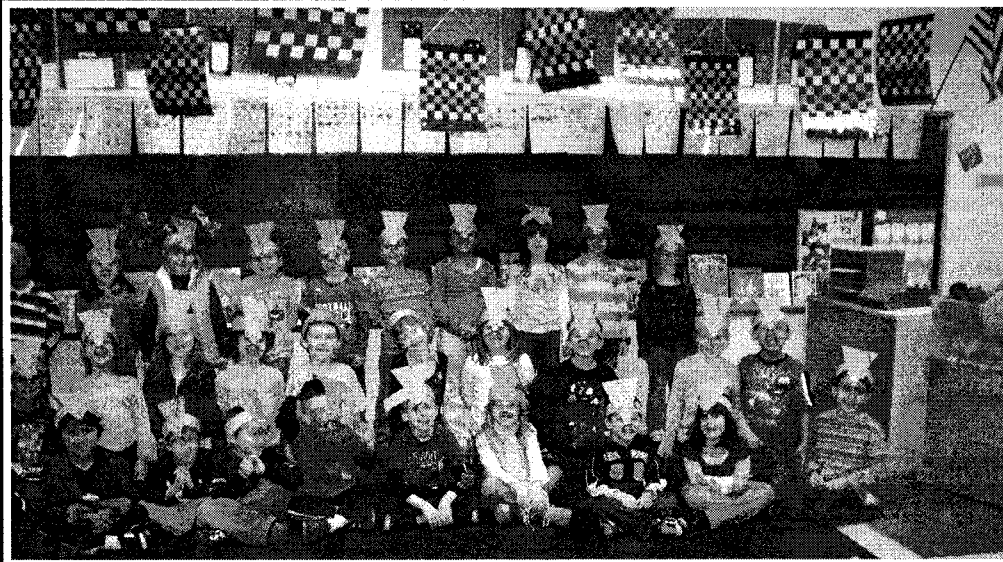


ywca
kindergarten
wrap-around program

Penn Manor
2009-2010

Registration forms enclosed



eliminating racism
empowering women

ywca

YWCA of Lancaster
110 North Lime Street
Lancaster, PA 17602
717. 393.1735, ext. 265
Fax 717.396.0513

KEYSTONE
STARS 
Reaching higher for quality child care

United
Way



United Way
of Lancaster County

YWCA SACC PHILOSOPHY

The YWCA School Age Program philosophy states that a child care program must protect the basic health and safety of the children it serves. Respecting their unique patterns of growth and development in a safe and diversified environment, children best learn and apply the values of peace, justice, freedom and dignity within their social realm. Educated staff foster development by offering age-appropriate activities which include social, physical, creative, and emotional opportunities for growth which then stimulates trust in themselves and their world. School-age children are empowered to use their natural creativity to make their own choices regarding how they interact with their peers.

Program Information

Hours of operation: The Wrap Program operates from Kindergarten dismissal until 3:30 pm. Before School care is from 6:45am-9am (at Central Manor, Pequea, Hambright, Eshleman, Letort, and Martic). After School care is from 3:30pm-6pm at Hambright and Pequea.

Location: The Wrap Program operates at two locations:

Hambright Elementary School, 2121 Temple Ave. Lancaster, PA 17603
Pequea Elementary School, 802 Millwood Road Willow Street, PA 17584

Children attending Kindergarten at Central Manor, Eshleman, Letort, and Hambright Elementary will be in the Hambright wrap program. Children attending Kindergarten at Conestoga, Martic, and Pequea Elementary will attend the Pequea wrap program.

Wrap fees:

Wrap care only:	\$64 per week/\$16 per day
Before School & Wrap	\$91 per week/\$22 per day
Wrap & After School	\$91 per week/\$22 per day
Before, After & Wrap	\$101 per week/\$25 per day
No school day:	\$22 per day
Delay:	\$11 per day
YWCA youth membership:	\$15
Registration fee:	\$10 per family
Sibling discount:	15% discount for older sibling(s)
Late fee:	\$1 per minute after 6:00 pm

Scheduling: Attendance calendars will be mailed out monthly with bills. Please indicate which days your child will be attending. Monthly billing is based on this information. If a completed calendar is not returned to the YWCA, your child may not start the Kindergarten Wrap Program until it is received. Each month, a calendar will be mailed along with your invoice and are due by the 20th of the month with your payment. If we do not receive your calendar by the 20th you will receive a \$10 late charge and be billed for the entire month. Send a note to your child's teacher stating which days your child will attend the Wrap Program.

