the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING BRIGHTER FUTURES

Childcare Parent Handbook

Dear YMCA Family,

Welcome to the YMCA of Orange County! Thank you for making an investment in your child's development. Your YMCA Child Care Program can make a real difference in the life of your child as it focuses on the development of the whole child through character building activities, developmental assets and your child's learning experience. Your child will learn social skills, work on homework, participate in physical activity, connect with positive adults and strengthen lifelong habits. Studies show that children who participate in YMCA School-Age Child Care Programs:

- Are more cooperative with adults;
- Are more likely to resolve conflicts by talking instead of hitting or fighting;
- Improve their academic performance;
- Become caring, responsible adults.

The YMCA is committed to providing a family-friendly environment. You are welcome to visit the program at any time to see how your child participates in the program. Other opportunities for families to get involved include family events, volunteering on field trips, annual campaign to raise funds for scholarships and the Parent Advisory Council (PAC) that helps recommend improvements and enhancements for the program.

This publication is your guide to the YMCA and your Child Care Program Center. It explains everything from operations, policies and procedures to safety, activities and communication. If you have a question that is not covered in this handbook, please contact your YMCA Child Care Director.

We look forward to helping your child grow into his or her full potential and to building a lasting relationship with you and your family.

Sincerely,

The YMCA of Orange County Child Care Team

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ABOUT THE YMCA

The YMCA in Orange County

The YMCA of Orange County was formed in 1924 and has provided a variety of youth and family programs since that time, expanding membership and services into all Orange County communities.

At the Y, strengthening community is our cause. With a focus on youth development, healthy living and social responsibility.YMCA programs celebrate and honor common values of respect, responsibility, honesty, and caring by infusing character development into the foundation and practice of all our programs; from youth sports and group exercise classes to parent/child programs and community services – Y programs build healthy spirit, mind, and body for all.

The YMCA of Orange County is a nonprofit, charitable organization that serves the entire community. Donations support our scholarship program and Our Commitment – To strive to keep programs open for all. Whether you are looking to get fit, give back, or meet new friends, the Y has something for you!

The YMCA Mission Statement

The YMCA is dedicated to putting Christian principles into practice through programs that build healthy spirit, mind and body for all.

The YMCA of Orange County, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in YMCA Child Care Programs. We serve all children regardless of gender, race, color, nationality, religion, or ethnicity. Religious instruction or worship is not practiced in our programs.

The YMCA of Orange County Vision Statement

We will improve lives and strengthen character by fostering youth and family development, healthy living and social responsibility driven by passionate staff and volunteers.

YMCA Guiding Values

- Caring
- Honesty
- Respect
- Responsibility

Other Program Opportunities (Supplementary Services)

YMCA Swim Programs have been teaching people to swim for more than a century. YMCA aquatics programs teach water fitness and safety skills through private and group lessons, swim teams, water polo, life guard training, and adult fitness classes.

YMCA Day and Resident Camps enhance the development and social skills of over 3000 youth a year through a variety of activities including swimming, boating, arts and crafts, organized sports, and other outdoor adventures.

The YMCA Community Services Branch offers a number of community based programs in mentoring support for foster youth, counseling and behavioral health support for youth and families, programs for youth and adults with developmental disabilities, and community health and wellness programs including childhood obesity prevention programs.

YMCA Health & Wellness programs has fitness facilities where people of all ages and abilities can feel comfortable working out, swimming, talking with members, or participating in a group class or community event. The YMCA offers many group classes including yoga, spin, kick boxing, aerobics, and dance.

YMCA Team Sports programs offer a number of year round youth and adult sports programs and leagues including softball, basketball, and soccer.

YMCA Parent – Child Programs have been operating in Orange County since 1930. The YMCA Adventure Guides Program helps strengthen the relationship between parent and child through outdoor activities, camping trips, and other activities.

Visit the YMCA of Orange County website at www.ymcaoc.org and the YMCA of the USA website at www.ymca.org for more information about the YMCA movement and its programs.

Did you know?

The YMCA is a **leader in After School Enrichment programs** that provide safe places and structured activities during non-school hours for youth who otherwise would be home alone or unsupervised in their neighborhoods.

CHILD CARE PROGRAM INFORMATION

YMCA Program Philosophy

- YMCA Afterschool programs strive to provide a safe, secure and supportive environment that gives families peace of mind when you cannot be there yourself.
- We believe that a child's experience is dependent on family life and community life-YMCA programs strive to support the entire family with a variety of programming and character based curriculum.
- We believe in focusing on your child's abilities rather than their shortcomings.
- We believe that when youth are exposed to consistent displays of positive character traits, they will develop a healthy self-esteem and a willingness to help others.
- We believe that by supporting your local school, your child will experience success.
- Our programs offer a holistic approach to your child's development by offering activities that strengthen, expand and provide real life context to information learned in the classroom.
- We believe that building string kids and strong families will strengthen the foundation of our communities.

YMCA Child Care Program Goals

- To provide an environment of safety, support, care, and fun.
- To develop the inner-strength and character of young people.
- To increase the physical fitness and self awareness of young people.
- To strengthen the interpersonal and social skills of young people.
- To demonstrate the importance of the six (6) pillars of CHARACTER COUNTS!
- To foster an appreciation for diversity.
- To complement and integrate the child's educational experience with a well rounded curriculum.

YMCA Child Care Program Staff

YMCA Child Care staff are CPR and First Aid certified and meet criminal clearance and state health regulations. All staff goes through an interview process and references are checked prior to making an offer. We take pride in our staff and provide training, which includes emergency procedures, program planning, child abuse awareness, and other areas pertaining to child care.
All Child Care staff meets or exceeds the minimum state requirements regarding academics and experience working with children.

YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program.

Each child care center is managed by a highly trained YMCA Child Care Director that not only has the academic requirements for the position but also has past experience of operating a Child Care Program. The Child Care Directors spend the majority of their time at the center providing leadership, guidance and overall supervision to insure a high quality program is provided for the children and families.

Program Hours

While school is in session, each day is divided into segments:

The Before School Program begins at 6:45 am (at most locations) or 6:30 am (at some locations) and is loosely structured for flexibility to allow for children arriving at varying times.

