, and improve the camp experience. The ACA association is committed to helping members and all camps provide:
  - Camp communities committed to a safe, nurturing environment
  - Caring, competent adult role models
  - Healthy, developmentally appropriate experiences
  - Service to the community and the natural world
  - Opportunities for leadership and personal growth
  - Discovery, experiential education, and learning opportunities
  - Excellence and continuous self-improvement

The ACA accredits over 2,400 camps. ACA-Accredited® camps meet up to 300 standards for health, safety, and program quality (Safety Tips/Accreditation). ACA works closely with other youth-serving organizations and associations. Founded in 1910, ACA is a tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Service code.

- **The California Department of Social Services Community Care Licensing Division** (CCLD) serves the most vulnerable people of California and with a mission to promote the health, safety, and quality of life of each person in community care through the administration of an effective and collaborative regulatory enforcement system. The core mission of the Child Care Licensing Program is to ensure the health and safety of children in care. The Child Care Licensing Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities,
providing technical assistance, and establishing partnerships with providers, parents, and the child care community. The Child Care Licensing Program provides oversight and enforcement for licensed Child Care Centers and Family Child Care Homes through 19 Regional Offices located throughout California. All children and families, regardless of age, ethnicity, cultural background, gender, socioeconomic status, or ability, are afforded the same protections under law and regulations for child care facilities.

**Program Registration/How to Get Started:** Summer Day Camp & Summer Child Care programs and program enrollments prior to the Los Angeles County Safer at Home ordinances have been cancelled and refunds will be processed for any registered children. **Upon the opening of registration for the YMCAs revived Summer Day Camp & Summer Child Care programs, enrollment will be 100% online on a first-come, first-serve basis.** Some branches may offer priority enrollment windows for members. Please refer to preferred YMCA branch’s specific enrollment and registration timelines. Upon completion of online enrollment, the parent, guardian or authorized representative will be provided an enrollment packet via email, in the form of an editable PDF or paperless online form. Enrollment packets will only be provided to the parent, guardian or authorized representative once their child is registered for at least one week of a summer program. Parents can expect to receive the enrollment packet via email within 48 hours of enrolling. If, for some reason, you do not receive an enrollment packet, please email ChildCare@ymcaLA.org.

**How to Register for Summer Day Camp & Summer Child Care Online:**
1. Visit www.ymcaLA.org
2. On the top right corner, click on REGISTRATION.
3. Hover your mouse arrow over the ACTIVITIES TAB and select DAY CAMP (select DAY CAMP, even if you are enrolling in a Summer Child Care program).
4. On the left side panel, filter by SITE and select the YMCA Branch. This will show you a listing of PROGRAM options available at that YMCA Branch. Most YMCA Branches will have one program listed, however, if a YMCA Branch is offering day camp at multiple locations, you will need to select the program at the location of your preference, pending space availability.
5. Once you have found the program, click on MORE and select your first program week by clicking ADD TO CART. When you click add to cart, you will be promoted to login to the system.
6. Enter your username and password and LOGIN. Your username is the email address that you provided to the YMCA. If you do not know your password, click, FORGOT YOUR PASSWORD and you will receive an email to reset your password. If you did not know which email address is associated with your account or if you did not provide the YMCA with an email address, please email ChildCare@ymcaLA.org for assistance.
7. Once you are logged in, select the first child you would like to enroll and click NEXT.
8. On the next page, you may be prompted to answer a custom question about your child. Please answer the question(s) and click NEXT.
9. Here, you will have 3 options: (1) if this is the only program session you wish to enroll in, click PROCEED TO SHOPPING CART to complete the transaction, (2) if you have additional children who need to be enrolled in the same program session, click REGISTER ANOTHER PARTICIPANT FOR THIS ACTIVITY and repeat steps 7-8 or (3) if you need to enroll the same child in additional program sessions (for example, you want to enroll your child in weeks 1-4 of day camp), click ADD TO CART & CONTINUE SHOPPING and repeat steps 3, 4, 5, 7 and 8 (and 9, if applicable).
10. Once you have everything ready in your shopping cart, click PROCEED TO SHOPPING CART. If you have been approved for YMCA Financial Assistance, the discount will appear when you place the program session in the cart.
11. Review your cart, initial the waiver and complete the checkbox item and then click CHECKOUT.
12. On the final step, you will enter your credit card information or use a credit card listed on file, confirm your billing address and click PAY.
13. You will be provided with an electronic receipt and your transaction is complete. Your child will appear on the roster for the program sessions you selected.
14. If you need assistance or further confirmation, please email us at ChildCare@ymcaLA.org.

**Please note:** If child is participating in a Summer Child Care program that take place in a Licensed Summer Child Care facility or a Summer Child Care program that is both American Camp Association Accredited and takes place in a Licensed Summer Care facility (meaning, the branch has elected to keep its child care license active in the summer, while running an ACA accredited program), the child’s file is available for review by the Department of Social Services Community Care Licensing representative, at all times. Your child may also be interviewed by a licensing evaluator without prior parent, guardian or authorized representative permission, as per state regulations. Representatives of Community Care Licensing are entitled to interview both children and YMCA staff member’s files at random and on request. They are entitled to interview YMCA staff members, children and parents when deemed necessary for the purpose of complaint investigations. The child care center fully cooperates with Community Care Licensing representative, at all times.
Care Licensing and supports their role in giving oversight to child care centers.

**Program Parameters**

- **Ages and Grades:** Each YMCA branch and their summer programs have established its own age and/or grade requirements for each program. Please refer to specific branches/program facilities for information on what age group and grade ranges are accepted. With the exception of branches offering a specific Pre-K program, all children must be at least 4.9 years-old on their first day of program.
- **Program Location Combinations:** With health and safety in mind, a YMCA operating programs at more than one facility, reserves the right to combine program facilities, due to low enrollment, etc.

**Program Closures & Cancellations Due to Low Enrollment:** COVID-19 has presented some unique challenges. As the YMCA works to revive Summer Day Camp & Summer Child Care programs, it is important that YMCA programs remain viable so that they can continue to operate. The **YMCA reserves the right to close and cancel any program that is not meeting minimum enrollment. If a program session or a complete program needs to close, the YMCA will make every attempt to notify the parent, guardian or authorized representative as soon as possible so that other arrangements can be made.**

**Parent, guardian or Authorized Representative Evaluation: Is this Program the Right Fit for my Child?**

It is important for each parent, guardian or authorized representative to evaluate if a YMCA Summer Day Camp or Summer Child Care program is appropriate for their child. Parents should use the following bullets to determine if the YMCA program matches their child’s need:

- **Primary Care Groups:** At the YMCA, children are organized in Primary Care Groups, with 1 paid YMCA staff member for every 10-12 children, depending on the program type. For LICENSED programs, under the current COVID-19 guidelines, the ratio is 1 paid YMCA staff member for every 10 children. For ACA and LICENSED-EXEMPT programs, the ratio is one (1) paid YMCA staff member for every 12 children.
- **One-To-One Services:** Families with children who may require one-to-one services (such as families with children who are assisted by a one-to-one aide while the child is at school during the school day) must set-up a conference call with the Director of the summer program or program leadership team to determine the level of the child’s needs and to better understand the strategies and techniques needed to help the child be successful in the program. The YMCA program will do its best to meet the needs of the child, with the hope that the program is able to provide for the child’s individual needs. The YMCA does not accept, nor take any financial responsibilities in securing a one-to-one aide for any children. The YMCA will assist families by helping them to connect with agencies and organization that can possibly help a family secure one-to-one service. Please note that the YMCA is a group-centered program, and children must be able to function in a group along with up to 12 other children (under current COVID-19 guidelines). To discuss further, please email us at ChildCare@ymcaLA.org.

- **Trials Periods:** Due to limitations in space availability, there are no trial periods. Once the enrollment deadline has passed, the YMCA will not issue any credits, refunds or transfers of funds paid and all enrollments will be final.
- **Health-Related Services:** The well-being and safety of children is the number one priority of the YMCA. Prior to enrolling, parents must notify the YMCA if their child requires Heath-Related Incidental Medical Services. The YMCA requires additional documentation to be provided by the parent, guardian or authorized representative, the child’s physician and training, in some instances. The YMCA’s current health related services plan includes the following: Administering Inhaled Medication (such as a Nebulizer or Inhaler), Administering EpiPen or EpiPen Jr., Testing/Monitoring Blood-Glucose Levels for Diabetic Children, Gastrostomy Tube (G-Tube) Care/Feeding, Glucagon administration, Emptying an Ileostomy Bag Care, Administering Prescription and Over the Counter Medications with proper documentation from a physician and along with training of YMCA staff member, by the parent, guardian or authorized representative, if needed. All paperwork related to Health-Related Services must be submitted and approved prior to the child’s first day. Please consider that some forms must be completed and signed by a physician. Parents should email the YMCA general mailbox at ChildCare@ymcaLA.org to request forms or additional information related to Health-
Related Services that may be need for their child.

