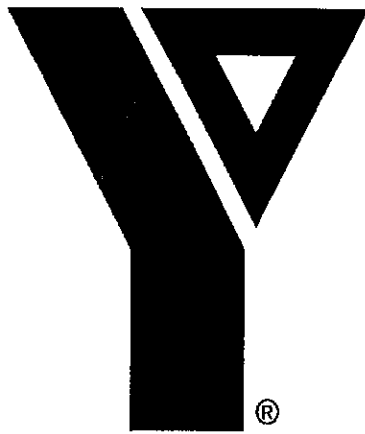


Scheu Family YMCA of Upland

CHILDCARE
PARENT HANDBOOK



1325 San Bernardino Rd. Upland, CA 91786-4930
(909) 946-6120

**PARENT HANDBOOK - SCHEU FAMILY YMCA OF UPLAND
CHILDCARE PROGRAM**

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YMCA CHILDCARE

SCHOOL AGE PROGRAM OBJECTIVES

The YMCA Before and After School Program provides safe, cost-effective, quality childcare for school age children during the hours when there may be no adult supervision available in the home. Children will have the opportunity to engage in activities which will benefit them mentally, physically, and emotionally. The program includes arts and crafts, youth fitness, healthy snacks, character development, educational support/homework time, and family activities. The program is conducted and planned by staff trained to meet the needs of and provide positive role models to children. There is enough flexibility to accommodate children from different age groups and, at the same time, fulfill the special needs of individuals.

The YMCA School Age Childcare is designed to supplement and support the child's experiences at home and school. It is not baby-sitting but instead a quality childcare program designed for the working family.

COMPONENTS AND GOALS

- I. Component: **Character Development**
Goal: To provide a safe and nurturing environment that teaches and builds positive character development.
- II. Component: **Family Involvement**
Goal: To support and strengthen the family unit.
- III. Component: **Educational Support**
Goal: To support and encourage academic growth.
- IV. Component: **Community Partnerships**
Goal: To create meaningful opportunities for family and community involvement.
- V. Component: **Nutrition/Healthy Lifestyles**
Goal: To improve the health and fitness of school age children and their families.
- VI. Component: **Recreation and Play**
Goal: To foster creativity, independent decision making, and personal growth.

*The Scheu Family YMCA of Upland's "Character Values" curriculum is implemented in our childcare programs. The values are called the four core values, which are:

HONESTY	RESPECT
CARING	RESPONSIBILITY

MISSION STATEMENT

The Scheu Family YMCA of Upland is an association of people . . . men, women, and children of all ages, ethnic origins, religious affiliations, and socioeconomic levels, who are unified by the common purpose of strengthening and enriching their mental, physical, social, and spiritual well-being. The Scheu Family YMCA of Upland strives to improve and influence conditions that affect the quality of life for our families and our communities.

To Develop the Inner Strengths of Young People

- through focusing on increasing self-confidence and feelings of self-worth;
- through focusing on increasing each individual's recognition and appreciation of his/her own uniqueness, and motivating him/her toward his/her full potential.

To Develop the Interpersonal Skills of Young People

- through focusing on learning to be effective members of and carry out personal responsibilities in groups;
- through focusing on increasing awareness of the feelings of others and willingness to respond with empathy.

To Strengthen Families

- through focusing on improving the ability of parents and children to communicate with and understand each other;
- through focusing on increasing the ability of family members to express concern and appreciation for one another;
- through focusing on increasing the family's ability to work and play together and function effectively as a unit.

CHILDCARE PROGRAM HIGHLIGHTS

NUTRITIOUS SNACKS

At the Scheu Family YMCA of Upland, our goal is to promote healthy lifestyles for children. We supply two food groups each day for snack. Help us remain consistent by providing healthy lunches and snacks for your children.

For birthdays, holidays and special occasions, special treats are allowed.

Please notify your site director if your child has any special dietary needs; you may need to send a snack from home for your child.