- Open- 7:30 am: Arrival time. Creative and quiet inside activities.

- 7:45 - 9:10 am: Departure for school/school playground (weather permitting). The YMCA staff will sign the children out of the program.

The Kindergarten Program continues from school starting time until afternoon kindergarten start time, and/or from morning kindergarten dismissal through upper grade dismissal time. Each day includes a co-curricular activity and lunch (provided by parent). A YMCA staff member will escort the kindergarten children to and from their school classroom. **Each YMCA center schedule may vary. Please ask your Director for specific details.**

Kindergarten Plus was developed and designed to extend and supplement the kindergarten learning experience with academic and enrichment activities that build upon the school district's kindergarten curriculum standards. The classroom environment utilizes learning centers, providing a healthy balance of teacher directed and child initiated learning activities. The YMCA Kindergarten Plus Curriculum Components are: Language Arts/Literacy, Mathematics/Manipulative, Science/Technology, Arts and Humanities, Construction/Problem Solving, Character Development, Health, Wellness and Fitness. The program begins when the traditional morning kindergarten program is dismissed through the end of the school day. This program is offered at select locations in place of the Kindergarten Program.

The After School Program begins at school dismissal and continues until 6:00 pm or 6:30 pm (at some locations).

A ***sample*** daily schedule includes:

- Dismissal - 3:30 pm: Outdoor play, Homework assistance (45 minutes)
- 3:30 pm: Nutritious Snack
- 3:30 - 5:00 pm: Group activities, Club Curriculum, Crafts, Games, Sports, small homework
- 5:00 - Close: Guided indoor activities

Note: Children are expected to report directly to the YMCA program upon dismissal from school. Once a child is checked into the program by the staff, he/she will not be released from the program except to an authorized individual. Please see page 23 for more information on daily absence from the program and extracurricular activities.

Full-Day Schedules

On days when school is not in session, child care is offered from 6:45 am (at most locations) or 6:30 am (at some locations) until 6:00 pm or 6:30 pm (at some locations). Full-day program schedules vary with field trips and other planned activities. Parents are notified of schedules/plans in advance in the monthly newsletter. Children are required to bring a sack lunch on full day schedules. **Refrigeration and/or warming up of food cannot be provided so please do not send perishable items or items that need to be cooked or heated up.**

Part-Time Schedules

During the year the YMCA offers a limited part-time schedule, based on availability. This schedule includes 2-Day option, 3-Day option or Before School (AM kindergarten or 1st-6th grades) only. Participants who are scheduled for Before School Only cannot attend the program on non-school days unless approved in advance as a paid drop in day. Participants who are scheduled 2-Day or 3-Day must adhere to their schedule as agreed upon at the time of enrollment. No changes will be made due to a non-school day or minimum day. To change your plan you will need to contact the Center Director in advance to ensure proper staffing to accommodate a schedule change.

Holiday Schedule

The Child Care Program does not operate on the following days:

New Year's Day*	Labor Day	Christmas Eve (Modified schedule)
President's Day	Thanksgiving	Christmas Day*
Memorial Day	Day after Thanksgiving	New Year's Eve (Modified schedule)
4th of July*		School Preparation**

*If the legal holiday falls on the weekend, the holiday is observed the day before or after. For example, if the holiday falls on Saturday, the holiday is observed on Friday.

****THE YMCA WILL BE CLOSED TWO DAYS PRIOR TO THE START OF SCHOOL FOR SCHOOL YEAR PREPARATION AND STAFF TRAINING.**

****IN THE EVENT OF A SCHOOL CLOSURE DUE TO SAFETY CONCERNS, THE YMCA WILL FOLLOW THE LEAD OF THE SCHOOL/DISTRICT AND WILL NOT OFFER CARE DURING THE SCHOOL CLOSURE.**

ENROLLMENT POLICIES & COST

Admissions Criteria/Medical Assessment Requirement

Children must be between 4.9 and 12 years of age and currently enrolled in elementary school (kindergarten through 5th grade). Parents must complete the YMCA of Orange County School-Age Child Care Program Registration material including the "Child's Pre-Admission Health History-Parent's Report" **prior** to the first day of participation in the Child Care Program. Immunization records must be on file in the school office or the child's file. A payment equal to **at least one (1) month** of participation and the registration fee is also due prior to the start date.

Establishing Member / Enrollment Fees

Child Care Program fees are established to offset the costs of operation for the program within the following framework:

- Fees are established on a year-round, monthly basis, and do not vary during school holidays or vacations. At select locations, fees may vary during the summer months to enhance the summer program.
- 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.
- All new or returning participants to childcare must pay a non-refundable registration fee any time there is a break in service as well as completing a child care registration packet.

Multi-Child Discount

The responsible party paying for more than one school-age child enrolled in the YMCA Child Care Program is eligible for the multi-child discount off the monthly tuition for the oldest child. Discounts will be based on program option selected. Please see the Child Care Director for more information.

YMCA Member Benefits

By establishing a school-based YMCA membership, youth and families are welcomed into the family of 14-million other YMCA members throughout the world. As a member of a school-based YMCA, you will enjoy the following benefits:

- Participation in YMCA school-based Child Care Programs including before school, after school, summer and vacation/holiday periods. Programs are established at school locations based on minimum participation levels.
- Membership discounts include 50% off family facility memberships. Family must have current enrollment in YMCA fee based child care center to qualify for discount.

Member Payment Arrangements

Electronic Funds Transfer (EFT) is an accepted method of payment. With your authorization, funds are automatically transferred from your bank or credit card to the YMCA's bank on the 1st of each month for that month. As long as funds are available, your child(ren)'s enrollment remains active. Employer or agency paid plans are other acceptable payment options.

Payments not made through EFT must be received on the first day of the month. Payments not received by the 1st of each month will be assessed a late payment fee of $25.

About Electronic Funds Transfer (EFT)

EFT is an efficient means of payment and significantly reduces the cost of billing and collecting fees, which equates to both lower overall fees to YMCA members and more resources being applied to program services. **This payment plan equates to a substantial per month, per account savings.** At no time does the YMCA have access to your personal bank account or other information. An entry on your monthly bank statement serves as your record of payment.