ABOUT OUR PROGRAMS

Program Logistics

- **Program Start & End Dates/Hours**: Program start & end dates and program hours will vary by branch and program facility. Please refer to your preferred branch/program facility for details on days and hours of operation.
- **Holiday Closures**: All programs will be closed on Friday, July 3 in observance of Independence Day.

Staff-to-Child Ratios

- **Licensed Summer Child Care (LICENSED)**: 1 YMCA staff member for every 10 children (per California Title 22 Regulations)
- **Licensed-Exempt Summer Day Camp (LICENSED-EXEMPT)**: 1 YMCA staff member for every 12 children (per the County of Los Angeles Department of Public Health Order)
- **American Camp Association Accredited Summer Day Camp (ACA)**: 1 YMCA staff member for every 12 children (per the County of Los Angeles Department of Public Health Order)
- **Licensed American Camp Association Accredited Summer Day Camp (LICENSED/ACA)**: 1 YMCA staff member for every 10 children (per California Title 22 Regulations)

Per the County of Los Angeles Department of Public Health and California Department of Social Services Community Care Licensing guidelines, each group of 10–12 children (based on program type), will remain in the same room or area through the day. Children and YMCA staff members will not move through rooms. The YMCA program will accommodate up to 10–12 children per room or quarantined space available. When feasible and to the extent possible, siblings will remain in the same group. This will be assessed on a case-by-case basis, depending on the age disparity between siblings. To the extent possible, children will remain with the same YMCA staff member(s) throughout the day and week. The Director of the summer program will enter the room throughout the day to assist with cleaning during transition, to give YMCA staff members their mandated meal and rest breaks and to assist with escorting children in small groups to the restroom.

Drop-Off & Pick-Up, Sign-In and Sign-Out Procedures: Each program will institute drop-off and pick-up procedures that follow the County of Los Angeles Department of Public Health orders. Unlike the past, parents and visitors will not be permitted to enter any program or any facility space that will be occupied by children. This is in effect as a precaution to help stop the spread of COVID-19 and to assist the health department in contact tracing, should an outbreak happen. Each program will typically institute one of two recommended drop-off/pick-up procedures:

- **Drive-Up Check-In Station**: At drop-off, parents will “drive-up” to a Check-In Station, where they will be greeted by a YMCA staff member and provided with their child’s individual sign-in sheet. The YMCA staff member will then escort the child to their classroom/group area. At pick-up, the parent, guardian or authorized representative will need to use their cell phone to call for their child. Their child will be escorted out by a YMCA staff member and the parent, guardian or authorized representative will be provided with their child’s individual sign-out sheet.

- **Walk-Up Check-In Station**: At drop-off, the parent, guardian or authorized representative will park and walk-up to a Check-In Station, where they will be greeted by a YMCA staff member and provided with their child’s individual sign-in sheet. The YMCA staff member will then escort the child to their classroom/group area. At pick-up, the parent, guardian or authorized representative will need to use their cell phone or a buzzer system provided by the branch to call for their child. Their child will be escorted out of the facility to their parent, guardian or authorized representative by a YMCA staff member and the parent, guardian or authorized representative will be provided with their child’s individual sign-out sheet.

Daily, all children will have their temperature checked each day before being admitted into the YMCA program. Any child with a temperature higher than 100.4, will not be admitted. Each day, the YMCA staff members will conduct a well-child assessment, which included health questions that the parent, guardian or authorized representative must answer. Parents and children must wear face coverings (Face coverings are recommended over medical masks, for children). Hand sanitizer will be available at Check-In Stations. If there is a line for check-in, parent, guardians and authorize representatives should maintain at least 6ft of social distancing and wear a face covering.

Other important notes:

- Children may bring no more than one bag to the program each day. The bag must be able to hold all of their belongings (lunch, jacket, sunscreen, snacks, etc.). Children’s item must be able to fit in their cubby or assigned storage area so that their items do not touch another child’s cubby or bag.

- **It is highly recommended that parents bring their own blue or black ink pen each day to use when signing their child in or out of the program.**
• Because children are signed into the program via check-in by a parent, guardian or authorized representative drop-off, YMCA staff members will not contact parents to verify absences. If children do not attend for the day, they will be marked as absent. As a reminder, the YMCA does not issue credits, refunds or transfers for absences, once the payment deadline has passed.

• Children must be dropped off at program no later than 9:30am each day (this may vary from branch-to-branch, but if not stated or posted by the branch, parents, guardians and authorized representatives should assume that this is the branch program policy. This is for everyone’s safety, as it helps us maintain established groups and staffing for the day. If, for any reason, a parent, guardian or authorized representative needs to bring their child to program late, the parent, guardian or authorized representative must make prior arrangements with the Director of the summer program. Children arriving after 9:30am, without prior arrangements, may be turned away by a YMCA staff member, if the program cannot make accommodations for the child.

• For everyone’s safety, the YMCA cannot accommodate children’s schedule conflicts that may arise during the day, such as summer school drop-off and pick-up, off-site extracurricular activities or outside events. To maintain safety and ensure that a health officer can contact trace, in the event of an outbreak, children will not be able to come and go from the program throughout the day, without prior authorization and at the discretion of the program’s senior leadership.

Parents must follow all sign-in and sign-out procedures at drop-off and pick-up. This includes using a full signature, logging the accurate time and providing ID, when requested by a YMCA staff member. Children may not escort or sign themselves in or out of program. Children will only be released to a parent, guardian or authorized representative who is age 18 years-old or older. Children may not be signed-in or out of the program by a sibling who is under the age of 18. Please let a YMCA staff member know if special accommodations are needed.

Failure of parent, guardian or authorized representative to use full legible signatures may result in child’s termination from the program.

Authorized Pick-Up List: Children will only be released to their parent, guardian or an authorized representative.

For everyone’s protection, only persons authorized (must be 18 years or older), in writing, by the parent, guardian or authorized representative, may remove a child from the program. Parents must provide complete information on authorized persons including full name and driver’s license number or state ID. The YMCA staff member will question anyone who is unfamiliar to them and ask for identification to check their authorization. Anyone without proper authorization will be stopped from taking a child. If someone other than those persons authorized on the registration form will be picking up the child, the parent, guardian or authorize representative must notify the Director of the summer program, in writing. YMCA staff members are not permitted to sign children out of program. Often times, YMCA staff members rotate shifts throughout this week. For this reason, it is important that parents, guardians or authorized representatives always carry their photo ID when coming to check a child out of the program.

Both parents’ right to pick-up: Under the laws of the State of California, all legal parents may have the right to pick up their child, unless a court document is provided to the YMCA restricting that right to one or more legal parents, guardians. The enrolling parent, guardian who chooses not to include the child’s other legal parent, guardian on the authorized pick-up list, must file an official court document (e.g. current restraining order, sole custody decree, divorce decree stating sole custody) with the YMCA in order for the YMCA program to enforce the restrictions. Absent of an official court document, the program may release the child to either parent, guardian, provided that parent, guardian documents his/her legal authority to check a child out of the program.

Visitation, Custody and Restraining Court Orders: In providing program services, there may be occasions where YMCA staff members are required to handle disputes among parents arising out of Court-issued restraining orders and custody and visitation Orders. These orders are likely to be transmitted by parents to the YMCA in order to put the YMCA on notice of Court-issued visitation restrictions regarding their children.

• Visitation/Custody Court Orders: With the exception of a Sole Custody Order or a No Visitation Order (similar to a restraining order; see next bullet), the YMCA generally will not get involved in the enforcement of a visitation order as long as both parents have custody of the child. YMCA staff members may only release children to the authorized parent(s) or guardian(s), unless confirmation by parents or guardians is received in writing and/or verified by phone. Unless the YMCA program is provided with a Court Order specifying loss of custody privileges or a restraining order against one of the parents, a child will be released to the child’s parent(s) or guardian(s). While the YMCA understands that this may upset parents who might be frustrated by the other parent or guardian’s lack of regard for a set schedule, it is not the YMCA’s role to monitor that schedule. Rather, the YMCA staff member will politely remind the parent that any
violation of visitation or custody schedules should be addressed with their lawyer.

