



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A GOOD PLACE FOR YOUR CHILD TO GROW

Parent Manual

LA JOLLA YMCA CHARACTER BUILDERS PROGRAM

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La Jolla YMCA Character Builders Mission:

Character Builders strives to inspire, empower, and support our youth by fostering each child’s individuality, creativity, and personal growth.

WELCOME

Dear YMCA Family,

Welcome to the La Jolla YMCA's school-aged before and after school childcare program. Our focus is on whole child development through character building activities that focus on caring, responsibility, honesty and respect. With these core values in mind, your child will learn social skills, academic skills, work on homework, engage in physical activities, positively connect with adults and strengthen their values through character development.

We are committed to providing a family friendly environment and encourage you to visit the program at any time to view the facility and your child's participation. Families are also encouraged to join our family events, on field trips, as volunteers and through our PAC program. Volunteers are needed for field trips, as well as for the YMCA's Annual Giving Campaign, an effort to support thousands of children, families and adults in our community. The Parent Advisory Committee (PAC) meets four times yearly to discuss program enhancement and improvement. Feel free to contact our Site Supervisor with any questions about family involvement.

This publication is your guide to the YMCA school-aged before and after school childcare program. It explains multiple topics, from operations, policies and procedures, safety precautions, activities, parent-staff communication and more. If a question or concern arises not covered in the information provided, please feel free to contact the Childcare Director.

We look forward to complementing your child's educational endeavors with our childcare program. Our goal is to help your child reach their fullest potential and to build lasting relationships with children, families and the community at large.

Sincerely,

The La Jolla YMCA Character Builder Staff Team

ABOUT THE YMCA

MISSION

The La Jolla YMCA is dedicated to improving the quality of human life and to help all people realize their fullest potential as children of God through the development of spirit, mind and body.

In the school-aged before and after school programs, children experience the YMCA mission through participating in activities that:

...develop the SPIRIT by building self esteem, a willingness to help others and personal values. Arts and humanities, character development, service learning and social development activities include collaborations, conversations, development of conflict resolution skills and opportunities for success regardless of ability.

...develop the MIND by learning and applying new information. Homework support, literacy, science and technology activities provide opportunities to assimilate new information, use knowledge gained at school and develop problem-solving skills.

...develop the BODY by participating in health and physical activities. Health, wellness and fitness activities include sports and games that encourage wellness, physical fitness and hands-on activity.

La Jolla YMCA Character Builders Mission: Character Builders strives to inspire, empower, and support our youth by fostering each child's individuality, creativity, and personal growth.

PHILOSOPHY

It is our philosophy that by providing a balance of emotional support, physical activities and cognitively stimulating environments, we can enhance your child's natural growth process while facilitating their individual needs and learning styles. The children will have the opportunity to participate in activities while we strive to instill our core character values of caring, honesty, respect and responsibility.

YMCA CHILDCARE PROGRAM GOALS

- To provide all children in our care with an environment that is safe, one in which they feel supported, cared for and most of all, a place they can have fun.
- To help develop and demonstrate the four core character values for all children.
- To increase the physical fitness and self awareness in all children.
- To strengthen the interpersonal and social skills of all children.
To foster an appreciation for diversity and cultures of the world.
- To complement and integrate the children's educational experiences with well-rounded curriculum using the YMCA's School-Age Care Curriculum.

OUR PROGRAMS

All our school-aged before and after school childcare site is licensed by the State of California. We offer programs at the following locations and follow the traditional school year calendar.

School: Torrey Pines Elementary, 8350 Cliffridge Ave., 92037

Site Phone: 858-622-0229

School: Bird Rock Elementary, 5371 La Jolla Hermosa Ave., 92037

Site Phone: 858-488-0537

Cell Phone: 858-967-6505

School: La Jolla Elementary, 1111 Marine St., 92037

Site Phone: 858-454-9422

After school care is offered at the La Jolla YMCA for following the schools: Doyle Elementary & Curie Elementary

Site: La Jolla YMCA, 8355 Cliffridge Ave., 92037

Site Phone: 858-453-3483 ext 12826



TRANSPORTATION INFORMATION

School buses will be used to transport students from Doyle and Curie. Each day the driver performs a pre-trip inspection of the bus. The drivers are well trained with 20 hours of behind the wheel and 10 hours of classroom training. Our drivers are also CPR and First Aid certified.