NO REFRIGERATION IS AVAILABLE FOR CHILDREN'S LUNCHES.

HOMEWORK TIME

A quiet environment will be provided daily for school-aged children to complete their homework. We now have educational centers for those children who do not have

homework. A program leader will help the children with their assignments. A maximum of one hour per day will be spent on homework time.

VALUING/GROUP TIME

YMCA childcare operates on the principle of group work. Children are placed in age appropriate groups with a qualified program leader. Within their small groups, children explore values clarification. Valuing is a tool our program uses to help children identify and discuss values and issues which are important to them.

THE 4 CORE VALUES OF CHARACTER DEVELOPMENT ARE INCORPORATED THROUGHOUT THE SCHEU FAMILY YMCA OF UPLAND CURRICULUM.

YOUTH FITNESS

The school-aged program will offer youth fitness once a week. Since physical education is no longer provided at the elementary school level we feel this is an important part of our program. Children will also participate in outdoor activities each day.

POLICIES AND PROCEDURES

WHAT HOURS ARE THE CHILDCARE PROGRAMS OPEN?

6:30 a.m. - 8:30 a.m. Morning care at Baldy View, Upland El. and Valencia
2:00 p.m. - 6:30 p.m. 1st - 6th Regular school days
12:30 p.m. - 6:30 p.m. 1st - 6th Minimum days
6:30 a.m. - 6:30 p.m. Summer, Winter, and Spring Camps/school holidays

WHAT ABOUT A REFUND IF WE WITHDRAW FROM THE PROGRAM?

Parents may withdraw their child at any time by giving the Scheu Family YMCA of Upland main office written notice two weeks before the child's last day in the program. The YMCA will only issue a refund when a two week notice is given. No refund will be given for the membership fee.

DO I HAVE TO RE-REGISTER MY CHILD WITH THE YMCA EVERY SCHOOL YEAR?

Even if your child has participated in the YMCA Childcare program previously, parents must complete a new registration form for the new school year. If parents have not re-registered their child, the child will not be accepted at the YMCA Childcare site.

HOW DO WE CHANGE OUR CHILDCARE SCHEDULE IF THE NEED ARISES?

We require two weeks notice, written or verbal, through the Scheu Family YMCA of Upland main office for any schedule changes. Changes will be implemented as space is available.

WILL CHILDCARE BE PROVIDED ON SCHOOL AND OTHER HOLIDAYS?

Our Child Care program will operate a full day schedule on the following holidays at selected sites:

- | | |
|---|-------------------------------|
| Lincoln's Birthday | Martin Luther King, Jr.'s Day |
| Veterans Day | President's Day |
| Shortened School Days | |
| All Upland Unified staff inservice days | |

*Separate registration forms MUST be filled out and turned in to the main office in order for children to participate in All Day programs. Additional charges may apply to cover field trip costs.

THE YMCA WILL BE CLOSED THE FOLLOWING HOLIDAYS:

- | | |
|------------------------|------------------|
| Thanksgiving | Independence Day |
| Day after Thanksgiving | Labor Day |
| Christmas | Memorial Day |
| New Years Day | |

*If a holiday occurs on a Saturday, it will be observed on the immediately preceding Friday. If a holiday occurs on a Sunday, it will be observed on the immediately following Monday.

**Adjustments in fees will be made.

IN CONCERN FOR CHILDREN

Please be aware that **state law** mandates that we report any suspected child abuse or neglect to the proper authorities. All YMCA employees have a duty to report any suspicion to the Child Protective Agency who will then determine the accuracy of the report.

All YMCA staff are required to have training above their current education in child abuse education and positive discipline within their first three months of employment.

Apart from our policies on the protection of children, staff are not allowed to associate with members outside of YMCA programs. Please do not put staff in a difficult position by asking them to babysit.