- **Restraining Orders/Sole Custody Orders/No Visitation Orders:** If a parent presents a YMCA staff member with a restraining order, sole custody order or no visitation order, the YMCA staff member will forward the document to a supervisor for review by the YMCA Risk and Safety Management department. The YMCA will review the court document to determine who the protected person(s) is/are and determine which children are specifically listed in the order. In situations where it is clear that one parent is seeking to contact and/or procure the child from a YMCA program in violation of a restraining order, the YMCA staff member will take the following steps:
  - The YMCA staff member will politely remind the restricted parent that there is a Court Order in place restricting that parent from removing the child from the YMCA.
  - A YMCA supervisor will be contacted to come to the program facility and support the YMCA staff member, if necessary.
  - A YMCA staff member will contact the other parent and inform them of the situation.
  - If necessary, the YMCA staff member will call 911 (if necessary, the YMCA staff member will bypass the first three bullets and immediately contact 911)

It is essential that all pertinent information about any court orders related to the child be available to the YMCA staff members from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent, guardian or authorized representative has the obligation to disclose any court orders at the time of the child’s enrollment and on an ongoing basis; and **provide the YMCA program with a copy of the court orders to keep on file at the YMCA office.** Parents, please do not wait until the other parent, guardian is at the YMCA program facility to pick up their child, to disclose to the YMCA that there is a court order in place. Absent of court documentation filed at the YMCA, the YMCA will have no choice but to release the child to their legal parent, guardian. Please do not ask the YMCA staff members to play mediator. We unfortunately cannot relay message between separated parents.

**Late Pick-Up:** Due to the YMCA’s new paperless structure, as a result of COVID-19, the YMCA late pick-up policy has been revised. A late pick up fee of $10.00 per every 15 minutes will be charged beginning at the first minute after program closure, for all children picked up from the program late. The $10.00 late pick-up fee is per every 15-minute increment and is per family, not per child (in this instance, family is defined as residing in the same household). The late pick-up fee will be assessed, as follows, in the example below. Please note that closing times may vary by YMCA branch and program. The example below is for a program that closed at 6:00pm:

- **Arrive between 6:01pm and 6:15pm,** $10 late fee will be assessed
- **Arrive between 6:16pm and 6:30pm,** an additional $10 late fee will be assessed, for a total of $20
- **Arrive between 6:31pm and 6:45pm,** an additional $10 late fee will be assessed, for a total of $30.
- **Arrive between 6:46pm and 7:00pm,** an additional $10 late fee will be assessed, for a total of $40.
- **Arrive between 7:01pm and 7:15pm,** an additional $10 late fee will be assessed, for a total of $50.

Parents who have not notified the Program that they will be late, can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as YMCA staff members:

- **6:00pm:** Program closes.
- **6:15pm:** Staff member in charge begins calling parent, guardian or authorized representative work number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the enrollment packet will be called.
- **6:45pm:** Staff member in charge contacts local authorities to determine if any problem related to the parent, guardian or authorized representative has been reported. The Director of the summer program or program leadership team is contacted and apprised of the situation.
- **7:15pm:** If the child has not been picked up by this time and the YMCA has not received communication from the parent, guardian or authorized representative, he or she will be turned over to the Sheriff’s Department (or local Police) and DCFS will be contacted.

At late pick-up, parents, guardians or authorize representatives are required to sign and date the YMCA of Metropolitan Los Angeles Program Late Pick-Up Form. All late fees must be paid online before the child returns the next program day. Once the parent, guardian or authorized representative has paid the late fee online, the system will send an email to the Director of the summer program notifying them that the fee has been paid and that the child can resume program. Instructions on how to pay the late fee online can be found on the back of the late pick-up form. You must have an email on file with the YMCA to access the online portal. YMCA members who have forgotten their password can enter their email and
select “forgot my password”. This will prompt to system to send the user a new password via email. System users who need additional assistance logging in and accessing their account may email ChildCare@ymcaLA.org for assistance or a password reset. The YMCA cannot accept any payments at any program facility, with the exception YMCA main branch facilities. Please contact the YMCA at ChildCare@ymcaLA.org immediately if a YMCA staff member accepts a cash payment on-site at the program facility.

Failure to pay late fees before the next program day and/or three late pick-ups within a rolling 14 calendar days, may result in termination of child’s enrollment in program. If a child is terminated from the program due to a late pick-up termination, the YMCA will not issue any credits, refunds or transfers of any kind for any fees paid.

Lunch, Snacks and Food Allergies: Parent, guardian or authorized representative is responsible to provide a sack lunch each day for their child. Parents, guardians or authorized representatives are encouraged to pack a healthy lunch with enough food, snacks, water and beverages to help the child through the day. YMCA staff members and programs are unable to warm, heat or cook food for children. Please keep child’s lunch cool and at temperature using reusable cold packs or ice packs, as the YMCA program is unable to provide refrigerator space for children. Children will be reminded that sharing food is not permitted.

Parents are also responsible to provide an AM and PM snack for their child. Some YMCA programs located at a YMCA branch may offer a Grab & Go meal and snack program. If this program is available at the YMCA program facility, children may participate in this program and receive free meals and snacks. Parent, guardian or authorized representatives should check with the Director of the summer program for a listing of the weekly menu, and inform them of any allergies. Children in a LICENSED Summer Child Care program or LICENSED American Camp Association Accredited program, will be provided an individually wrapped AM and PM snack each day, as required by law. Parents in these programs may provide their own AM and PM snacks if they prefer their child not receive an individually wrapped snack from the YMCA.

Peanut Butter is a common childhood allergy. If a child has an allergy, please inform a YMCA staff member on the child’s first day. In addition, if the child requires an EpiPen, please contact ChildCare@ymcaLA.org before the child’s first day of program, as the YMCA requires Health Related Services forms to be on file for the child, prior to their first day. We cannot accept a child or their medical equipment without a signed Health Related Services Plan, using the YMCA’s forms. Please request these forms in advance, as there is a portion of the form that requires information and a signature from the child’s physician.

Field Trips, Travel and Outside Enrichment Vendors: Due to COVID-19 and the safety guidelines provided by the County of Los Angeles Department of Public Health, the YMCA will not offer any field trips as a part of the summer programs for 2020. In addition, the County of Los Angeles Department of Public Health has advised that visitors should not be permitted within the program. For this reason, the YMCA program will not be contracting with any outside enrichment or extracurricular activity vendors. The YMCA will provide alternative programming, within the safety guidelines provided by the State, County and CDC, including some virtual field trips.

T-shirts: With the absence of off-site field trips, on-site vendors and visitors, the YMCA will not provide camp t-shirts this summer.

Swimming, Swim Lessons, Beach Visits: Due to COVID-19 and the safety guidelines provided by the County of Los Angeles Department of Public Health, the YMCA will not offer any type of aquatics programming as a part of the summer programs for 2020. Current guidelines require us to maintain social distance, eliminate large gatherings and encourage children to wear face coverings throughout the day. Within these guidelines, the YMCA is unable to prevent close contact during recreational swimming, swim lessons and beach visits. Within the current guidelines, children in YMCA programs are not permitted to lounge on California beaches, which creates an additional safety hazard, especially for children who are none-swimmers.

Photography: Our program will participate in multiple activities throughout the summer. During these events, the YMCA staff members and YMCA marketing department may take photos to incorporate in marketing materials that may be used and reused throughout the LA county area to promote YMCA programs. These photographs will be used only on YMCA promotional materials. Parents will be asked to provide permission to the YMCA of Metropolitan Los Angeles to include their child in photographs.

PROGRAMMING

Activity Calendars and Curriculum for Summer Programs: Each program has a calendar of activities for each week. These activities are typically designed around a weekly theme. Due to the COVID-19 national health emergency, all activities have been designed to maintain social distancing, while maximizing as much fun as possible. Calendars of activities for each week are usually available the Friday before each program week or the Monday of each program week. Calendars of activities are designed to give parents a snapshot of some of the activities their children will engage in throughout the week. The YMCA reserves the right to modify or cancel scheduled activities, without prior notice. Although this does not happen often, the YMCA staff members are trained to be
flexible with activities and make changes based on various factors (how children respond, resources, etc.).

A Typical Days Schedule:
- 7:00 am – AM Extended Care and Pre-Camp Activities
- 9:15 am – Daily Orientation, in small groups
- 9:30 am – Small Group Activities/AM Snack
- 11:00 am – Small Group Rotations 1
- 12:00 pm – Lunch or Lunch Rotations begin
- 1:00 pm – Small Group Rotations 2
- 2:00 pm – Small Group Rotations 3
- 3:00 pm – Small Group Rotations 4/PM Snack
- 4:00 pm – PM Extended Care and Post-Camp Activities

Daily schedule of activities will vary by YMCA branch and program and is subject to change without notice. This is intended to be a sample. Branch and program days and hours of operation will vary. The word “rotation” is used to demonstrate rotating activities and should not be interpreted as rotating rooms, areas or groups. All activities are designed to maintain physical distancing. This schedule is not typical of YMCA programs and has been modified in response to COVID-19 safety regulations and guidance.