EFT occurs on the 1st of each month. Monthly payments continue until the YMCA receives a 30-day written cancellation notice. Any change to the EFT system, i.e. change of bank/credit card account; leaving the program; increasing membership fees to include an additional child; must be received in writing by the YMCA 30 days prior to the month in which the change is to be effective. **There is a $25 service charge imposed for a failed attempt to collect funds. This includes any payment that does not clear the member's account, for any reason, including change in credit card expiration date, this is in addition to any fees your bank may impose. Returned payments may result in suspension or termination of YMCA Child Care services. Additional late fees may also apply.**

Written notification regarding fee increases and service charge increases will be given to current members 30 days in advance of effective EFT date.

Fee Credits/Refunds for Absences

There are no adjustments in the monthly child care membership payment for absence or non-participation. Your fee covers our direct operating expenses (i.e., staffing, snacks, materials, activity fees, etc.). When you enroll your child, you are reserving space, time, staffing, and provisions whether or not she/he attends. There is a one month minimum participation with no refunds or credits issued for the registration or participation fees.

As the enrolling parent, you are responsible for <u>all fees</u> related to your child's participation (co pays and registration fees). This includes families that receive assistance through third party agencies (Cal WORKS, CHS, OCDE, PUSD, etc). Upon request, the YMCA is able to send account statements to a "billing" party other than yourself upon written notification by you, but please remember that you remain responsible for payment of all fees due.

Withdrawing from the Program/Changes to Program Enrollment

Participants leaving the Child Care Program are required to notify the YMCA Administrative Office, or the Director in writing by completing the "Withdrawal Notice." **The "Withdrawal Notice" form is required to stop the EFT payment or manual billing and must be received at the branch 30 days prior to the month the child will be leaving the program regardless of the time of year. If 30 day written notice is not given there will be no credits or refunds given. After 30 days, unpaid accounts may be submitted to a 3rd party collection agency. Registration fees and increased participation fees will apply to any re-enrollment. Changes in schedule, days of attendance or payment methods need to be given in writing 30 days prior to date of change.**

Removal from Program for Non-Payment of Fees

In order to be fair to all Child Care Program members, those who do not pay program fees in a timely manner may be suspended or terminated from the program.

Fees become past due on the first of each month and may include a late payment fee of $25. Any balance due may result in the child being removed from the program roster effective the following day. No further YMCA participation is allowed until the balance is paid in full. If the account balance has not been paid in full and arrangements have not been made for payment, your account may be turned over to a collection agency.

Financial Assistance

Qualifying families unable to pay the full cost of participation are encouraged to apply for YMCA Financial Assistance made available through generous contributions from friends of the YMCA. Please speak with the Child Care Director or Child Care Administrator for more information on eligibility requirements. The YMCA will also work with families to connect them to additional resources throughout our Service Areas.

Who to See When

Your **Child Care Director** will be able to assist you with most questions related to operation of the program, including program ideas or concerns, behavior issues, schedule changes. If, after working with your Child Care Director, you are unable to reach satisfactory resolution to a concern, please contact the **Program Director** or **Area Manager**.

For membership account clarification or billing questions, please contact your YMCA **Child Care Administrator or Center Director**

Your Child's File

Your child's file is available for review by the Department of Social Services, Community Care Licensing evaluators at all times. Your child may also be interviewed by a Community Care Licensing evaluator without prior parent permission as per Title 22 state regulations. Your child may also be interviewed by law enforcement personnel if requested.

PROGRAM COMMITMENT TO INCLUDE CHILDREN WITH SPECIAL NEEDS

The YMCA Child Care Program staff strives to respond to the needs of each individual child in a group care setting, with a ratio of one staff member to 14 children. The YMCA provides opportunities for involvement in large and small groups with a balance of teacher-directed and child-initiated activities. The YMCA Child Care 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 Child Care 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 staff 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 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 Child Care Program can reasonably accommodate the unique needs of a child, we 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:

- The Director will meet with the child and family.
- The Director will observe the child in the classroom setting.
- The Director will assess the 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.
- The Director will observe the child's adaptation to the group of children.
- The Director will discuss the child's needs with the supervisor.
- If possible, the child will be enrolled for a trial period, not to exceed two weeks.
- 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 childcare 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.

Partnership with YMCA Inclusion Program

YMCA Inclusion was designed to fully include children with developmental disabilities in YMCA after school care programs and other non-YMCA preschool and childcare programs throughout Orange County. The services that YMCA Inclusion offers consist of assessment of children's inclusion needs, onsite inclusion support, family support services, and staff training. Services also include program consultations, progress reviews, and placement assistance in preschool, childcare, and after school care programs. Eligibility for YMCA Inclusion includes a referral and authorization from Regional Center of Orange County, Orange County residency, and that the child is of preschool through 18 years of age.

ACTIVITIES & CURRICULUM

As with any YMCA program, the YMCA School-Age Care Curriculum is centered in the YMCA mission and program objectives. The YMCA Mission is *to put Christian principles into practice through activities that build healthy spirit, mind, and body for all.* Y programs, such as school-age care, are the tools YMCAs use to help participants experience the YMCA mission. It is also the YMCA philosophy that children need to have fun in our programs. When we know that children are having fun, they are learning.

The YMCA is committed to developing the whole child – spirit, mind and body:

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 collaboration with others, conflict resolution skills, and opportunities for success regardless of ability.

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

Body refers to health, wellness, and the activities that promote these qualities. YMCA activities include and encourage physical fitness and active games. The specific activities associated with the various curriculum categories generally take place in one or several of the following contexts, each of which is balanced throughout the day or week. All activities relate to the monthly theme. Weekly lesson plans are posted on the curriculum board at the center. Parents may request a copy from the YMCA Director.