YOUR CHILD'S FILE

Every child's file is available for review by the Department of Social Services Community Care Licensing evaluators at all times. Any child may be interviewed by a Community Care Licensing evaluator without prior parental permission as per Title 22.

SCHEU FAMILY YMCA OF UPLAND MEMBERSHIP

The YMCA is non-profit organization driven by membership. Therefore, payment of the West End YMCA Annual Community Membership fee is required in order to participate in Scheu Family YMCA of Upland programs. The membership fees are as follows:

Single Membership: \$50.00

Family Membership: \$75.00

FINANCIAL POLICY

HOW DO I PAY?

Payments can be made by the following methods:

Check or money order (please include your child's name and the name of the site he/she attends)

Cash

Credit Card (Visa or MasterCard)

PAYMENT SCHEDULE

Fees are due on Friday prior to the week of attendance but must be paid no later than 8 a.m. on the Monday of the week of attendance.

1. Payments may be made at the Scheu Family YMCA of Upland main office during business hours (M-F, 8 a.m.-5 p.m.). Payments may also be dropped off in the overnight drop box, located on the west side of the driveway, after business hours.
2. The Scheu Family YMCA of Upland will accept credit card payments over the phone or automatically charge credit cards each week. (An authorization form is attached to the childcare registration packet.)
3. Payments may be mailed to the Scheu Family YMCA of Upland provided that they are received by 8 a.m. on the Monday of the week of attendance.

Mailing address: Scheu Family YMCA of Upland
1325 San Bernardino Road
Upland, CA 91786
Attn: Mary Luna

LATE PAYMENT PENALTIES

There is a late fee of \$20.00 for all payments not received by Monday 8 a.m.. **If payment is not made in full within one week of the original due date, your child will be suspended from the program.**

ALL DAY PROGRAMS / SUMMER, WINTER, AND SPRING CAMPS*

The Scheu Family YMCA of Upland provides childcare during the school year for most holidays and inservice days. Parents must register their child(ren) for these days. At the time of registration, an additional nominal fee is due. There will be a \$10.00 late registration fee for All Day Program registration forms received after the indicated deadline.

The Scheu Family YMCA of Upland also provides childcare during summer, winter, and spring breaks from school. Parents must register their children for these programs. Fees for these weeks vary, and part of the weekly fee is a deposit. If a child is registered for a week of care during a school break but does not attend, then parents will lose their deposit AND be responsible for the weeks tuition. The only exceptions to this policy is illness with a written doctor's note or a two week notice from the parents that the child will not attend.

* If a family is receiving Financial Assistance, their scholarship amount will be re-evaluated at the beginning of summer programs and every fall before school begins as long as a new application and current documentation have been submitted.

LATE PICK-UP CHARGES

There is a \$15.00 charge for every 15 minute increment that parents are late picking up their children, starting at 6:31 p.m. When late, parents are required to sign and date the late pick-up form. The late charge will be added into your account balance and will be due in full on your next billing date.

RETURNED CHECK POLICY

Returned checks are expensive for both you and the YMCA. All returned/NSF checks will result in a \$20.00 fee.

VACATION ABSENCES

Vacation/leave of absence consists of two or more consecutive days of absence during the regular school year (to include Winter, Spring and Summer). The YMCA will charge full tuition to all participants who do not provide **the main office** with written notice two weeks prior to the absence/vacation. A \$35.00 per child weekly place holder fee will apply during the vacation/leave of absence.

ILLNESS ABSENCES

If a child is ill for two or more consecutive days, and a written doctor's note is provided, the family's account will be pro-rated.

In order to prevent the unnecessary spread of illness, children who have any one of the following symptoms may not attend the Scheu Family YMCA of Upland Childcare program:

- Fever of 101 degrees-presently or within 24 hours
- Conjunctivitis (Pink eye) may return 24 hours after medication is administered
- Cold or Flu
- Contagious rash
- Chicken Pox
- Measles
- Mumps
- Scarlet Fever
- Lice
- Diarrhea
- Vomiting
- Infectious mucus (green or yellow)

****In the event that a child is brought to school with any one of the symptoms, parents will be asked to take their child home.****

Any time a child will not attend the program, parents must call the Scheu Family YMCA of Upland at (909) 946-6120, between 8:00 a.m. and 10:00 a.m. We need to know where children are every day for their safety and for accountability reasons.