STEM: Science, Technology, Engineering, and Math (better known as STEM) is a YMCA program component that is fused into the YMCA summer program curriculum. Some of the academic competencies gained through STEM curriculum include:
- Motivation and engagement
- Thinking skills
- Scientific and numerical literacy
- Information and technology literacy
- Social and cross-cultural skills

HEPA: The YMCA is expanding its longtime commitment to children and youth by adopting a set of Healthy Eating and Physical Activity (HEPA) standards that will be used in childcare programs nationwide. These standards will build a healthier future for the nation’s children by providing healthy environments rich in opportunities for healthy living and physical activity. Specifically, the program will:
- Establish a minimum of 60 minutes of outdoor physical activity, maintaining social distancing. YMCA program will be encouraged to spend as much time outdoors as safely possible, as the County of Los Angeles Department of Public Health has provided guidance that outdoor time and fresh air are best in preventing the spread of COVID-19.
- Engage parents with virtual informational materials so that healthy eating and activity is consistent at home
- Ensure that water is accessible to children at all times.

Sample List of Activities that Maintain Social Distancing:

<table>
<thead>
<tr>
<th>Music &amp; Movement</th>
<th>Physical Challenges</th>
</tr>
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<tbody>
<tr>
<td>Individual Science Projects</td>
<td>Nature Activities</td>
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<tr>
<td>Fine Arts Enrichment</td>
<td>Virtual Experiences</td>
</tr>
<tr>
<td>Themed Days</td>
<td>Riddles, Trivia, Exhibitions</td>
</tr>
<tr>
<td>Kid Yoga &amp; Stretching</td>
<td>Mindfulness Activities</td>
</tr>
</tbody>
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FINANCIAL POLICIES

Program Payments: The cost for each weekly session of the program must be paid prior to the child’s attendance. Spaces are limited. When enrolling online in a weekly session, the system will require the registrant (parent, guardian or authorized representative) to pay the fee for the week in full. If a family has been awarded financial assistance, the system will deduct the financial assistance discount from the balance. Staff discounts and Third-Party Funds cannot be applied online through the YMCA system. For this, YMCA staff members, parents, guardians or authorized representatives should contact the YMCA at ChildCareAccounting@ymcaLA.org. Please note that the YMCA cannot hold spaces. Online registration will remain open until the program is full. Once enrolled for a YMCA summer program, the deadline for cancellations, transfers and refund requests is 10:00 pm on the Monday before the weekly session begins. After this deadline, the roster for the upcoming week will be finalized and the YMCA will not process any cancellations, transfer or refund request for that week. All requests submitted prior to the deadline for cancellations, transfers and refund requests, must be submitted, in writing to ChildCareAccounting@ymcaLA.org. Due to the COVID-19 national health emergency, it is important that rosters are finalized as accurately as possible, so that the YMCA program can staff correctly and within the County of Los Angeles Department of Public Health guidelines and recommended ratios.

Fee Credits/Refunds for Absences: There are no adjustments in the weekly program fees for absences, non-participation or emergency closings (with the exception of a National Emergency). Program fees cover the YMCA’s direct operating expenses (i.e., staffing, materials, activity fees, etc.). All of these must be available to each child in program. When a child is enrolled in a YMCA program, the YMCA is reserving space, time, staffing, and provisions, for the child, whether or not she/he attends.

“Responsible” and “Billing” Parties: The enrolling parent, guardian or authorized representative is responsible for all fees related to their child’s participation. This includes families that receive assistance through third party agencies (DFCS, CCRC, Crystal Stairs, Connections for Children, etc.) such as co-pays and family fees. Upon request, the YMCA is able to send account statements to a "billing" party other than the account holder, upon written notification by the account holder;
however, the account holder remains responsible for payment of all fees due.

**How We Establish Our Program Fees:** YMCA program fees are established to offset the costs of operation for the program within the following framework:

- Fees are established on a weekly basis, and do not vary during holidays.
- All children in the program share equally in the cost of providing for the fixed costs for the program, regardless of time usage. Fixed costs include facilities and insurance, directing staff, and administrative costs.
- Direct costs such as snacks, program supplies, and program leadership are considered when establishing fees.

**Removal from Program for Non-Payment of Fees:** In order to be fair to all children registered in the program, those who have unpaid balances may be suspended or terminated from the program. If services are suspended, it is the parent, guardian or authorized representative’s responsibility to find alternative care. The YMCA program will not be able to accept the child into the program and the YMCA may be forced to contact the local authorities if a parent, guardian or authorized representative who has not paid for their child attempts to leave their child at the program. Once a child is enrolled in a summer program and the balance is paid in full, the child or children will appear on the program roster. Failure to register or pay the program fee, will cancel the child from the roster and the child’s space may be given to someone on the waitlist.

**AVAILABILITY OF SUBSIDIES**

**Financial Assistance:** YMCA of Metropolitan Los Angeles membership and programs are open to everyone who desires to participate. Financial assistance, to the extent possible, is made available through the generosity of community donors. Financial assistance is based on need. Applications for consideration are available via e-mail by request to ChildCareAccounting@ymcaLA.org and should be submitted as soon as possible, as awards are granted to qualifying families on a first come, first serve basis.

**Third Party Funding:** The YMCA accepts third party funding, such as funding from the Child Care Resource Center (CCRC), Connections for Children, Crystal Stairs, MOAF, Pathways, Options, DCFS and other partner organizations. Please speak with the Director of the summer program or program leadership team to enroll through third party question. Third party timesheets are legal documents and time must be reported accurately. A parent, guardian or authorized representative’s signature is required either each day or at the end of the month. Third party timesheets may not be taken from the program facility. For additional questions or concerns related to third party payments or registering using a third-party provider, please email ChildCareAccounting@ymcaLA.org.

The YMCA is committed to working with families, to the extent that funds are available, who may be having financial challenges. It is important to note that the YMCA is recovering from 3 months of closure and financial assistance awards will be limited, as the YMCA continues to revive its programs and services.

**YMCA STAFF & PROGRAM LEADERSHIP**

**YMCA Program Staff:** All YMCA staff members are 18 years of age or older, and have completed Child Abuse Prevention and Positive Discipline Training. Some YMCA staff members are graduates of the YMCA Training Program, which is a 24-hour training program on policies, procedures, safety, risk management, etc. and attend monthly cluster meetings and trainings for professional development. There is always at least one YMCA staff member in the program that is CPR/First Aid certified. All YMCA staff members have completed specific trainings around COVID-19 safety precautions and guidelines for Summer Day Camp & Summer Child Care programs. Parents should work with the Director of the summer program and branch leadership to resolve any issues or concerns that may arise. We believe in quality care and appreciate any questions, concerns, feedback and compliments. All YMCA staff members have completed a background check, which includes live scan fingerprint clearance through the FBI and DOJ, reference checks and National Sex Offenders Registry check.

**YMCA staff members attends trainings that include:**

- COVID-19 County of Los Angeles Department of Public Health Guidelines
- Positive Discipline
- Emergency Procedures
- Safety Practices
- Positive Role Modeling
- Group Building within the confines of Social Distancing
- Character Development
- Building Self-Esteem
- Leadership Skills
- Professionalism
- Child Abuse Prevention

**Directors of summer programs and Leadership staff attend an additional training that includes topics such as:**

- Administrative Responsibilities
- Team Building
- Communication
- Staff Performance Management

**Who to See When:** The Director of the summer program will be able to assist parents with most questions related to operation of the program including:

- Program Ideas
• Behavior Concerns
• Schedule Changes
• Staffing Concerns

The Director of the summer program is the link to all things “program” and will be able to work closely with parents to ensure a positive YMCA experience for the entire family. If, after working with the Director of the summer program, a parent, guardian or authorized representative is unable to reach a satisfactory resolution to a concern, parents can contact the program leadership team, or submit their concerns in writing to ChildCare@ymcaLA.org.

FAMILY INFORMATION

“Virtual” Open Door Policy: As everyone manages around the COVID-19 pandemic, it is important to know that the YMCA’s open-door policy is still in effect. Although the YMCA has to pivot and limit some face-to-face contact and interaction, parents are welcome to contact the Director of the summer program via phone or email at any time. Parents are also welcome to have brief conversations with the Director of the summer program at pick-up and drop-off, as long as the parent, guardian or authorized representative is wearing a face covering and social distancing is maintained. The YMCA ask that parents keep in-person conversations brief to help in mitigating the spread of the COVID-19 virus. Parents can also check the Check-In Station for updates and announcements.

