



**REGISTRATION OPENS THURSDAY,  
NOVEMBER 5, 2020 at 11AM!  
SPACES ARE EXTREMELY LIMITED**

For more details and contact information, please see the reverse side of this flyer!

# SUPPORT, CARE & ENRICHMENT

## Licensed School-Age Child Care Programs BAY LAUREL ELEMENTARY SCHOOL YMCA

As the Las Virgenes Unified School District prepares for K-2 grade children to return back to school, you may be wondering how you will navigate the new school day structure while meeting the demands of work and home. The **West Valley Family YMCA** is here to support you! The YMCA continues to adapt to community needs and supports our neighbors when they need us most. The last several months have been no exception. We are pleased to extend a safe **LICENSED** child care program option to you and your family, as we all work together through this pandemic.

### BAY LAUREL ELEMENTARY SCHOOL YMCA

License Facility Number: 191231094

- For children grades TK-2 (including Journeys)
- Days & Hours: Monday-Friday, 8am-6pm

### PROGRAM OPTIONS:

- **Option A:** 8am-6pm (child attends school, in-person from 7:45am-10:40am and attends YMCA after)
- **Option B:** 8am-6pm (child attends school, in-person from 11:55am-2:50pm and attends YMCA before/after)

**PROGRAM FEES:** Option A or Option B: \$749/per month, per child\*

### Program Details

- STEAM, Enrichment, Outdoor Recreation, Homework/School Support, all designed to maintain physical distancing.
- Adherence to all COVID-19 Safety Precautions (12 kids max per room/cohort, face coverings, nightly deep cleaning & disinfecting, temperature checks, etc.).
- Limited Financial Assistance is available. To apply, please email [FA@ymcaLA.org](mailto:FA@ymcaLA.org).
- We proudly accept CCRC, LA County Child Care Vouchers and other 3rd Party Funding.
- Program fees are paid once a month or split and paid twice a month. See reverse side of this flyer for program fee schedule\*.
- **Due to LA County cohort guidelines, spaces are extremely limited & enrollment is first come, first serve.**

**REGISTRATION OPENS ONLINE THURSDAY, NOVEMBER 5 at 11AM. Register online** at [www.ymcala.org/childcare](http://www.ymcala.org/childcare)

*Not Affiliated with Las Virgenes Unified School District.*

**CONTACT US!** [ChildCare@ymcala.org](mailto:ChildCare@ymcala.org)

### WEST VALLEY FAMILY YMCA

28810 Vanowen Street, Reseda, CA 91335 | 818 774 2840 | [ymcala.org/wv](http://ymcala.org/wv) | Tax ID: 95-1644052

### TOGETHER, WE MAKE POSSIBLE HAPPEN

The YMCA is a 501(c)(3) not-for-profit social services organization dedicated to youth development, healthy living and social responsibility.

Welcome to the West Valley Family YMCA! As the Las Virgenes Unified School District prepares for K-2 grade children to return back to school, you may be wondering how you will navigate the new school day structure while meeting the demands of work & home. The West Valley Family YMCA at BAY LAUREL ELEMENTARY SCHOOL is here to support you! We are pleased to extend a safe LICENSED child care program option to you & your family, as we all work together through this pandemic.