Billing/payment: Invoices will be mailed the first Thursday of the month and are based on the calendar schedule you submit. Payment is due by the 20th of the month. If payment is overdue, students will not be permitted into the program until payment is received. All payments should be dropped off at the YWCA front desk, call into the front desk to pay with credit card, or mailed to the YWCA at 110 North Lime Street, Lancaster, PA 17602. **DO NOT GIVE PAYMENTS TO THE STAFF MEMBERS AT THE SITE!** If you have any questions about your account, please contact Lisette Colon at 393-1735 ext. 230.

Schedule Changes: Please call 393-1735 x242 with any changes to your schedule. These calls must be made by 10 am the day of in order to ensure proper scheduling. Your bill will be adjusted the following month based on your daily/weekly rate. You can be credited for up to 2 cancellations per month. Please wait for the adjusted invoice; do not make adjustments on your own.

Parent Conferences/Observations: Our staff is always available to work with you in meeting the individual needs of your child. Parent conferences will be offered to all families once a year in October. Should you or your child's counselor find it helpful to discuss your child more often, a conference can be arranged. SACC Supervisors will become involved in these situations and are available to assist with your concerns. Staff will complete monthly observations for you child to be shared with you during your conferences.

Transfer of Childs Records: The SACC Program will transfer your child's record at the request of the parent. If you would like your child's records transferred to another education setting please ask the director. You will need to sign a release form before the records may be transferred.

Termination Policy: In order to terminate care you must give two weeks written notice to a director prior to the date of termination. If two weeks is not given, you will be charged for two weeks of fees from the time of withdrawal.

Health Appraisals: Complete and current health appraisals (dated within one year) are required for each child enrolled in our state-licensed child care program. A health appraisal form is attached and must be returned within 30 days of the child's start date. We will accept school health assessment forms.

No School Days (non-weather related): On no school days care is provided at the downtown YWCA from 6:30 am – 6 pm. These days are filled with a variety of activities and field trips. Please check your monthly calendar to see when these days are available and mark an 'X' on the calendar if you would like your child to attend. Parents must pack a lunch on no school days.

District Early Dismissals at 1:30pm:

No AM Kindergarten: All day wrap care available at Hambright and Pequea from 9am-1:30pm. Before and after school care available at Hambright and Pequea from 6:45-9am and 1:30-6pm.

Extended AM Kindergarten: Upon Kindergarten dismissal at 1:30pm, after school care will be available at the child's home school from 1:30- 6pm.

Lunch: Children in the YWCA Kindergarten Wrap Program may bring a packed lunch or purchase a school lunch at Hambright and Pequea. Lunch tickets may be purchased at Hambright and Pequea with the cafeteria workers or online at <http://www.pmsd.k12.pa.us> through the Food Services link. Checks should be made payable to Penn Manor School District with your child's first and last name written on your check. Please note that any concerns regarding the school lunches should be directed to Hambright and Pequea and not to the YWCA. Snacks are served daily at our After School Program, which meets at the conclusion of the Wrap Program at 3:30 pm.

Child drop off and pick up: Children attending our Before School Program must be escorted into the facility by an adult and signed in on the roster. Children will only be released to the persons designated on the emergency contact card and must be signed out on the roster. Proper identification must be shown when picking up the child. Please notify persons on your emergency contact form to bring proper identification. This procedure is in place to ensure the safety of the children; therefore, children will not be released to persons without identification or those not listed on the emergency contact form. Please note, if a person other than those listed on the emergency card will be picking up your child, you must provide a written note to the counselors and identification must be provided.