Expectations for Parents
• Please keep the YMCA program informed about changes going on in the child’s life that might affect his/her behavior.
• YMCA staff members will keep parents informed of their child’s progress, on both good and bad days.
• Feel free to make an appointment virtual or conference call appointment with the Director of the summer program or branch leadership
• Give the YMCA program and the Director of the summer program suggestions on effective means to encourage the child’s positive behavior.
• Help the YMCA program praise the child for a job well done.
• Don’t feel alone; the YMCA is here to help!

Appropriate Conduct: It is important that parent, guardian or authorized representative’s role model positive behavior while at the YMCA program. As with YMCA staff members who act inappropriately, parents can also be asked to leave the program. If there is a problem with the program or with a YMCA staff member, please contact the Director of the summer program or put it in writing to ChildCare@ymcaLA.org. This will help to avoid any confrontations that might be uncomfortable for the children, other parents and the YMCA staff members.

Parents are expected to behave respectfully when communicating with YMCA staff members. Any inappropriate behavior, abuse or harassment will result in the suspension or cancellation of the child’s enrollment. This includes yelling, threatening or other perceived aggressive behavior. Please note that refunds will not be issued if YMCA membership or child’s enrollment is suspended or terminated due to inappropriate behavior, abuse or harassment from a parent, guardian or authorized representative. Parents, guardians or authorized representatives who believe something is unsatisfactory, should speak with the Director of the summer program or branch leadership, immediately.

All parents must follow the YMCA’s positive discipline policy with their children while they are on YMCA premises. YMCA parents may not discipline children who are not their own at the program facility. This policy includes all parents and any adult, visitor, authorized designee or authorized representative associated to the child. All are expected to conduct themselves appropriately when dealing with the YMCA and with YMCA personnel. Conduct in YMCA programs and facilities must be conductive to a diverse constituency where people of all ages and backgrounds feel welcome and safe. YMCA members and guests are expected to behave in a civilized manner towards one another and towards YMCA Staff members, at all times.

Email Communication to YMCA Staff: Parents can email the Director of the summer program regarding any concerns about the program or the YMCA. The Director of the summer program can be reached at: first and last name@ymcal.org. (For example: The Director of the summer program Jane Doe-- email address would be JaneDoe@ymcaLA.org). The YMCA believes that face to face conversations are most preferred when dealing with sensitive issues or concerns, however, parents should consider the current COVID-19 national health emergency and make a virtual or conference call appointment with the Director of the summer program. In addition, parents can email the YMCA’s general mailbox at ChildCare@ymcaLA.org.

Pre-Program Orientation: This Program Handbook is the YMCA’s written orientation for Summer Day Camp & Summer Child Care programs. Due to the COVID-19 national health emergency, restrictions on group gathering and urgency for YMCA’s to relaunch summer programs, an in-person and virtual orientation will not be made available this year. The YMCA encourages parents to read this handbook from top to bottom and contact the Director of the summer program with any specific questions or email questions to ChildCare@ymcaLA.org.

Concerns: The YMCA is dedicated to developing and maintaining high levels of member service and wants to hear from parents if any of these goals are not
accomplished. The Director of the summer program is available to assist parents with questions or concerns and will work with parents to come up with a resolution. In the event that a parent, guardian or authorized representative’s concern is not resolved to their satisfaction, parents may contact branch leadership or submit their concern, in writing, to ChildCare@ymcaLA.org.

**ADDITIONAL POLICIES, GUIDELINES AND PROCEDURES**

Program Commitment to Include Children with Special Needs: YMCA staff members strive to respond to the needs of each child in a group care setting, with a ratio of one YMCA staff member for every 10–12 children. The YMCA provides opportunities for involvement in groups, while maintaining social distance, with a balance of teacher-directed and child-initiated activities. The YMCA Program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.

The YMCA program welcomes all children. To the extent it is reasonably able to do so, the YMCA program 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 YMCA staff members from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent, guardian or authorized representative 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 Program can reasonably accommodate the unique needs of a child, the YMCA will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision:

- Program Leadership will meet with the child and family, either via conference call or virtual meeting.
- Program Leadership will observe the child in the classroom setting.
- Program Leadership will assess the YMCA staff member’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.
- Program Leadership will observe the child’s adaptation to the group of children.
- Program Leadership will discuss the child’s needs with the YMCA staff member and supervisor.
- If possible, the child will be enrolled for a trial period.
- A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group program service offered, will be implemented.
- If the child’s attendance cannot be accommodated because the needed accommodations are unreasonable or alter the nature of the service, the parents will be informed without delay.

In order to best meet the needs of the child, the YMCA ask that the parent, guardian or authorized representative schedule a conference call or virtual meeting with the YMCA program leadership team before enrolling the child in the program. If a child has an Individualized Educational Plan (I.E.P.) at school, the YMCA may request an aide in the program in order for the child to attend. The parent, guardian or authorized representative will be financially responsible for securing a one-to-one aide for their child. All one-to-one aides in YMCA programs must from a YMCA approved 3rd party partner agency, and the agency and their employee, must complete all YMCA requirements. The process to on-board a one-to-one aide from an outside agency can take up to 30 days. **In addition, and in accordance with Federal law and U.S. Department of Agriculture policy, the YMCA is prohibited from discrimination on the basis of race, color national origin, sex, age, or disability for meal service.**

**Toilet Training:** Children must be fully toilet trained to participate in the YMCA program (pull-ups are not allowed). All children must be able to use the restroom unassisted. Parents may supply extra clothes with the understanding that a child may have an occasional accident due to illness or change in schedule (especially kindergarteners). It is the YMCA’s policy that if a child does not meet this goal and has frequent “accidents” (one or more a month) the child may be asked to leave the program and will not be able to return until he/she is able to use the restroom unassisted. The YMCA, unfortunately, does not have the staffing structure in place to assist children who are not fully toilet trained. For safety reasons, the YMCA cannot put the YMCA staff members in a precarious situation by asking them to assist children with using the restroom.

**What Children Should Bring to Program Each Day:** Due to the current COVID-19 national health emergency, children may only bring essential items to the program. All items brought to the program must fit in one bag or backpack. All items must be labeled with the child’s name. Parents should send the following items with their child to the program, each day:

- Healthy Sack lunch, with reusable cold packs/ice packs
- Healthy AM & PM Snack
- Filled Water Bottle
• Sunscreen (spray sunscreen of SPF 30 or higher, recommended)
• Hat to shield the sun
• Sweater or jacket for colder days, if applicable.
• Parents, guardians or authorized representatives of children who need to complete homework, virtual learning, etc., at the YMCA (with the use of their own devices), should discuss this with the Director of the summer program.

Not Allowed at the YMCA: The YMCA is designed to be a retreat from technology and amenities to discover self-potential, group dynamics and friendships. The following items are not permitted within the YMCA program: cell phones, iPods, iPads, iPhones, Apple or Smart Watches, smart phones, tablets, Kindles/Readers, DVD players, Nintendo DS/DSI, Switch, game consoles, MP3 players, trading cards, skates, bikes, skateboards, weapons of any kind, outside toys, drugs and other substances (both legal and illegal), animals/pets (dead or alive), electronic games, video game units, valuable electronics, alcohol, medication (both over-the-counter and unauthorized prescription drugs), needles, other illegal substances, radios, poison, cleaning products, other and any personal sports equipment (including but not limited to archery, equipment, bats, hockey sticks, climbing gear and other equipment that should be stored and handled safely for the protections of all people) or any like items that are unlisted. These items can be distracting, can be dangerous or unsafe, can be stolen or damaged, and can inhibit the YMCA program. Our program encourages children to be more active and to be social, within social distancing guidelines. Any of these items that are found will be removed from child immediately by a YMCA staff member and returned to the parent, guardian or authorized representative at the end of day by a YMCA staff member, or turned over to the authorities or YMCA Risk Management Department, if the YMCA deems appropriate. The Director of the summer program will then determine whether or not the item brought to the program merits disciplinary action (for example, a weapon or drugs, continued violations of bringing electronics to the program, etc.). With current COVID-19 safety precautions, all non-essential items should be left at home, especially items that can be shared.

Children with Cell Phones: Parents, guardians or authorized representatives should encourage their child to leave their cell phones at home. If children bring cell phones to the program, they will be asked to leave them in their bag. Cell phones can easily be stolen or misplaced. You are more than welcome to contact the child directly at the program facility. Contact phone numbers will be posted at the Check-In Station. The YMCA is not responsible for lost or stolen electronics, cellular phones, or any personal items.

At the Branch Executive Director’s discretion, programs may allow electronic devices for various activities, including summer school homework, recreational activities, educational activities, virtual experiences, etc. This will vary by branch and program.