We do have some bus rules that we would like you to read over with your children:

- Children must remain seated with their backs and bottoms touching the seats at all times.
- Children must not put anything (including body parts) outside the bus windows.
- Children must keep their voices at an indoor level.
- Children must behave respectfully and use appropriate language.
- No eating or drinking on the bus.
- All children must follow the directions of the bus driver.

We always like to remind our children how we unload the bus one person at a time, seat by seat, front to back.

Any child who is unable to control his or her behavior while on the vehicle, including following all of the above rules, risks loss of transportation privileges.

HOURS OF OPERATION

BEFORE SCHOOL CARE

In the AM, we are open at 6:30 am until school start time.

AFTER SCHOOL CARE

In the PM, our program begins at school dismissal and ends at 6:00 pm.

MINIMUM DAYS and HOLIDAYS

Before and after school care will be provided on minimum days but not on holidays or school breaks. The YMCA does offer camps on many of those days for an additional fee.

The YMCA is closed for camps and childcare on the following days:

New Year's Day

Labor Day

4th of July

Memorial Day

Thanksgiving

Christmas Day

If you would like your child to attend on a minimum day that you are not regularly signed up for, you may enroll him or her at the front desk for an additional charge, pending availability.

LATE PICK-UP

In the event a parent should pick up their child after the 6:00 pm closing time, a late fee will be assessed. We charge \$1 for every minute after 6:00pm.

Parents who have not notified the childcare site that they will be late can expect the following to occur:

1. For the child's safety we will attempt to make contact with all authorized guardians and pick up persons on the child's medical release form.
2. In the event that no authorized guardians or pick-up persons can be reached within 30 minutes, the local police department will be notified. Your child will be taken into their custody.
3. If a child is continually picked up late from our program, actions such as dismissal from our program, may be necessary.

ENROLLMENT POLICIES AND GUIDELINES

REGISTRATION

Registration is required for your child to begin in one of our child care programs. You can register by coming into the La Jolla YMCA anytime during regular business hours.

Please note that after registering it will take at least 2 business days before your child can start in one of our programs. This is to allow time to review the paperwork submitted and information is transferred to the site supervisor.

In the event your registration is not complete your child will not be able to start in our program.

PAPERWORK AND FORMS

All child care participants are required to have the following paperwork in their file for licensing purposes. All forms and documents must be updated yearly with any changes necessary and can be found at the La Jolla YMCA registration desk or the website: lajolla.ymca.org

Please note that all paperwork and forms may be required for you to fill out if the information has changed. Parents must keep the YMCA informed of all changes to their information including address changes, phone number changes for work, home and emergency contact persons and authorized pick up people.

FEES AND PAYMENT

Fees are collected on a monthly basis from an automatic transfer system (ATS) from either a checking account or credit card. Payments made by checking account are drafted on the 10th of each month. Payments made by credit card are drafted on the 15th of each month. If payments are not received by their due date, or are returned unpaid by the bank, a \$10 late fee or Non-Sufficient Funds (NSF) fee will be assessed accordingly. Please submit all changes to bank draft information in writing by the 1st of the month to avoid service fees and returned payments. Fees must be paid by ATS. No cash payments are accepted.

As an enrolling parent, you are responsible for all fees related to your child's participation (co-pays, family fees, registrations fees, late pick up fees). This includes families who receive assistance financially from third party agencies (CDA, CRS and YMCA). These also include all gaps in financial coverage by these agencies and the costs of our program. You are responsible for payments of all fees due.

In order to be fair to all before and after school childcare participants, those who do not pay program fees, have recurring Non-Sufficient Funds (NSF), and/or returned payments will be suspended or terminated from the program.

CREDIT AND REFUNDS

There are no adjustments in the monthly fees for absence or non-participation. When you enroll your child, you are reserving space, time, staffing and provisions whether or not they attend.

Fees are based on a four week month system.