- **Children's Choice:** The child or youth has the option of choosing from among several activities, some relatively unstructured and some that are staff-designed learning centers.
- **Small Group or Individual Activities:** The activities available can be done either in small groups or alone. They may be initiated by the adults with the expectation that all children will work on the activity (e.g. homework or quiet time) or initiated by the children themselves.
- **Project Time:** Time is set aside in the schedule for children or youth to begin or return to a long term project needing certain space, materials, tools, or leadership.
- **Large Group:** Activities designed for large group participation, usually under the leadership of a responsible person (e.g., reading a book, or participating in an active game such as soccer).
- **Indoors or Outdoors:** All of the contexts and activities above are presented or done in both outdoor and indoor environment.
- **Snack:** A nutritious afternoon snack, planned to meet a child's nutritional requirement, is served each day. A monthly snack calendar is posted at the center.

YMCA Afterschool Curriculum

YMCA Curriculum is hands-on and developmental. Youth experience the curriculum through a variety of content areas, hands-on activities, clubs, and enrichment centers. Activities are developed with consideration for the individual and developmental needs of youth.

YMCA Curriculum is flexible and fun. YMCA staff members include the children and families in the curriculum planning process and pursue children's ideas for activities. Children are offered a variety of structured and free choice activities throughout the day that consider their particular needs and interests.

YMCA Curriculum has a strong foundation. YMCA Afterschool Curriculum is based upon the Mission of the YMCA, YMCA Afterschool Program Goals, and research and best practices in the field. Our Afterschool Curriculum includes **four (4) Core Components** – Homework support, Fitness & Nutrition, Art & Culture, & Science – that provide the broad categories for daily activities, projects, and clubs. Our Afterschool Curriculum also integrates **four (4) Core Elements** – Social Competence & Personal Development, Character Education, Literacy, and Diversity & Cultural Awareness. These elements are evident in the curriculum and structure of the program, staff/youth interactions, and opportunities for youth development and participation.

HEPA (Healthy Eating, Physical Activity)

The YMCA of Orange County together with YUSA are aligned with the Institute of Medicine (IOM) recommended standards for early learning programs, the Healthy Out- of -School Time Coalition (HOST) standards for after-school programs, and Let's Move! standards for reducing childhood obesity.

There are 5 areas supporting HEPA standards. The areas; Parent Engagement, Physical Activity, Screen Time, Food and Beverages are defined below.

Parent Engagement Standard: Family involvement is an important component in establishing healthy eating and physical activity habits in children from a young age. The Y programs will engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity. Each site will prepare a designated area on the Parent Board to share communications about what we are teaching to the children about HEPA. This may include relevant newsletters, website content, press releases, news articles, social media, and any other messaging materials that support HEPA Standards implementation.

Physical Activity Standard: Increased physical activity provides lasting benefits for children. Each site will provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone- and muscle-strengthening activities. The Y will take active play outdoors whenever possible. Y staff will model active living by teaching and coaching physical activities with children.

Screen Time: Reducing screen time among children can positively influence skill development and healthy habits. Each site will limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs.

Food: Improving access to healthy foods can reduce hunger and poor nutrition, which prevent kids from reaching their full potential. The Y sites will follow the food standards listed below:

•Children serve themselves (family style) all food and beverages from common bowls and pitchers with limited help. Staff sit with children during snacks and meals.
•Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack.
•Do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.).
•Do not provide any foods that contain trans- fat (listed as partially hydrogenated oils in the ingredients).
•Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word whole (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice).
•Provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in –ose; and syrups like high fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of sugar per serving.

Beverages: Healthy beverages can reduce caloric intake and improve overall nutrition, both of which help reduce childhood obesity and help kids reach their full potential. Y sites will ensure:

•Water is accessible and available to children at all times, including at the table during snacks and meals.
•Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older), family style.

Core Components of the Curriculum:

- Homework Support
- Fitness & Nutrition
- Art & Culture
- Science

Core Elements of the Curriculum:

- Social Competence and Personal Development
- Character Education
- Literacy
- Diversity & Cultural Awareness

Kids'/Parent Night Out

The YMCA also offers opportunities outside of the licensed Child Care Program for parents to enjoy an evening out while children enjoy supervised evening activities. Please contact the program center director for more details.

Field Trips

Field trips are generally scheduled on full days. Parents will receive detailed information prior to the day of the trip. Please pay close attention to the newsletter so that you will be aware of the special departure and return times for field trips. Parents should ensure their child is at the program at least 45 minutes prior to the departure time. Children will be given a field trip shirt and it must be worn on all field trips. Please plan on having your child dropped off and picked up at the program site, for safety reasons, do not drop off and pick up at the field trip location. If you do not want your child to participate in the field trip, you will be responsible for making alternate arrangements in advance for that day. An alternate YMCA program center may be available for care on that day.

PROGRAM PHILOSOPHY ON CHILD GUIDANCE, DISCIPLINE & SAFETY

Children's Appropriate Conduct

It is our intent that each child enjoys the activities planned by understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist her/him and to know that we expect her/him to succeed. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below are the general expectations we have for all of our program participants:

- 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 staff and children at each Program Center 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 our 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 with staff 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 Teacher is not successful in correcting behavior the Child Care Director may meet with the child to redirect him/her to use of proper conflict resolution strategies.

4. **Parent Conference:** If the parent 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.

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. The YMCA reserves the right to remove a child from the program if he/she disrupts the class or endangers the well being of themselves or others.

Behavior Related Issues

In addition to behavior management procedures outlined above, parents should be aware that:

- No staff member may ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent;
- No 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 staff member will ever solicit or accept gratuities in consideration for any treatment of a child;
- No parent or guardian will be allowed to harass, threaten, or display violent/intimidating behavior towards staff, participants or other members.

Special Situations

In situations that indicate professional help may be necessary, a referral to a professional resource in the community can be made.

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 may be called by staff to request that the child be picked up within one (1) hour of the call. Hitting another child, threatening or intimidating others, injuring another child or staff member or leaving the program center is a serious discipline problem.
- 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.
- The YMCA Child Care Program follows all school rules and policies. If a child is suspended from school, he or she is not allowed to attend the YMCA program during the entire time of the suspension.

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 staff;
- Staff relationships with children;
- Unscheduled site visitation by YMCA supervisory staff.

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 your Child Care Center Director.