SIGNING CHILDREN IN AND OUT

State law requires that whenever children are dropped-off or picked-up, parents must **go into the site** and sign their full signatures on the sign in/out sheet. The staff uses these sheets to determine which children are at the site at any given time. We cannot be responsible for children unless they are signed in and out daily by an adult. There will be a \$5.00 (per child) fee assessed per missing signature. (This fee also applies to Alternative Payment sign in and out sheets.)

NOTICE TO PARENTS

Parents should check for any new information or notices each day when signing their child out. They should also check the parents' board for information.

AUTHORIZATION TO PICK UP A CHILD

Only persons authorized in writing by the parents may pick up a child. This is for the child's protection. The staff will question anyone who is unfamiliar to them, check their I.D., and check the file for authorization. If the unfamiliar individual is not on the list, the child will not be released. If someone else is picking up your child, you can save them the trouble of being questioned if you notify us in writing. If custodial restraint is in effect parents must provide a copy of the court order. Otherwise, children may be released to the natural parent if their name is on the authorization list.

CLOTHING

If parents want their child to change into play clothes when he/she arrives, they should send a change of clothes (please mark all belongings). We will not limit a child's activities because of the type of clothing they are wearing.

WHAT HAPPENS IF MY CHILD NEEDS TO TAKE MEDICATION?

The Scheu Family YMCA of Upland will administer medication only under the following circumstances:

1. The medicine container has a current prescription label, which includes the child's name and has a current expiration date.
2. Aspirin, Tylenol, Sudafed, cough medicine, etc. (over the counter drugs) can only be administered with a physician authorization.
3. A medication form must be filled out and signed by a parent for each prescription to be administered at the center.
4. We will keep a note from the child's doctor on file to administer medications.

WHAT HAPPENS IF MY CHILD BECOMES ILL AT THE SITE?

If a child becomes ill, he/she will be isolated from the other children and cared for until a parent can pick the child up. Please be sure to keep the YMCA office and the site

informed of any changes in work or emergency phone numbers. If a parent cannot be reached, we will contact someone on the child's authorization list.

WHAT HAPPENS IF MY CHILD BECOMES INJURED AT THE SITE?

If a child is injured, the director or acting director will take whatever steps that may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

- 1) Attempt to contact the parent or guardian
- 2) Attempt to contact the parent or guardian through any persons listed on the emergency information in the child's file
- 3) If we cannot contact the parent or guardian, we will do any or all of the following:
 - a) Call an ambulance
 - b) Call a paramedic
 - c) Have the child taken to an emergency hospital in the company of a staff YMCA member

*It is the sole responsibility of the parent or guardian to pay all doctor, hospital, and related fees. The Scheu Family YMCA of Upland is **NOT** responsible for such fees.

WHAT HAPPENS TO PERSONAL PROPERTY TAKEN TO THE SITE?

The Scheu Family YMCA of Upland does not take responsibility for any items (clothing, backpacks, etc.) that are brought to the Childcare program. Consequently, the Scheu Family YMCA of Upland will not take responsibility for lost, stolen, or damaged items. There is storage space available at the site for children to store their belongings when they walk into the site. If a child brings an item, which he/she is fearful of losing or of being stolen, he/she should check it in with the staff. They will put it in a safe place until the child leaves the site. It is the child's responsibility to ask for the item before he/she leaves the site that day. The following are common items which children should not bring to the YMCA:

- Walkman radios
- Handheld electronic games
- Toys
- Sports equipment (basketballs, footballs, etc.)