Fees will be prorated to reflect three weeks in December and June.

EXIT POLICY

Participants looking to leave the before and after school childcare program are required to notify the YMCA **in writing** at least **two (2) weeks** prior to your child's last date of attendance in the program. When two (2) weeks written notification is not received, you will be financially responsible for those two (2) weeks, regardless of your child's participation.

CHANGES IN SCHEDULE

Changes in schedules or days of attendance also require **two (2) weeks written** notification to make the changes to your accounts. When two (2) weeks written notification is not received you will be financially responsible for those two (2) weeks, regardless of your child's participation. Schedule changes need to be in writing and will be approved depending on spaces being available by the Program Director.

AMERICANS WITH DISABILITIES ACT:

"The YMCA of San Diego County serves all people regardless of age, gender, race, color, national origin, religion, ethnicity or disability." Questions regarding this policy may be directed to the YMCA of San Diego Team Headquarters at 858.292.9622.

FINANCIAL ASSISTANCE

Financial Assistance and Scholarships are available for those families who qualify. It is made available through generous donations from participants, members, community residents.

Confidential applications are available at the front desk, or online at www.lajolla.ymca.org.

The La Jolla YMCA also accepts payment made from third party agencies such as Child Development Associates and Childcare Resources Services. Please visit the Childcare Resources website at www.ymcacrs.org

ATTENDANCE POLICIES

SIGN IN AND OUT PROCEDURES

- It is a requirement to sign the child(ren) in for AM care and out for PM care daily.
- Drop-off and pick-up persons will need to legibly sign their **full legal signature** and note the exact time on the sign in and out sheets (this is a licensing requirement). Failure to do so can result in your child's termination from the program.
- Please keep authorized or unauthorized pick-up persons current with the Site Supervisor. All authorized pick up persons must be at least 16 years old.
- Pick-up and drop-off persons are required to escort their child(ren) to and from the YMCA childcare program center.
- **YMCA staff will sign your child into the program at school dismissal time. Your child should go directly to the program meeting place. A staff member will be there to meet your child. Kindergarteners will be picked up (in the afternoon) and dropped off (in the morning) to their classrooms.**
- **If a child does not arrive at the program location within a reasonable amount of time, and we have not been notified of the child's absence from the program for the day, we will report the child as missing to the appropriate personnel.**

AUTHORIZED PERSONS FOR PICK UP

For your child's protection, **only** authorized persons may pick up your child(ren).

To add persons to your child's authorized pick up list, please include the following information: the person's full legal name, their phone number and their relationship to the child and submit to the Site Supervisor **in writing**.

All staff members are required to ask for photo identification of all persons picking up your child(ren) that they do not recognize. Always be prepared to show your picture identification when picking up child(ren) from our programs and alert any persons authorized to pick up your child of our policy.

DAILY ABSENCES

If your child is going to be absent from the program it is very important that you **contact the Site Supervisor** to notify them of your child(ren)'s absence. Please leave us a message if necessary. In the event that you do not notify us of your child's absence we will attempt to contact you to verify the absence. Repeated failure to report your child absences may result in their termination from our program.

EXTRACURRICULAR ACTIVITIES

If your child attends Curie, Doyle, or Torrey Pines, we offer programs through our Character Builders Plus program. We work with the enrichment and gymnastics departments to provide classes for your children to enjoy! Spaces are limited for these programs so please sign up early. Information about these programs can be found on the La Jolla YMCA website (www.lajolla.ymca.org) or through the front desk. Program Activity Forms are required to be filled out for children to attend these programs. Program Activity Forms are available at the front desk and at the Sign In & Out Binders. The following information needs to be submitted on a Program Activity Form three days prior to the beginning of the month for monthly programs: Child's name(s), days and times of activity. The YMCA cannot release your child to their activities without that information. In order for the YMCA to transport children, the YMCA programs permission slip must be filled out and on file. This permission slip needs to be renewed as programs change and yearly (if program is consistent). If the runner is given permission to transport your child, it is your responsibility to make sure your child's activity schedule is turned in to the site supervisor. Children enrolled in activities that require uniforms or special attire will change into that attire immediately upon entering Character Builders Program. Children will have the chance to change back into regular clothes at the school site during a regulated bathroom time. If you choose to pick up your child directly from their activity, you **MUST** sign them out of childcare **PRIOR** to picking them up at their activity.