Child Abuse Reporting

Section 11166 of the California Penal Code requires any Child Care Custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment who he/she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child Care Custodian" includes teachers, licensed day care workers, administrators, or community care facilities licensed to care for children, foster parents, and group home personnel.

Information about Abuse

The YMCA wants all children to be safe. Unfortunately, child abuse does exist, taking many forms.

- Emotional – Threatening a child or using words that can hurt a child's feelings and self esteem; withholding love and support from a child.
- Physical – Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones.
- Sexual – Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation.
- Neglect – Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision.

IF YOU SUSPECT ABUSE, call Child Protection Services (CPS) at 714-940-1000

PARENT PROGRAM COMMUNICATION

To ensure you and your child are getting the most out of your YMCA experience, we keep the lines of communication open through a variety of ways including: newsletters, Parent Advisory Councils, bulletin boards, parent/teacher conferences, parent events, surveys, and feedback forms. You will receive frequent communications from us, both in person and in writing, so you're constantly informed of your children's progress, achievements' and daily activities. **What's more, you're welcome to drop in anytime, to visit, check in with your child, and enjoy the program.**

Parent Information Area

When you sign out your child each day, please check for any up-to-date information or notices at the Parent Information Area. Please check any posters and brochures for other information pertaining to YMCA activities and opportunities to volunteer. Please clean out your child's cubby each Friday.

Newsletters

Newsletters with themes, highlighted activities and other important information are distributed at the YMCA program center monthly. Please review the newsletter carefully, as it may include information on upcoming field trips and events. Please remember to ask for one if you do not receive a newsletter . . . extra newsletters will be available in the Parent Information Area.

Email

Parents can email the YMCA Child Care Director regarding any questions about the program or the YMCA. Your director can be reached at: initial of first name+last name@ymcaoc.org. (For example: Director Jane Doe – email address would be jdoe@ymcaoc.org). The YMCA believes that face-to-face conversations are almost always best when dealing with sensitive issues or concerns.

Custodial Issues/Disputes

The YMCA and the staff employed by the YMCA will not become involved in any custodial disputes between parent/guardian. Staff will follow court orders to the best of our ability; however we are not legal experts. All court orders submitted with the child's file must be official documents of the court. The YMCA will follow the instructions given by the enrolling parent as long as it supports the court order. Non-enrolling parents can add authorized individuals on their court appointed day (following the court orders). If custodial disputes are not handled appropriately by the parents, the child may be terminated from the program.

YMCA Documents

All YMCA documents, including but not limited to Registration Paperwork, Attendance Records and Incident Reports are property of the YMCA of Orange County. If YMCA documents are required, they must be requested by the court. All subpoenas should be served to the custodian of records (Child Care Administrator) at the Administrative Office or to the Center Director.

Orientation to the program for parents

In addition to a staff orientation, families also receive an orientation to the program. Before a child begins attending the program, the Child Care Director or Child Care Administrator will meet with the parent or guardian to learn more about your child, your expectations of the YMCA and any special considerations in meeting your child's individual needs. In the orientation, the following will be provided:

- Parent handbook explaining the policies of the program and expectations the program has of the parent.
- Required forms will be explained and must be filled out before the child begins the program.

GET INVOLVED

Parent Advisory Council

Parents are encouraged to participate in the Parent Advisory Council as a way to keep abreast of current issues and concerns at each YMCA Program Center. Parents and YMCA staff members come together to share ideas and suggestions regarding program content and quality, family activities, enrichment programs, and other items of interest.

Parent Concerns

The 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. Anyone of our YMCA staff is available to assist you with questions or concerns and will work with you for a resolution. In the event a concern is not resolved to your satisfaction you may contact the branch (information located on the back of the handbook) and speak with the Program Director or Area Manager of Child Care at your local branch. You have the right to share concerns without fear of retaliation. All concerns will be investigated and/or addressed with the proper parties. Every site has a management communication chain posted with contact information.

Volunteer

The YMCA encourages parents to volunteer at the program center for daily activities and special events as well as attend field trips. The YMCA also conducts our annual Youth Campaign to raise money for program scholarships; there are many opportunities to volunteer for this annual fundraising campaign, ask your Center Director for more information.

HEALTH & SAFETY

Medication

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

- Be accompanied by "Permission to Medicate" form (available at the Program Center);
- Be brought directly to the Director 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.

Non-Prescription shall be administered in accordance with the product label directions on the nonprescription medication container(s). Approval and instructions from the child's authorized representative for the administration of the medication to the child must be in writing.

Note: Staff cannot split pills or administer amounts other than specified on prescription label bottle unless it is in writing by the child's physician.

Incidental Medical Services

The YMCA Child Care Program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. Any other substitute foods for raising blood sugar, such as honey, orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must be reachable by the YMCA staff the entire time the child is at the YMCA Child Care Program.

Types of Incidental Medical Services:

- Delivery of Medication (prescription and non-prescription)
- Blood Glucose Testing
- Inhaled Medication
- EPI-PEN
- Glucagon
- Emergency Seizure Medication (Diastat)

Medication / Medical Services Procedures:

1. All medication must be in the original prescription bottle with clearly legible label, specifying the child's name, the dosage, expiration date, physician's name, and date of medication.

2. The Licensee is required to obtain written approval, instruction & training from a child's parent prior to administering any physician prescribed or over-the-counter (non-prescription) medication. Original prescription with written instructions from the child's physician is REQUIRED for all prescribed medication.

3. All medication must be kept in a locked storage chest. This chest must be stored in a cabinet or desk, accessible only by designated staff at all times. Prescriptions, which must be refrigerated, will be kept in a locked chest and kept in a refrigerator.

4. Medication will be administered by the Site Director/Lead or person designated in charge by Site Director/Lead. Site specific plan posted by Site Director/Lead.

5. Parents must complete "Permission to Dispense Medication" form to be kept on file at the site and should be updated every 30 days. All Medication/Release Slips shall be kept in one binder with the stored medication.

6. Staff shall complete the Medication Log each time medication is dispensed.

7. Staff must only follow the directions on the prescription bottle or over the counter medication and parents may not request a change in the written instructions.

