Southwest Y SACC Program Appendix

Thank you for signing up for our Before and/or After School Program at the Southwest Y! The following information is meant to compliment our main handbook with specific information about our program and site. Please review this information carefully, as families are responsible for knowing and understanding our policies and procedures.

Staff Relationships with Program Participants and Families

YMCA staff are not allowed to babysit or provide other services to the children and families within our programs outside of the YMCA Child Care program. The only exception to this rule is if there was a pre-existing relationship prior to enrolling in the YMCA program, which should be noted by both staff and family at the time of enrollment. Staff that violate this policy are subject to discipline including potential immediate dismissal.

Likewise, YMCA staff are not allowed to communicate or socialize with program participants and families outside of the program. There can be no texting, Facebook, Instagram, and/or meeting at an outside venue (i.e., the mall, etc.). Staff that violate this policy are subject to discipline including potential immediate dismissal.

Program Offerings

AM Care Program
This program begins at 7:00 AM and is loosely structured due to the transient nature of the varying arrival times. This program provides casual activities to get children ready for their day at school. The program operates Monday through Friday.

PM Care Program
Our School Age Child Care (SACC) program provides quality childcare that parents can rely upon throughout the Westhill school calendar year. The SACC PM program will provide a variety of activities including homework time, arts & crafts, games and activities, STEM (Science, Technology, Engineering, and Mathematics), and free play. A healthy snack is provided. The program operates Monday through Friday from school dismissal until 6:00 pm at the Southwest YMCA.

Half Day Program
On days that school is only in session for a half day the YMCA will operate programs from the time of school dismissal until 6:00 pm. Children must bring a bag lunch on a half day. There is an additional fee for half-day childcare of $15, unless you are registered for the full 5 day program, in which case the half-day fees are included in your normal monthly fees.

All registrations received less then 3 business days prior to a scheduled half day will be subjected to a $10 late fee and must be pre-approved by the program administration. Registration ends at noon the business day prior to the scheduled half day.

Our registration deadline is a safety precaution that allows us to be prepared for proper staff coverage. Registration will be available online. If a registration is not turned in, your child will not be permitted to stay in the program, and you will be called to come and pick up your child.
Vacation Camp Program
On days when school is not in session childcare is offered from 7:00 am—6:00 pm at the Southwest YMCA. Full day program schedules vary with planned activities. Breakfast and lunch will not be served on these days. Parents are notified of these days off by the district calendar. Registration forms are available at the Southwest YMCA SACC site. The cost of this program is separate from your monthly program fee.

All registrations received less than 3 business days prior to a scheduled half day will be subjected to a $10 late fee and must be pre-approved by program administration. Registration is available online.

All children must be pre-registered before the start of the program. Fees are paid at the time of registration and if the YMCA needs to cancel the program, you will be notified, and your payment returned or credited to another date. If you do not register your child in advance and want to register at the last minute, you must contact the SACC office to see if there is room to take more children. If you show up on the vacation day with your child you may be turned away.

You do not receive credit if your child is registered and you decided not to send him/her unless a 2 week written notice is provided. Such schedule change is subject to a $10 processing fee. DSS participants who register but do not attend and fail to contact the program administration in advance will be accountable for paying the YMCA’s regular stated fees.

Your child should bring a full lunch with a drink and appropriate clothing for outdoor play. Please remember to send in medication that staff may/will need to administer during program.

Snow Days
The YMCA offers full day Snow Day Care for participants of the Before and After school programs in the Westhill School District when there is a district wide closing due to poor weather conditions.

Programs hours are 7:30am—6:00pm and availability is on a first come, first serve basis. In order to register you must complete a brief registration form upon arrival at the program. Please remember to bring any medication with you that your child will/may need. Your child will need a lunch and appropriate outdoor attire; we will provide an afternoon snack. You will be sent an invoice or an approved credit card will be charged.
Inclement Weather Policies

School Delays
When school is delayed, the morning program will still be available starting at 7:00 AM for children registered in the AM program until the school day begins. Only children already registered to the AM program will be provided care on a school delay.

School Emergency Evacuations
When schools are closed early because of an emergency or due to inclement weather the children will be bussed to the Southwest YMCA as they would on a non-emergency day.