PARENT AND PROGRAM COMMUNICATION

PARENT BOARD

When signing your children in and out of the program daily please check the parent's board for all up to date program information, licensing information and daily schedules. We will frequently post new information on this board.

NEWSLETTERS

Monthly newsletters will be sent out electronically via email. Newsletters will highlight themes of the weeks, important activities, and student standout awards. Please review the newsletter carefully as it will include information on upcoming field trips and events. Please make sure that the Registration Desk has a current email address for your family.

ORIENTATION

All families are strongly encouraged to attend the beginning of the year orientation. During orientation you will get to meet and greet the staff that will be working with your children and we will review the policies and procedures of the program.

PARENT ADVISORY COMMITTEE

Get involved in your child's program by joining the Parent Advisory Committee (PAC). The PAC meets four times throughout the year (September, December, March and May) for an evening meeting that lasts no longer than one (1) hour. Dinner and free childcare are provided. Parents and staff members come together to share ideas and suggestions regarding program content and quality, family activities, enrichment programs, fundraising and other items of interest. The purpose of the PAC is to encourage program enhancement and parent involvement.

PARENT CONCERNS

The La Jolla YMCA is dedicated to developing and maintaining high levels of member service. We want to hear from you if we have not accomplished this goal. Any one of our YMCA staff is available to assist you with your concerns or questions and will work with you to find a resolution. In the event that a concern is not resolved to your satisfaction you may contact your Site Supervisor, the Program Director, or the Department Head of Programs at the branch.



CURRICULUM AND ACTIVITIES

The YMCA School-Age Care Curriculum is centered in the YMCA mission and program goals. In school-age care, mission activities look like this:

Spirit refers to self esteem and willingness to help others and the activities that develop these qualities. It also includes a sense of fun and a climate of positive energy. YMCA activities include collaborations with others, conflict resolution skills, and opportunity for success regardless of ability.

Mind refers to learning and activities that promote learning. YMCA activities include and encourage solving problems, using school gathered knowledge, and having high expectations each time an activity is undertaken.

Body refers to health and wellness and the activities that promote these qualities. YMCA activities include and encourage physical fitness and active games.

There are eight core components that the YMCA's School Age Care Curriculum focuses on:

1. Arts and Humanities (drama, art, music, poetry)
2. Character Development (caring, honesty, responsibility, respect)
3. Health, Wellness and Fitness (active games, sports, nutrition, healthy snacks)
4. Homework Support (daily quiet time for homework completion with assistance from a staff member)
5. Literacy (reading, writing, speaking, critically thinking)
6. Science and Technology (biology, computers, cameras, problem solving skills)
7. Service Learning (civic awareness, volunteering, leadership skills)
8. Social Competence and Conflict Resolution (strategies to deal with conflict, positive interactions, socialization)

The specific activities associated with the eight core components generally take place in one or several of the following contexts, each of which is balanced throughout the day or week:

Free Choice: Participants have the option of choosing from several activities, some relatively unstructured and some that are staff designed learning centers.

Small Group and Individual Activities: The activities available may be done either in small groups or alone. They may be initiated by the staff with the expectation that the children will work on the activity (i.e., homework or quiet time) or initiated by the children themselves.

Project Time: Time set aside for participants to begin or return to a long-term project needing certain space, materials, tools or leadership

Large Group: Activities are designed for large group participation, under the leadership of a staff member (i.e., read aloud or active games like soccer).

Indoors and Outdoors: All of the contexts above are presented or done in both outdoors and indoor environments.

Snack: A nutritious snack with at minimum two food groups is served daily. A snack schedule is provided by the site supervisor monthly. If your child brings an additional snack, please ensure that it is nutritious. Unhealthy foods such as chips, cookies, and candy will be sent home. Please do not send money with your child to buy snacks at the YMCA. Children are not allowed to carry cash with them in the program; it usually ends up causing trouble or getting lost.