8. A new permission to medicate form should be filled out monthly for children with on-going medication.

9. Any staff trainings and/or written instructions for parents or physician need to be kept on file with the Permission to Medicate Form.

10. When children are away from the classroom, medications must be kept in a locked backpack/fanny pack by the staff member who is assigned to the child.

11. Follow all Bloodborne Pathogen (BBP) procedures including universal precautions, using personal protective equipment (PPE), properly disposing of contaminated items and sharps, and sanitizing of contaminated items/areas.
12. Follow all reporting requirements including, but not limited to Unusual Incident Report to Community Care Licensing.

Illness during Program Hours

If your child becomes ill, she/he will be isolated from other children and you will be contacted to pick her/him up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. If you are contacted, you need to make arrangements to pick up your child within one (1) hour. Please be sure to keep the YMCA office and your Program Center informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized.

Any child not attending school on any regular school day may not attend the YMCA during that school day.

If your child goes home from school, call the Program Center to report the absence. If your child will return late from a school field trip, it is your responsibility to notify the YMCA Program Center. When a child needs to stay after school, the parent must complete special forms. Please ask your Child Care Director for these forms.

Child Illness

For the sake of your child and others, if a child has a temperature of one full degree over normal, is vomiting, or shows other signs of illness, they may not attend YMCA child care.

Parents must notify the YMCA Child Care Director of the absence AND the nature of the absence on the day of the illness. The school office does not notify the YMCA when your child is not in school.

No Nit Policy (Lice)

The YMCA has a No Nit Policy, as required under Title 22 Regulations, as a health standard intended to keep children lice free, nit free and able to attend the YMCA program. Head 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 your child contract lice or nits,

please inform the YMCA staff and school. Parents may be asked to provide a doctor's note that their child is free of lice and nits before returning to the program.

Should there be an outbreak of lice; parents will be notified in writing. The center will be properly treated. Our priority is the safety and well-being of all the children in the program.

The YMCA's "No Nit Policy" and Capistrano Unified School Districts policy differ.

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:

- Provide immediate first aid;
- Attempt to contact a parent or guardian;
- If parent or guardian cannot be reached we will attempt to contact others listed on your 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 may not transport program participants.

Emergency Procedures

Fire and disaster drills are scheduled regularly to ensure that all staff is prepared in the event of an emergency. In case of actual emergency parents will be notified of their child's well being as soon as possible. If the YMCA Program Center must evacuate due to an emergency, they will go to the YMCA Program Center listed on the posted "Emergency Care and Disaster Plan". <u>All children must have an emergency/earthquake kit on site purchased by the parent.</u> Please see your Child Care Director for details. Parents can also contact their branch office.

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

Snacks and Lunches (Food Service Provisions)

An afternoon nutritious snack will be provided to participants. Kindergarten participants must bring a sack lunch with a drink each day. On full-day schedules, all children must bring a sack lunch with a drink. **Refrigeration and/or warming up of food cannot be provided so please do not send perishable items or items that need to be cooked or heated up.** Please inform the YMCA Child Care Director of any allergies. Monthly snack calendars are posted at the center.

Due to the increasing numbers of children with allergies to products containing nuts, the YMCA will serve nut free products. Some YMCA locations that have children with severe allergic reactions may choose to be completely nut free.

Clothing, Belongings, and Lost and Found

Please send your child to the program in comfortable "play" clothing. Children will be doing arts & crafts, going outside for activities, clothing may get soiled. Children should not wear clothing that will restrict activity. Footwear is required. Closed toe and closed heeled shoes are required. No shoes with heels please.

Please mark all of your child's belongings (i.e., lunch boxes, jackets, coats) and be sure to check your child's "cubby" at the end of each day. The YMCA will not be responsible for lost, damaged, or stolen articles. Please do not send valuables (cell phones, walkmans, toys, radios, trading cards, video games, etc.) to the site with your child. If your child carries a cell phone, it must be turned off and stored during program hours. After one month, lost and found items will be donated to a charitable agency.

Sun Protection and Sun Screen

Please apply sunscreen to your child in the morning and have your child pack a bottle of sunscreen for application throughout the day. We highly encourage children to:

1. Wear hats while we are outdoors;
2. Bring a water sipper and keep it full throughout the day;
3. Bring sunscreen and apply it to your exposed parts hourly; and
4. Wear a "sun shirt" on field trip days.

While it is hard to avoid being out in the sun between 10:00 am and 2:00 pm. we do try to schedule groups to stay out of the sun during these hours as much as possible. We always alternate between indoor and outdoor activities.

REQUIRED SIGN IN AND OUT PROCEDURES/ATTENDENCE

When you come to the center to bring and/or pick up your child, you must stop at the Parent Table and enter your assigned pin number, which will sign your child in/out for the day. Parents are required to escort their child to and from the YMCA Program Center. This is a Title 22 Licensing Regulation 101.326(b) and 101.329(a.1) requirement. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time. **Failure to escort your child to/from the program or failure to use your individual pin may result in child's termination from the program.**

Only Authorized Individuals May Pick Up Children

For your protection, only persons authorized, in writing, by the parents may pick up your child. Once persons are authorized they will be assigned a unique pin to be used when signing your child in/out. Children are not allowed to sign themselves out. The staff 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 your child, you must notify the Program Director in writing. YMCA staff are not permitted to sign out children from program for the day except when leaving for school. Additionally, any restricted individual must have a restraining order on file with the Child Care Director.

Daily Absences

If your child is going to be absent, it is **VERY IMPORTANT** that you call your YMCA Program Center on the day of the absence. Your child's safety is very important to us. Your Program Center is equipped with an answering machine or voice mail for your convenience. Parents will be contacted by the YMCA staff if any child is marked "unexcused" unless a message has been received stating that he/she will be tardy or absent from the program. Repeated failure to report your child's absence may result in termination from the program. If your child is absent from school for any reason, they cannot attend the YMCA that day.