Clothing and Appropriate Dress: Please send children to the program in comfortable “play” clothing. California weather can go from one extreme to another, so monitor the weather and send a jacket, if needed. Children will be doing arts & crafts and going outside for activities, so clothing may get soiled. Children should not wear clothing that will restrict activity. Footwear is required. Closed toe and closed heel shoes are required. No shoes with heels or with skate wheels. Children may not come to the program in sandals.

Responsibility for Personal Belongings: Parents must mark all of their child’s belongings (i.e., lunch boxes, jackets, coats) and be sure to check their child’s backpack at the end of each day. The YMCA is not responsible for lost, damaged, or stolen personal items brought to the program by the child or parent, guardian or authorized representative. For safety reasons around COVID-19, the YMCA will not maintain a lost and found. Found items will be store, if possible, and returned to the parent, guardian or authorized representative, at request.

Movie, Television Policy, Computer Center: Given the nature of YMCA Summer Day Camp & Summer Child Care programs, and limitations to traditional summer activities due to COVID-19 and the national health emergency, the YMCA program may show a “G” or “PG” rated film, in programming, once a week. Although this is not a mode of programming that the YMCA traditional supports, the YMCA understands that these are long days for children and many of the traditional activities that are normally offered, cannot be offered. In addition, YMCA programs have been authorized to explore live streaming enrichment and take virtual field trips, partnering with museums, aquariums, zoos and other educational organization, that may utilize a television screen. Children have spent most of the spring season in Zoom and virtual learning sessions. With that in mind, screen time will be extremely limited at the YMCA program. Some YMCA programs sites have computers for children with age-appropriate games, limited internet access and are always monitored by a YMCA staff member.

Singing: Singing is a major part of the summer experience and may be included as a part of the program curriculum. Per Department of Public Health guidelines, singing will only take place in a program when a minimum of 8ft of physical distancing can be maintained between each child and YMCA staff member.
Music Policy: Music may be played on occasion. The YMCA will only play music that is positive and does not contain foul language. AM/FM radio stations are not permitted to be played at the program, with the exception of radio stations that are marketed for young children.

Birthdays: Due to the COVID-19 national health emergency, YMCA programs will not be able to celebrate communal birthdays during program. This includes parents bringing outside treats (including catered, pre-packaged and/or homemade) and desserts to share with children. Parents can work with the Director of the summer program to explore safe ways to celebrate a child’s birthday, while maintaining safety, social distancing, and without sharing items, food or equipment. The Director of the summer program can also assist parents with sharing virtual invitations, while maintaining the privacy of other parent, guardian or authorized representative’s email addresses. The County of Los Angeles Department of Public Health has advised against singing, unless social distancing of greater than 8ft can be maintained. A child’s birthday is a very special day that the YMCA wishes to honor. In honoring the child, it must be done in a safe way that ensures all safety guidelines and regulations are followed.

PROGRAM PHILOSOPHY ON CHILD GUIDANCE AND DISCIPLINE

Children’s Appropriate Conduct: It is the intent of the YMCA program that each child enjoys the activities planned by understanding that she/he is responsible for her/his actions. With prior knowledge of the YMCA programs’ basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. The YMCA is here to guide children towards what is expected to succeed. YMCA house rules and conflict resolution strategies are posted at every YMCA program facility. Character development is an important part of the program. YMCA programs use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below are the general expectations that YMCA programs have for all children in the program:
- Respect for yourself, for others, and for property.
- Safety first.
- Speak for yourself/listen attentively.
- Be responsible for your words and actions.

Philosophy: The YMCA strives to maintain a positive approach to managing children’s behavior at all times. “Discipline” is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The YMCA staff members and children at each program establish, expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is the YMCA’s highest priority.

Process: As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

1. Reasoning and Redirection: Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face (within social distancing guidelines), with a YMCA staff member facilitating.

2. Removal from Specific Activity: When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior and the removal should not exceed 10 minutes.

3. Child/Director Conference: When the YMCA staff member is not successful in correcting behavior, the Director of the summer program may meet with the child to redirect him/her to use of proper conflict resolution strategies.

4. Parent Conference: If the parent, guardian or authorize representative needs to be formally involved in the process, specific changes in behavior will be requested with specific consequences for non-compliance outlined. This is usually accomplished through the use of a “Behavior Contract.” Whenever possible, the child is present and participates in these conferences. The goal is to define what changes need to be made to help the child be successful in the program. For safety, conferences may be held via phone or virtual meeting.

Removal from Program for Inappropriate Behavior: If the above process has not resulted in corrected behavior, the family will be required to remove the child from the program.

Behavior Related Issues: In addition to behavior management procedures outlined above, parents must be aware that:
- No YMCA staff member may ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent, guardian or authorized representative.
- No YMCA staff member will allow a child to be stricken, sworn at, abused, or physically intimidated by anyone else in the program.
- No child will be allowed to continue in the program that becomes a safety hazard to themselves or others.
- No YMCA staff member will ever solicit or accept gratuities in consideration for any treatment of a child.
- No parent, guardian or authorize representative will be allowed to harass, threaten, or display violent/intimidating behavior towards YMCA staff members, children or other members.

Behaviors that Compromise COVID-19 Safety Guidelines & Regulations: In response to the COVID-19 national health emergency, children whose actions or behaviors cause other children, YMCA staff members or themselves to jeopardize or compromise County of Los Angeles Department of Public Health orders and/or California Department of Social Services Community Care Licensing Division COVID-19 safety regulations, may be immediately removed from the program.

Behavior Management: The safety of a child is the highest priority for setting behavior management procedures. When a child has a serious discipline problem, (on any ONE occasion), the parent, guardian or authorized representative may be called by a YMCA staff member to request that the child be picked up within one hour of the call. Examples of serious discipline problem may include but not limited to:

- Hitting another child
- Threatening or intimidating others
- Injuring another child or YMCA staff member
- Leaving the program facility and/or refusing to remain with their group
- Use of foul language or being repeatedly disrespectful towards a YMCA staff member
- Defacing YMCA or school property
- Stealing
- Behaviors or actions that cause themselves or other to violate state, county and local COVID-19 health orders.

Should it be decided by the Director of the summer program or the program leadership staff that a child poses a serious discipline problem; the child may be suspended from the program. No refunds or credits will be given for the remainder of the week, if a child is suspended or removed from the program.

YMCA programs on school campuses adhere to all school rules.

Requirements for Supervision of Children: YMCA staff members hold each child’s primary safety and well-being at heart. YMCA staff members have been selected based on their educational background, experience and commitment to working with children. Criminal background and child protective services checks are done for all YMCA staff members, as well as a TB test. Continual training is provided throughout the duration of employment including, but not limited to; Child Abuse Prevent, Positive Discipline, Curriculum, Safety and training specific to operating a children’s program during the COVID-19 pandemic. The behavior of YMCA staff members and disciplinary steps with children must avoid all abusive actions as outlined in “Definition of Terms” section (Penal Code 11165). All YMCA Staff members must also comply with the California Administrative Code, Title 22, Section 31240 which states, "Constructive methods of discipline must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited. Punishment must not be associated with food, water, rest or isolation. (YMCA Policy adopted by Board of Directors, YMCA Metropolitan Los Angeles Date Issued June 27, 1985)

Bullying Policy: Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or a group of people want to have power over another and use their power to get their way. Bullying can also happen in cyberspace through the use of emails, Facebook, text messages and the like. At the YMCA, there are firm policy against ANY types of bullying. Any type of bullying is grounds to suspend a student from attending. Every person has the right to have the best possible experience, and by working together as a team to identify and manage bullying, the YMCA can help ensure that all children have a great time in program. Parents should report any instances of alleged bullying to the Director of the summer program or a member of the program leadership team.

Zero Tolerance Policy: YMCA has a zero-tolerance policy for serious behavior infractions. Since the goal of the YMCA is to provide a healthy, safe and fun environment, inappropriate behaviors have no place. The behaviors listed below are grounds for immediate removal from YMCA programs for the remainder of the current day, and additional days as deemed necessary by YMCA the YMCA staff members. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at the YMCA.

- Any behavior that endangers the health and safety of children or YMCA staff members, including behaviors that violates state, county and local COVID-19 public health orders.
- Leaving the program facility without permission, or refusing to remain with assigned group
- Inappropriate touching of other children or sexual misconduct
- Theft, defacing or destruction of property belonging to the YMCA or others
- Verbal abuse or threats, bullying, or name-calling
• Any kind of physical assault such as hitting, kicking or biting

Children found with weapons or dangerous objects are immediately terminated from the YMCA program.