GUIDANCE, DISCIPLINE & BEHAVIOR MANAGEMENT

RULES AND EXPECTATIONS OF PARTICIPANTS IN THE PROGRAM

Our intent is that all the participants enjoy the activities provided by understanding that they are responsible for their own actions. YMCA rules and conflict resolution strategies are posted at each site. Character Development is an important part of our program. We will use positive reinforcement by consistently acknowledging good behavior.

OUR EXPECTATIONS FOR EACH PARTICIPANT ARE:

- Respect for yourself, for others and for property
- Safety first
- Speak for yourself and listen attentively
- Be responsible for your words and actions.

BEHAVIOR MANAGEMENT

The La Jolla YMCA maintains a positive approach to managing a child's behavior at all times. We do so by teaching self control and learning to live within the expectations and guidelines set forth. Positive behavior is self-rewarding and allows the program activities to occur. When children choose to misbehave, consequences are required to avoid future problems. The overall safety of all our participants is our highest priority. We will use the following techniques to help with inappropriate or misbehaviors:

- **Reasoning and Redirection:** Every effort will be made to help the child understand why it is inappropriate. Children may be redirected to alternate activities. When conflicts are child to child, every effort will be made to have them reason together facilitated by a staff member.
- **Removal from a Specific Activity:** When reasoning has been used and the behavior has not changed, removing the child from the activity may become necessary.
- **Child/Site Supervisor Conference:** When staff is not successful with correcting a child behavior, the Site Supervisor may meet with the participant to redirect them to use the proper conflict resolution strategies.
- **Parent Conference:** If the parent needs to be formally involved in the process a Behavior Contract will have to be issued. 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 our program.

REMOVAL FROM THE PROGRAM FOR INAPPROPRIATE BEHAVIOR

The YMCA reserves the right to remove a child from the program if they endanger the well being of themselves or others. The overall safety of all our participants is our highest priority.

- When a child has a serious discipline problem, the parent may be called by staff to request that the child be picked up within one hour of the call. Hitting, threatening or intimidating others, injuring another person or leaving the program site are serious discipline problems.
- Should it be decided by YMCA staff that a child poses a serious discipline problem; the child may be suspended from the program for a period of 1-5 days, or may be removed from the program entirely.
- All YMCA school age before and after school programs follow all school rules and policies. If a child is sent home from school or suspended from school, they are not allowed to attend the YMCA program during the entire time of suspension.

HEALTH & SAFETY

CHILD ABUSE PREVENTION

Section 11166 of the California Penal Code requires any Child Care Custodian (includes teachers, licensed day care workers, administrators, foster parents and group home personnel), medical practitioner, or employee of a child protection agency who has knowledge of or observes a child or suspects the child has been a victim of child abuse, to report the known or suspected instance of abuse to a protective agency immediately. A phone call and written report will be filed within 36 hours of receiving the information concerning the incident. If you suspect abuse, call Child Protective Services (CPS) at (800) 344-6000.

MEDICATIONS

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

1. Be accompanied by a "Permission to Administer Medications Form" (available from the site supervisor). (LIC 9221)
2. Be brought to the Site Supervisor in its original container with the child's name, physicians name and drug name clearly labeled on the container with the expiration date.
3. Must have specific dosage amounts and times. YMCA staff members are not allowed to administer any over the counter medication such as aspirin, and cough medicine without having written instructions and dosage provided by the child's physician. The YMCA will not administer insulin shots.

CHRONIC HEALTH ISSUES

The YMCA will administer medications to children who have asthma, experience allergic reactions, or require blood glucose tests. The YMCA will not administer insulin shots. Any other substitute foods for raising blood sugar such as honey or orange juice will be maintained at the parents request if we are reasonably able to do so. Parents of children with potential life threatening illnesses must be reachable the entire time your child is in our care.

ILLNESS DURING PROGRAM HOURS

If your child becomes ill during program hours, they will be isolated from the other participants and you will be contacted to pick them up with in one (1) hour. They YMCA is not equipped to handle ill children beyond securing their immediate comfort. Please be sure to keep the YMCA informed of any changes in your work or emergency phone numbers. If you can not be reached, we will contact someone you have authorized.