Extracurricular Activities

Parents are responsible for informing your YMCA Program Center in writing if your child (ren) will be participating in an after school activity. Please include the following information:

- Days of the week that your child will be attending
- Time period for the activity (start and end time)
- Time child is expected to arrive at the YMCA program center
- Type of activity (tutoring, chorus, drama, brownies, etc.)
- The start date and end date of the extracurricular activity
- Name of authorized person (school teacher, coach, etc.) to pick up and/or drop off your child for the extracurricular activity

The YMCA Program Center will not release children from the program without the above information in writing. **Your child's safety is our number one priority.**

Late Pick-Up

YMCA licensed Child Care ends at 6:00 pm, and our staff is scheduled to leave to tend to their own families and personal commitments. Parents need to ensure that their child is picked up before the end of the program. Children become very worried when their parents do not arrive on time. If you are unable to make it, please arrange for another authorized adult to pick up your child. Please contact the program center if you anticipate being late; this will ensure the comfort of your child.

Beginning at the site's closing time, there will be a late charge of $5.00 (per family) for each five (5) minutes (or any part thereof) past closing time that the child is not picked up. The additional charge is payable to the YMCA at the time the child is signed out. You will receive a receipt for the late fee payment. Parents receiving financial assistance or receive funding from third-party agencies are responsible for paying the late fees.

Parents who have not notified the Program Center 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.

- **15 mins. After Closing Time:** Staff member in charge begins calling parent home and cell phone number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called
- **45 mins. After Closing Time:** Staff member in charge contacts local authorities to determine if any problem related to the parent has been reported. The Program Director (or closest Director available) is contacted and appraised of the situation
- **90 mins. After Closing Time:** If the child has not been picked up by this time, he or she will be turned over to the Local Police.

You risk dismissal from the program if:

- You fail to pay the late pick-up fee at the time of pick up
- You are late in picking up your child three (3) times within a 30-day period

Parents must keep the YMCA office and Program Center notified of phone number changes for work, home and emergency contacts at all times.

Community Care Licensing

YMCA Preschool and School-Age Child Care Programs are licensed by the State of California, Department of Social Services, and Community Care Licensing. The State of California requires all parents enrolling their child in a licensed child care center to be provided with information regarding the definitions and recognition of child abuse, parent and child rights, as well as other information.

For concerns related to these or other licensing issues, contact:

Community Care Licensing
(Orange County Locations)
750 The City Drive, Suite 250
Orange, CA. 92868
Phone: (714) 703-2800

Community Care Licensing
(Pomona/Diamond Bar Locations)
1000 Corporate Center Drive
Monterey Park, CA. 91754
Phone: (323) 981-3350

YMCA of Orange County – Admission Agreement

ACKNOWLEDGEMENT / AGREEMENT - As the parent or legal guardian of the above named child, I understand, agree to and/or acknowledge the following:

A. I acknowledge that I have received a copy of the YMCA School-Age Child Care Parent Handbook and will comply with the policies set forth. I further acknowledge that I have received copies of the following documents required by the State of California, Community Care Licensing: **"Parent's Rights", "Personal Rights", "Parent Handbook", "Fees Page" and "Acknowledgement of Receipt of Licensing Reports"**

B. That field trips, either by walking or in YMCA vehicles or chartered buses, are a part of Child Care program activities. No additional permission slips will be required.

C. Authorization for the YMCA to take photographs, videos, motion pictures and /or sound recordings of the Child Care participant or members of the participant's family. I further grant the YMCA permission to use the photographs, video, motion pictures and/or sound recordings in its general publicity materials. See attached waiver.

D. That YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. (The YMCA will take immediate staff and volunteer disciplinary action if a violation occurs.)

E. That I am not to leave my child at the YMCA Program Center unless a YMCA staff or volunteer is there to receive and supervise my child.

F. That should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. (Please do not put staff in a position where they have to make this judgment call.)

G. That the YMCA is mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.

H. That per Department of Social Services, Community Care Licensing, Title 22 Regulations, my child's file is available for review by the Department of Social Services and representatives from these agencies may interview my child without prior parental/guardian permission. In addition Law Enforcement personnel may request the information listed in your file and may interview your child if necessary.

I. That the YMCA may terminate my child's enrollment for any of the following reasons:
- Emergency names and phone numbers are incorrect
- Parent is late picking up child after Program Center closes
- Non/late/NSF payment of fees
- Failure to adhere to the sign-in/sign-out policies
- Failure to notify the YMCA that child will be absent
- Child leaving the Program Center without authorized written permission
- Behavior that is continually disruptive or dangerous to others and/or self
- Behavior that is destructive to property and/or refusal to replace said property
- Any single incident that is deemed by the Program Center Director to be dangerous, harmful or disruptive
- Harassment, violent behavior or threat of such behaviors against a staff person or other member by parent/guardian or persons associated to the child (family member, family friend etc.)

J. That Program participation requires a YMCA school-based membership in good standing and that non-payment of membership fees will result in my child not being allowed to participate in the program and could result in legal referral with additional costs to myself. I further understand there is an administrative processing fee for any payment returned by my bank or credit account.

K. The YMCA and the staff employed by the YMCA will not become involved in any custodial disputes between parent/guardian. If YMCA documents are requested, the court must request them. The staff's responsibility is to provide a safe environment for children.

L. I understand that I am required to give 30 days written notice when terminating from the YMCA Child Care Program.

If **30 days written notice** is not given, I will not receive a refund or credit. Registration fees are Non-Refundable.