The type of consequence imposed will vary depending upon the circumstances. Each case will be evaluated on a case-by-case basis, looking at a variety of factors, including, but not limited to, the type, nature and severity of the behavior or event, whether this was an isolated event or a series of events and/or whether this is a first violation or a repeat violation. The type of discipline imposed will be at the Program Director’s sole discretion.

**HEALTH, SAFETY AND RISK MANAGEMENT**

**COVID-19 Safety Precautions:** Please see the beginning of this handbook for a list of precautions that the YMCA is taking to prevent and mitigate the spread of COVID-19 in YMCA programs.

**YMCA Child Abuse Prevention:** The YMCA maintains a policy of Child Abuse Prevention practices, which include procedures, related to:

- Employee reference checking, hiring criteria, and fingerprinting
- Training and supervision requirements for YMCA staff members
- Staff relationships with children
- Unscheduled program facility visitation by YMCA supervisory staff and Board of Manager volunteers, who would be required to wear face coverings, complete a health screen and temperature check and maintain social distancing.

YMCA staff members are not allowed to baby-sit, tutor, socialize, or transport children at any time outside of the YMCA program. These policies are enacted to protect parents, children, and YMCA staff members from actual occurrences of child abuse as well as allegations of abuse. For more information contact the Director of the summer program.

In the event the YMCA discovers an alleged abuse of a child, the California Child Abuse Reporting Law Penal Code Sections 11165-11174.3., requires, by law, that if a child care service personnel (those responsible for the custodial care of a child) has reasonable cause to believe that a child has been abused, he/she must report that alleged abuse to the Child Abuse Hotline of the Department of Child and Family Services immediately.

**Health Related Services:** The well-being and safety of children is the number one priority of the YMCA. Prior to enrolling, parents, guardians or authorized representatives must notify the YMCA if their child requires Health-Related Incidental Medical Services. The YMCA requires additional documentation to be provided by the parent, guardian or authorized representative, the child’s physician and, some instances, host a training for YMCA staff members. The YMCA’s current health related services plan includes the following: Administering Inhaled Medication (such as a Nebulizer or Inhaler), Administering EpiPen or EpiPen Jr., Testing/Monitoring Blood-Glucose Levels for Diabetic Children, Gastrostomy Tube (G-Tube) Care/Feeding, Glucagon administration, Emptying an Ileostomy Bag Care, Administering Prescription and Over the Counter Medications with proper documentation from a physician.

Any medication which needs to be administered during program hours must:

- Be accompanied by the approved medical forms.
- Be brought directly to the Director of the summer program in its original container with the child’s name, physician’s name, and drug name clearly labeled on the container; and
- Have specific written instruction for dosage amounts, times, etc.

YMCA staff members are not permitted to administer any over-the-counter medication, such as aspirin and cough medicine without having written instruction and dosage given by the child’s physician and the approval of the program leadership team. All medication including inhalers, cough drops, ointments, etc. must be kept locked in a cabinet or in the possession of a YMCA staff member. Staff cannot split pills or administer amounts other than specified on prescription bottle label unless it is in writing by the child’s physician and approved by the program leadership team.

All paperwork related to Health-Related Services must be submitted and approved prior to the child’s first day. Please consider that some forms must be completed and signed by a physician. Parents should email the YMCA general mailbox at ChildCare@ymcaLA.org to request forms or additional information related to Health-Related Services that may be need for their child.

**Chronic Health Issues:** The YMCA Program will administer health related services to children with chronic health issues, who are admitted to the program after the Health-Related Service paperwork is submitted and approved. The YMCA has an Incidental Medical Services Plan which list which Health Related Services can provided, while children are in the YMCA program. The YMCA Program reserves the right not to administer insulin shots.

Any other substitute foods for raising blood sugar, such as honey or orange juice, or other food substance, will be maintained at the parents’ request if the YMCA program are reasonably able to do so; the parent, guardian or authorized representative would be responsible to ensure that these items are provided to the YMCA and maintained. Parents of
children with any potentially life-threatening illness or condition must be reachable by a YMCA staff member the entire time the child is at the YMCA Program. If a child has a chronic illness, parents should contact the program leadership team to discuss how to best care for the child while in the program.

General Allergies: For programs serving food, parents must inform the Director of the summer program about any allergy their child may have and list the allergy information in the child’s enrollment packet so that the YMCA staff members can take the right precautions to protect the child’s health. If a child has severe allergies or those that require medical response, additional forms may be required from the parent, guardian or authorized representative prior to the child’s first day of program. YMCA staff members are not formally trained in how to use an EpiPen. It is the responsibility of the parent, guardian or authorized representative to teach and train YMCA staff members on how to utilize the child’s EpiPen, in the event that it needs to be utilized.

Illness during Program Hours: If a child becomes ill while in program, she/he will be isolated from the other children and the parent, guardian or authorized representative will be contacted to pick-up their child immediately. With the COVID-19 pandemic, it is imperative that parents have an emergency pick-up plan for when their child is ill at the program. YMCA staff members will make every effort to screen children at sign-in, ensuring that children who appear ill or whose parents disclose recent illness, are not permitted into the program until the local county and CDC “return to care” standards are met. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. If parent, guardian or authorized representative is contacted, the parent, guardian or authorized representative will need to make quick arrangements to pick up their child within one hour or less. Parents must ensure that the YMCA program always has their most up-to-date contact information and emergency numbers. If a parent, guardian or authorized representative cannot be reached, YMCA staff members will contact contacts on the child’s authorized pick-up list. The YMCA utilizes the Department of Health and Human Services communicable disease chart as a guide.

Parents will be notified in writing when a communicable disease has been introduced into the program. Parents should notify a YMCA staff member immediately if their child contracts a communicable disease. If a child or parent, guardian or authorized representative reports that they have contracted COVID-19 or been in contact with someone with COVID-19, the YMCA will follow all guidelines and recommendations from the County of Los Angeles Department of Public Health.

Child Illness: For the sake of the health and well-being of all YMCA staff members and children in the YMCA program, if a child has a temperature of one full degree over normal, is vomiting, shows other signs of illness (rash, diarrhea, sore throat, etc.) or shows signs of COVID-19, etc., they may not attend the YMCA program. Parents must notify the Director of the summer program of the absence AND the nature of the absence on the day of the illness.

- **Fever**: If a child has a fever, he/she cannot attend care. If a child develops a fever at the YMCA, the parent, guardian or authorized representative will be called to pick up their child immediately.
- **Communicable Diseases** (i.e. chicken pox, measles): The parent, guardian or authorized representative is asked to inform the YMCA if their child contracts a communicable disease. The YMCA is required by the County of Los Angeles Department of Public Health to inform other parents. The child will not be named in the communication. The child may come back when cleared by a doctor. For chicken pox, all of the spots must be dry.
- **COVID19**: Please see the beginning of this handbook for a list of precautions that the YMCA is taking to prevent and mitigate the spread of COVID-19 in YMCA programs. It is the responsibility of the parent, guardian or authorized representative to ensure that the YMCA has updated contact information. By participating in this program, the parent, guardian or authorized representative agrees to be READYLY available to pick-up their child from the program, within one-hour or less, if the program informs them that their child is sick or ill.

Parents, guardians and authorized representatives must ensure that all the necessary arrangements are made to ensure that someone is able to pick-up the child immediately, upon notification that the child is sick. Failure to do so may result in the child and family’s immediate dismissal from the program.

**No Nit Policy**: The YMCA has a No Live Lice Policy as a health standard intended to keep children’s lice free and able to attend the YMCA program. Lice are one of the most common communicable childhood diseases. Parents can help prevent the spread of lice by conducting routine screening, early detection, and removal of lice and nits. Should a child contract lice or nits, the parent, guardian or authorized representative should inform the Director of the summer program. Once the child has been treated, they will be allowed to return to the program. YMCA staff members may continue to monitor (conduct daily checks) and if live lice (not eggs) are found again, then the treatment will need to be repeated. Should there be an outbreak of lice, parents will be notified in writing. The program will be properly treated. The YMCA’s priority is the safety and well-being of all children in the program.
Injuries during Program Hours: If a child is injured during program hours, the YMCA 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 a parent, guardian or authorized representative;
- Attempt to contact others listed on the child’s registration forms; and
- In case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called). A YMCA staff member will remain with the child until parents or another authorized adult arrives. YMCA staff members may not transport any children in the program.

The YMCA does not carry medical insurance for registrants. All expenses incurred in the treatment of injuries due to accidents that occur during a YMCA program will be the responsibility of the parent, guardian or authorized representative. The YMCA reserves the right to request a doctor’s release to participate in the event of a communicable disease.