### Fee Schedule

- This program is for children in grades TK-2<sup>nd</sup> only who are attending Bay Laurel Elementary School for on-campus, in-class instruction. **All participants for this location must be students of LVUSD Bay Laurel Elementary.** Children who will not be attending school on-campus & in-class, may enroll in our full-day program at Round Meadow Elementary School, while space is available.
- This program is located in the YMCA Program Center located at Bay Laurel Elementary, 24740 Paseo Primario, Calabasas, CA 91302
- This program is provided continuously for the 2020-21 School Year, from November 9, 2020 to June 9, 2021.
- We are offering the following program options at Bay Laurel Elementary School:
  - Option A:** 8am-6pm (child attends school, in-person from 7:45am-10:40am & attends YMCA after)
  - Option B:** 8am-6pm (child attends school, in-person from 11:55am-2:50pm & attends YMCA before/after)
- Due to the current Los Angeles County Department of Public Health Child Care Health Order, we are limited in the number of children that we can accept in each of our child care cohorts. For this reason, spaces are extremely limited & enrollment will be on a first-come, first-serve basis. **Before enrolling a child, the parent must confirm whether their child is attending school in the AM cohort or the PM cohort & enroll in the YMCA Option that matches when their child will attend school. The YMCA cannot guarantee that there will be space available to swap a child from Option A to Option B (or vice versa), if the child is enrolled in the incorrect Option.**
- At the time of online registration, an initial payment for the child's first month of program will be required.
- Once enrolled & after the initial payment is made, monthly payments will be due on the 1<sup>st</sup> of each month, payable through a recurring electronic funds transfer (EFT) or automatic transfer service (ATS), using the credit card or debit account provided at the time of enrollment. Each recurring payment covers one month of the program. The months of November 2020 & June 2021 are the only months that are prorated. For all other months, the full monthly fee will be due & charged on the 1<sup>st</sup> of each month.
- Parents wishing to split their monthly payment & pay twice a month, on the 1<sup>st</sup> & 15<sup>th</sup>, instead of once a month, on the 1<sup>st</sup>, should do the following: (1) enroll the child in the program via the YMCA's online registration portal & pay the program fee for the first month. The system will set-up an automatic payment plan for the 1<sup>st</sup> of each month, for the monthly program fee. After enrolling the child online, (2) the parent should email [childcare@ymcala.org](mailto:childcare@ymcala.org) & request a payment plan adjustment from the 1<sup>st</sup> of each month, to the 1<sup>st</sup> & 15<sup>th</sup> of each month.
- All cancellations must be requested, in writing, 15 days prior to your next billing date. Without such notice, ATS/EFT draft billing will continue on a recurring schedule, as referenced in the aforementioned bullet.
- All programs are 5 days per week, Monday-Friday, unless otherwise noted. Programs run from 8:00am – 6:00pm, unless otherwise noted. Program fees are structured by the month; monthly program fees are not adjusted based on the child's attendance, arrival and/or departure time to the program on any day of program operation.
- This program includes child care on November 23-25, 2020 (Fall Break Day Camp), December 21-31, 2020 (Winter Break Day Camp), April 5-9, 2021 (Spring Break Day Camp) & the following days: January 25, 2021 (SDD), March 19, 2021 (SDD) & April 2, 2021 (Local Holiday), . Because payments are recurring & automatically drafted from your bank account every month, there is no opt-out of the program for these dates, even if the enrolled child does not attend. **Program on these days may be held off-site at the main YMCA location in Reseda.**
- The program will close at 1pm on Christmas Eve & New Year's Eve. The program will be closed on the following holidays: Veteran's Day, Thanksgiving Day & the day after, Christmas Day, New Year Day, Martin Luther King Jr. Day, President's Day & Memorial Day.
- Non-Attendance:** There are no credits or refunds for non-participation or non-attendance on program days of operation.
- The YMCA reserves the right to cancel this program at any time, due to low enrollment or other factors. If program enrollment is low at multiple sites, the YMCA reserves the right to combine/merge program sites or move to program to the YMCA Branch, in Reseda.
- For a complete list of our program policies, please see the most recent edition of our **Program Handbook**.
- All enrollees must complete an **Enrollment Packet** prior to the child's first day of program.
- Should the local or partnering school district modify or alter their distance learning program and/or resume school, on-campus or in a hybrid model, the YMCA reserve the right to change, modify, adjust, cancel, reclassify, or restructure its program options & rates.

### COVID-19 Safety Precautions (At a Glance)

Our programs will look a little different, compared to what you may be used to. Each day, we will support children in completing their distance learning. In addition, the program will offer STEAM activities, recreation & outdoor time, homework support & enrichment activities. We will offer all of this, while ensuring that physical distancing & all safety precautions are maintained. Daily, upon arrival, we will check the temperatures of all children & staff & conduct a daily wellness assessment. Throughout the day, children will have an opportunity to wash their hands, while staff disinfect & sanitize common surfaces. Children will remain in the same small group of 12 children or fewer, in the same room, with the same YMCA staff members. Staff and children will wear face coverings at all times throughout the day. At night, the rooms will be deep cleaned, disinfected & sanitized, in preparation for the next day.

### Important Enrollment Information

To complete your child's registration:

- Register your child in the program, online at [www.ymcala.org/childcare](http://www.ymcala.org/childcare)
- Bring your completed **Enrollment Packet** on your child's first day or email scan to [childcare@ymcala.org](mailto:childcare@ymcala.org). You can download the **Enrollment Packet & Program Handbook** at [www.ymcala.org/childcare](http://www.ymcala.org/childcare).
- If you are interested in financial assistance, you must submit proof of household income to the YMCA using the **YMCA Financial Assistance Application**, available upon request at [FA@ymcala.org](mailto:FA@ymcala.org). Once submitted to the YMCA, the YMCA will use a sliding scale to determine if the family is eligible & qualifies for a reduced fee. Please read the **Financial Policies Agreement** in our **Program Handbook** before applying for financial assistance.

**HOW TO CONTACT US:** For more information or to join our email list for enrollment updates, email us at [childcare@ymcala.org](mailto:childcare@ymcala.org).