Parent Signature	**Date**
YMCA Childcare Representative	**Date**

Afterschool Care Centers Licensing and Contact Information

HUNTINGTON BEACH FAMILY YMCA
Administrative Center
13821 Newport Ave. Ste. 200
Tustin, CA 92780
(714) 508-7616

Eader	300604021	(714) 968-3638
Hawes	300611774	(714) 964-7011
Moffett	300605643	(714) 964-1870
Perry	300605941	(714) 968-6163
Peterson	304270419	(714) 536-0068
Seacliff	304270610	(714) 596-5411
Smith	300605119	(714) 960-5553

LAGUNA NIGUEL FAMILY YMCA
YMCA Childcare Administrative Office
30011 Ivy Glenn Drive, Suite 109.
Laguna Niguel CA. 92677
(949) 542-3904

Bergeson	300607105	(949) 643-0721
Canyon Vista	304370044	(949) 831-1264
Don Juan Avila	304270707	(949) 360-5907
George White	300610617	(949) 495-4619
Hidden Hills	304270062	(949) 249-6110
Laguna Niguel	304270940	(949) 215-2030
Malcom	304270064	(949) 363-7085
Moulton	300606175	(949) 363-7507
Oak Grove	304270291	(949) 360-1427
Wood Canyon	304270074	(949) 363-7087
Aliso Viejo Middle School	n/a	(949) 233-0209
Niguel Hills Middle School	n/a	(949) 244-1279
Don Juan Avila Middle School	n/a	(949) 360-9517

SANTA ANA FAMILY YMCA &
NEWPORT-MESA FAMILY YMCA
Administrative Center
13821 Newport Ave. Ste. 200
Tustin, CA 92780
(714) 508-7616

Arroyo	300613959	(714) 544-4051
Benson	300606914	(714) 544-0173
Davis	304370575	(714) 549-1882
Loma Vista	300613958	(714) 730-0541
Mariners	300610624	(949) 548-6770

MISSION VIEJO FAMILY YMCA
Administrative Center
27341 Trabuco Circle
Mission Viejo, CA 92692
(949) 380-3502

Arroyo Vista	300614092	(949) 589-8502
Bathgate	304270065	(949) 363-7089
Carl Hankey	300613923	(949) 364-5869
Castille	300613925	(949) 586-0215
Chaparral	304270831	(949) 364-2082
Ladera Ranch	304370042	(949) 364-3089
Las Flores	304270521	(949) 766-2831
Oso Grande	304370209	(949) 234-5960
Philip Reilly	300611754	(949) 587-1440
Wagon Wheel	304270352	(949) 766-9120
Tijeras Creek	304270708	(949) 635-9622
Viejo ASES	n/a	(949) 367-0519
Newhart Middle School	n/a	
Las Flores Middle School	n/a	

CAPISTRANO BEACH CITIES FAMILY YMCA
YMCA Childcare Administrative Office
30011 Ivy Glenn Drive, Suite 109.
Laguna Niguel CA. 92677
(949) 542-3904

Harold Ambuehl	300607120	(949) 493-5327
Truman Benedict	300607118	(949) 369-9529
Concordia	300605527	(949) 498-1298
Del Obispo	300607121	(949) 493-4315
Las Palmas	300613968	(949) 492-7482
Clarence Lobo	304270063	(949) 369-9121
Marblehead	304270833	(949) 366-6760
Palisades	300611755	(949) 496-1627
San Juan	300611756	(949) 496-2529
Vista del Mar	304370043	(949) 492-0428
Kinoshita ASES	n/a	(949) 234-5391
R.H. Dana ASES	n/a	(949) 661-1627
San Juan ASES	n/a	(949) 496-7514

POMONA VALLEY FAMILY YMCA
Administrative Center
22600 Sunset Crossing Rd.
Diamond Bar, CA 91765
(909) 860-9622

Armstrong	198013476	(909) 455-3767
Decker	198019185	(909) 282-6908
Diamond Point	198013475	(909) 618-3666
Golden Springs	198013474	(909) 455-3597
Ranch Hills	198013473	(909) 643-3979
Sunset Crossing	191595794	(909) 860-9622

YMCA OF ORANGE COUNTY
Association Offices
13821 Newport Ave. Ste. 200
Tustin, CA. 92780
(714) 549-9622

Branches of the YMCA

CAPISTRANO BEACH CITIES FAMILY YMCA
29831 CROWN VALLEY PARKWAY
LAGUNA NIGUEL, CA 92677
(949) 495-9622
Community Branch serves Dana Point, San Clemente, San Juan Capistrano, Talega and surrounding areas.

LAGUNA NIGUEL FAMILY YMCA
29831 CROWN VALLEY PARKWAY
LAGUNA NIGUEL, CA 92677
(949) 495-9622
Full Fitness Facility serves Aliso Viejo, Laguna Niguel, Laguna Beach, and surrounding areas.

NEWPORT-MESA FAMILY YMCA
2300 UNIVERSITY DRIVE
NEWPORT BEACH, CA 92660
(949) 642-9990
Full Fitness Facility serves Corona del Mar, Santa Ana, Costa Mesa, Tustin, Irvine, Newport Beach, and surrounding areas.

HUNTINGTON BEACH FAMILY YMCA
8875 ADAMS AVENUE,
HUNTINGTON BEACH, CA 92646
(714) 378-4784
Full Fitness Facility serves Huntington Beach, Fountain Valley, Westminster, and surrounding areas.

FULLERTON FAMILY YMCA
2000 YOUTH WAY
FULLERTON, CA 92835
(714) 879-9622
Full Fitness Facility serves Brea, La Habra, Buena Park, Fullerton, and surrounding areas.

YMCA COMMUNITY SERVICES
13821 NEWPORT AVE. STE. 200
TUSTIN, CA 92780
(714) 665-1342
Community based programs serve all of Orange County.

MISSION VIEJO FAMILY YMCA
27341 TRABUCO CIRCLE
MISSION VIEJO, CA 92692
(949) 859-9622
Full Fitness Facility serves Coto de Caza, Las Flores, Dove Canyon, Mission Viejo, Foothill Ranch, Trabuco Canyon, Laguna Hills, Lake Forest, and surrounding areas.

YORBA LINDA/PLACENTIA FAMILY YMCA
4672 PLUMOSA DR,
YORBA LINDA, CA 92886
(714) 701-0604
Community Branch serves Anaheim Hills, Yorba Linda, Placentia, and surrounding areas.

SANTA ANA FAMILY YMCA
2100 WEST ALTON AVENUE
SANTA ANA, CA 92704
Community Branch with sports complex, pool and community based programs serves Santa Ana, Costa Mesa and surrounding areas.

MURRIETA FAMILY YMCA
39573 LOS ALAMOS RD
MURRIETA, CA 92563
(951) 239-4605
Full Fitness Facility

For more Information on program offerings at each branch, visit our website
www.ymcaoc.org