Sunscreen: Parents are asked to apply sunscreen to their child in the morning and provide SPF 30 Spray Sunscreen for their child to apply during the day. The YMCA recommends spray sunscreen, as it is easier for children to apply. YMCA staff can also assist with spraying sunscreen on children. For the safety of all and in accordance with the YMCA’s child abuse prevention practices, YMCA staff members are not permitted to assist children with the application of sunscreen lotion. Sunscreen breaks are scheduled during the day, every 2 hours, or more frequently during longer durations outdoors. The YMCA highly encourages children to:

1. Wear hats while outdoors;
2. Bring a water bottle and keep it full throughout the day; and
3. Bring sunscreen to be applied at least every 2 hours. Parents should send sunscreen with their child every day.

Emergency Procedures: If the YMCA program must evacuate due to an emergency, YMCA staff members and children will go to the designated location, on the facility property, posted on the program or branch’s emergency plan. The YMCA has Emergency Supplies at each branch and program facility.

In addition, every child in a YMCA care program is required to have an Emergency Kit at the program site. Emergency Kits may be obtained, as follows: (1) Purchase an Emergency Kit from the YMCA, if stock is available, (2) purchase an Emergency Kit from a retailer, such as Amazon.com, SOS Survival Product or the American Red Cross Online Store or (3) make a homemade Emergency Kit. The Emergency Kit must contain the following: 1 food bar that is at least 2,400 calories (additional bars may be included), 6 water pouches (enough for 3 days), 1 emergency blanket or Mylar blanket, 1 light stick, 9 wet wipes, and, if applicable, two days of medication. Homemade Emergency Kits must be placed in one bag with the child’s name clearly labeled. Children must have an Emergency Kit by their 30th calendar of a monthly program and on their first day of a weekly program. Information on how to purchase an Emergency Kit will be provided during the child’s first week of program.

Staff have been trained in all Emergency Procedures, including all the policies and procedures in the YMCA Emergency Action Plan. This also includes procedures for natural and accidental disasters, missing child, lockdowns, etc. During program, YMCA’s practice safety drills once a week.

Emergency-Closing Policy: If the Program facility or host locations closes at any time (this includes closing early) due to emergencies (power outage, lockdown, natural disaster, school or district mandate, etc.), the YMCA program will not be provided. Parents need to listen to local TV and radio stations for closing announcements. Parents will be contacted and are required to pick up their children or make arrangements for an authorized adult to come and pick up their child in case of program closure due to emergencies. The YMCA does not provide refunds or credits for emergency closings, unless the closure is due to a National Emergency.

YMCA OF METROPOLITAN LOS ANGELES SUMMER DAY CAMP & SUMMER CHILD CARE PROGRAMS:

For a complete listing of YMCA Summer Day Camp and Summer Child Care program locations, including addresses, please visit us at www.ymcala.org/daycamp. This webpage is update frequently, as new locations are added.

GENERAL CONTACTS

General Questions, Comments, Concerns and Inquires:
ChildCare@ymcala.org

Accounting Issues, Written Notices, Changes, Drops/Cancellations, 3rd Party, Financial Assistance, Tax Letters, Work Reimbursement Paperwork, etc.: ChildCareAccounting@ymcala.org

Inquiries about the YMCA’s free/reduced cost Subsidized Licensed Summer Child Care at the North Valley Family YMCA in Porter Ranch, for qualifying families (based on income, family size, etc.):
NVYDayCamp@ymcala.org

A response should be expected within 1-2 business days.
FINAL STATEMENT
Please note that these policies are subject to change at the discretion of the YMCA of Metropolitan Los Angeles with a 15-day written notice.

This is the end of the Program Handbook. The following pages contain the appendix.
After surveying nearly 500,000 young people in towns and cities of all sizes across America, the Search Institute has identified the following building blocks of healthy development that help young people grow up healthy, caring, and responsible.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ASSET NAME AND DEFINITION</th>
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<tbody>
<tr>
<td><strong>Support</strong></td>
<td>Family support—Family life provides high levels of love and support. Positive family communication—Young person and her or his parent, guardian or authorized representative(s) communicate positively, and young person is willing to seek advice and counsel from parent, guardian or authorized representative(s). Other adult relationships—Young person receives support from three or more nonparent adults. Caring neighborhood—Young person experiences caring neighbors. Caring school climate—School provides a caring, encouraging environment. Parent, guardian or authorized representative involvement in schooling—Parent, guardian or authorized representative(s) are actively involved in helping young person succeed in school.</td>
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<tr>
<td><strong>Empowerment</strong></td>
<td>Community values youth—Young person perceives that adults in the community value youth. Youth as resources—Young people are given useful roles in the community. Service to others—Young person serves in the community one hour or more per week. Safety—Young person feels safe at home, at school, and in the neighborhood.</td>
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<tr>
<td><strong>Boundaries &amp; Expectations</strong></td>
<td>Family boundaries—Family has clear rules and consequences and monitors the young person’s whereabouts. School boundaries—School provides clear rules and consequences. Neighborhood boundaries—Neighbors take responsibility for monitoring young people’s behavior. Adult role models—Parent, guardian or authorized representative(s) and other adults’ model positive, responsible behavior. Positive peer influence—Young person’s best friends’ model responsible behavior. High expectations—Both parent, guardian or authorized representative(s) and teachers encourage the young person to do well.</td>
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<tr>
<td><strong>Constructive Use of Time</strong></td>
<td>Creative activities—Young person spends three or more hours per week in lessons or practice in music, theatre, or other arts. Youth programs—Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community. Religious community—Young person spends one or more hours per week in activities in a religious institution. Time at home—Young person is out with friends “with nothing special to do” two or fewer nights per week.</td>
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<tr>
<td><strong>Commitment to Learning</strong></td>
<td>Achievement motivation—Young person is motivated to do well in school. School engagement—Young person is actively engaged in learning. Homework—Young person reports doing at least one hour of homework every school day. Bonding to school—Young person cares about her or his school. Reading for pleasure—Young person reads for pleasure three or more hours per week.</td>
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<td><strong>Positive Values</strong></td>
<td>Caring—Young person places high value on helping other people. Equality and social justice—Young person places high value on promoting equality and reducing hunger and poverty. Integrity—Young person acts on convictions and stands up for her or his beliefs. Honesty—Young person “tells the truth even when it is not easy.” Responsibility—Young person accepts and takes personal responsibility. Restraint—Young person believes it is important not to be sexually active or to use alcohol or other drugs.</td>
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<tr>
<td><strong>Social Competencies</strong></td>
<td>Planning and decision making—Young person knows how to plan ahead and make choices. Interpersonal competence—Young person has empathy, sensitivity, and friendship skills. Cultural competence—Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds. Resistance skills—Young person can resist negative peer pressure and dangerous situations. Peaceful conflict resolution—Young person seeks to resolve conflict non-vio-lently.</td>
</tr>
<tr>
<td><strong>Positive Identity</strong></td>
<td>Personal power—Young person feels he or she has control over “things that happen to me.” Self-esteem—Young person reports having a high self-esteem. Sense of purpose—Young person reports that “my life has a purpose.” Positive view of personal future—Young person is optimistic about her or his personal future.</td>
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</tbody>
</table>
The State of California requires all parents enrolling their child in a **LICENSED SUMMER CHILD CARE PROGRAM** or Licensed American Camp Association Accredited Summer Day Camp to be provided with information regarding parent and child rights as well as other information. For concerns related to these or other licensing issues, contact the YMCA at ChildCare@ymcaLA.org or the California Department of Social Services Community Care Licensing Division (CCLD) Child Regional Office (locations available here: https://bit.ly/2MZeleU). The following information on the next 2 pages is provided by the State:

**IMPORTANT INFORMATION FOR PARENTS**

**CAREGIVER BACKGROUND CHECK PROCESS**

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

**How the Exemption Request is Reviewed**

We request information from police departments, the FBI and the courts about the person’s record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren’t related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

**How to Obtain More Information**

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person’s name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person’s name by contacting the local licensing office. You may find the address and phone number on our website. The website address is [http://cclld.ca.gov/contact.htm](http://cclld.ca.gov/contact.htm).
NOTIFICATION OF PARENTS’ RIGHTS

THIS NOTICE MUST BE POSTED IN A PROMINENT, PUBLICLY ACCESSIBLE AREA OF THE CHILD CARE CENTER

AS A PARENT/AUTHORIZED REPRESENTATIVE, YOU HAVE A RIGHT

1. Enter and inspect the child care center without advance notice whenever children are in care.

2. File a complaint against the licensee with the licensing office and review the licensee’s public file kept by the licensing office.

3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.

5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address and telephone number of the local licensing office.

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

8. Receive from the licensee the Caregiver Background Check Process form.

http://www.celd.ca.gov

For the Department of Justice “Registered Sex Offender” database, go to www.meganslaw.ca.gov

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.