Any child not attending school that day may not attend the YMCA program on that day. If you child goes home from school, call the Site Supervisor to report their absence from the program.

INJURIES DURING PROGRAM HOURS

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

- 1) Provide immediate First Aid.
- 2) Attempt to contact a parent or guardian.
- 3) If a parent or guardian can not be reached we will attempt to contact others listed on your registration forms.
- 4) In the 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 the parents or another authorized adult arrives. YMCA staff may not transport program participants.

Anytime a participant hits his/her head, a parent or guardian will be contacted immediately. Head injuries are very serious and you have our guarantee they will not be taken lightly.

EMERGENCY PROCEDURES

Fire and emergency disaster drills are scheduled regularly to ensure the staff and program participants are prepared in the event of an emergency. In the case of an actual emergency, parents will be notified of their child's well being as soon as possible. If your child's site must evacuate due to an emergency, they will go to the site listed on the "Emergency Care and Disaster Plan" located on the Parent Board at each site.

There will be no refunds or credit given for closures due to natural disasters.

SUN PROTECTION AND SUNSCREEN

Please apply sunscreen to your children every morning and pack a bottle for additional application throughout the day. We highly encourage children to:

Wear hats while they are outdoors.

Bring bottled water or a refillable container to keep throughout the day.

Bring sunscreen and reapply it frequently.

Sunscreen is kept at each site and per your request can be given to children in our program. You must notify the site supervisor of any sunscreen necessities. Please note that the staff can assist with the application of sunscreen to your children.

ADULT-TO-CHILD RATIOS

The La Jolla YMCA strives to meet a 1:12 adult-to-child ratio. In accordance with licensing standards, the staff-to-child ratio is not more than 1:14 for school-age students.

PROGRAM POLICIES AND INFORMATION

FIELD TRIPS – Our sites may offer field trips to various educational and fun venues around San Diego County. Field trips will usually occur on minimum days to provide the participants with enough time to enjoy the activity planned. Your Site Supervisor will inform you of these trips and a signed permission slip will be required. Please note that your child will not be available for pick up from your site during a field trip. If you do not want your child to participate in the field trip you will need to make alternate arrangements in advance for that day.

HOMEWORK – It is our policy to ensure that all children are provided with the opportunity to work on their homework assignments and to provide them with assistance as needed and appropriate. Specific homework times are set, a specific area is designated for those who are focusing on their schoolwork, and all of the children are encouraged to utilize this opportunity to study. However, we cannot force a child to do homework or complete assignments. Please impress upon your child the importance of using time to study and clearly establish your expectations with your child.

DRESS CODE – Attire should be appropriate for a child's environment and allow them to participate in the wide range of activities. Close toed shoes are required as we play outside each day.

TOYS AND GAMES – Toys and games are provided by the YMCA. Toys brought from home often cause problems with other participants. These items often end up lost or broken. We ask that children leave personal items at home.

LOST AND FOUND – If your child loses an item in child care please ask a YMCA child care staff to direct you to the lost and found bin located inside the child care room. Items not claimed within 5 days will be moved to the school or site lost and found area.

BABYSITTING – It is the policy of the YMCA that our staff do not accept babysitting assignments from families involved in YMCA programs.

BATHROOM POLICY – Staff members will escort two or more children to bathrooms and position themselves to visually observe the child enter and exit the restroom. Staff must have auditory awareness of the children. Staff is not allowed to be alone with a child in a restroom.

TERMINATION – The YMCA does not make it a practice to suspend or remove children from our programs. However, the YMCA reserves the right to do so if the behavior is not conducive to the safety and well being of other children enrolled in the program or your child's own personal safety. The YMCA also reserves the right to terminate services for inappropriate behavior of parents or guardians.

COMMUNITY CARE LICENSING CONTACT INFORMATION

State of California
Department of Social Services
Community Care Licensing – Mission Valley
7575 Metropolitan Drive, Suite 110
San Diego, CA 92108
619-767-2200

CONTACT INFORMATION

La Jolla YMCA
8355 Cliffridge Ave.
La Jolla, CA 92037
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