Medication: For safety reasons children are not allowed to keep any medication in their possession. Please give any medications (including cough drops) to your child's counselor upon arrival at the facility. *All medication, including over-the-counter brands, must be in its original container and include a pharmacy label with the child's name, current date, and dosage amount.* **Be sure to complete and sign the medication log. We are not permitted to give medication to children without your written authority.** Please make sure that the dosage is clearly stated in the medication log and on the container itself.

Illnesses: If your child should become ill while in our care and our staff person thinks that your child should go home, you will be contacted immediately. If we suspect that your child has a communicable disease (i.e. chicken pox, pink eye, head lice) **we will require a physician's note to return to the program.**

Children should not attend the Kindergarten Wrap Program if they are experiencing any of the following:

- Fever of 101 degrees or more.
- Repeated episodes of diarrhea or vomiting.
- Have signs of a communicable disease, in which case we should be notified immediately.

If your child is sent home with any of the above mentioned symptoms, 24 hour exclusion is required.

Clothing: Children enrolled in our program will play hard and they may get dirty. During the week, we will designate a painting day. It is recommended that children bring a "slop" shirt with them on painting days, or bring a "painting" t-shirt with your child's name on it at the beginning of the year to keep in the Wrap room. Any extra shirts or smocks would be greatly appreciated. All children should wear comfortable clothes. No open-toed shoes or sandals. To avoid lost belongings, PLEASE LABEL EVERYTHING. We will have a lost and found box at each site. The YWCA is not responsible for lost, soiled, or damaged clothing.

Toys and valuable: Show 'N Share days are the only time that children are able to have toys from home. Children are to leave their toys and valuables at home. The YWCA is not responsible for lost, broken, or "traded" possessions. Any hand-held electronic game systems should be left at home.

Inappropriate belongings: Children may not bring toy weapons, water guns, inappropriate music or magazines. These items will be confiscated and returned at the end of the day.

Bad Weather Procedures *PENN MANOR WRAP PROGRAM*

Hambright, Eshleman, Letort, Pequea & Central Manor:

School cancellation– All day care provided from 6:30 am-6 pm at the downtown YWCA.

Early dismissal– Respective school sites are closed; care is offered at the downtown YWCA, provided *you* transport your child.

1 or 2 hour delays – Morning Kindergarten dismissal is at normal time on 1-hour delays, and at 12:45 pm on 2-hour delays/Modified Kindergarten. Before School Care will be available at Central Manor only.

- All students in need of before school care will report to the **Central Manor Gym** located on the side of the building by the playground equipment. The site opens at 6:45 am. Penn Manor School Buses will then transport all students to their respective schools for the start of the day. Students will not be marked tardy, as they are already within the School District. Upon Kindergarten dismissal, the YWCA vans will pick up the students and take them to the Wrap Program at Hambright and Pequea where they can stay until 6:00 pm.

School closing after a delay- Our staff will call to inform you that school has been cancelled. Care will then be provided at the downtown YWCA for the remainder of the day until 6 pm. *You* are responsible for transporting *your* children from Central Manor to the YWCA; the YWCA vans will **NOT** transport the students. Unfortunately, if the school busses cannot pass through the roads, nor can our YWCA vans.

Morning Kindergarten (only) is cancelled- Your child may still attend the Wrap Program at Hambright or Pequea all day.

Martic:

School Cancellation – All day care provided from 6:45am - 6pm at the downtown YWCA.

Early Dismissal – Respective school site is closed; care is offered at the downtown YWCA, provided you transport your child.

1 Hour Delays – The Before School Program at **Martic** will open at **8am**

2 Hour Delays – The Before School Program at **Martic** will open at **9am**

School closing after a delay – Our staff will call to inform you that school has been cancelled. Care will then be provided at the downtown YWCA for the remainder of the day until 6pm. You are responsible for transporting your children from Martic to the YWCA; the YWCA vehicles will **NOT** transport the students. Unfortunately, if the school busses cannot pass through the roads, neither can our YWCA vehicles.

Morning Kindergarten (only) is cancelled- Your child may still attend the Wrap Program at Hambright or Pequea all day.

Listen to FM 97 or watch WGAL News 8 for YWCA cancellations.