YMCA PHILOSOPHY OF DISCIPLINE

We feel that discipline plays an important role in helping a child develop socially, emotionally, physically, and spiritually. It is also vital for his/her safety and physical well being and the well being of others.

We feel that positive discipline provides children with a predictable, stimulating environment with well-defined expectations and limits. Self-correction and redirection of

inappropriate behaviors are the two primary techniques used with children in YMCA programs.

Discipline goes hand in hand with an attitude of mutual respect. We care about what children are feeling, not just what they are doing. We recognize that misbehavior is often a child's way of showing us something is wrong. In teaching appropriate behavior, it is always important to be sensitive to the developmental characteristics of particular age groups. We need to be realistic in what we expect from children, and consistency is essential in disciplining a child. A child cannot learn appropriate behavior from us if the message changes according to our moods.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the group. Therefore, the following steps of discipline apply to all children and will be used when necessary:

1. Discussion on a one-on-one basis with an adult
2. Restrictions from continuing activity
3. Discussion with the Site Director
4. Discussion with parent and staff

The YMCA believes strongly that children may not be allowed to hurt themselves or others. If this type of behavior occurs, it will be considered severe and any or all of the following steps will be taken:

1. Parent and Site Director will have a conference.
2. Child will be placed on a behavior contract.
3. Child will be suspended from the program.
4. Child will be discharged from the program.

Your help in keeping us informed about significant changes in your child's life that might impact his/her behavior would be appreciated. Please keep your emergency phone numbers and information up-to-date.

Feel free to ask for a conference with the director. We welcome this time for joint learning that can benefit you, your child, and our Childcare program.

Children found with weapons or dangerous objects are immediately terminated from our program.

We also feel it is important that, as rolemodels, parents' behavior should be positive. As with staff who acts inappropriately, parents can also be asked to leave the program. If there is a problem with our program or with a staff person, we ask that parents contact the director or put their grievance in writing. By doing this, we will avoid any confrontations that might be uncomfortable for the children, other parents, and the staff.

Parents may not discipline children who are not their own at the childcare site.

Conduct in YMCA programs and facilities must be conducive to a diverse constituency where people of all ages and backgrounds feel welcome and safe. YMCA members and guests are expected to behave in a civilized manner towards one another and towards YMCA employees and volunteer staff at all times.

EXPECTATIONS FOR PARENTS

Let us help you!

- A. Please keep us informed about changes going on in your child's life that might affect

- his/her behavior.
- B. Let us keep you informed of your child's progress, on both good and bad days.
 - C. Feel free to make an appointment with your child's Teacher, Site Director, or both to discuss any issues.
 - D. Give us suggestions on effective means to encourage your child's positive behavior.
 - E. Help us praise your child for a job well done.

REQUIREMENTS FOR SUPERVISION OF CHILDREN

Employed and Volunteer Staff's behavior and disciplinary steps with children must avoid all abusive actions as outlined in "Definition of Terms" section (Penal Code 11165). All Staff must also comply with the California Administrative Code, Title 22, Section 31240 which states, "Constructive methods of discipline must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited. Punishment must not be associated with food, rest or isolation."

ROLE OF COMMUNITY CARE LICENSING

Representatives of Community Care Licensing are entitled to interview both children and staff files at random and on request. They are entitled to interview staff, children, and parents when deemed necessary for purpose of complaint investigations. The Scheu Family YMCA of Upland fully cooperates with Community Care Licensing and supports their role in giving oversight to Childcare Centers.

TRANSPORTATION TO AND FROM SCHOOL

Children will be provided transportation to and from select schools and childcare sites. A \$5.00 (per child) fee will be charged to your account.

A transportation slip must be completed at enrollment and approved by Farzad Yektafar, Childcare Director, prior to starting.

Rest assured that all children will be picked up as soon as possible after school. In addition, proper supervision will be provided in the event the waiting period is more than 15 minutes.

Pick up location is the front of the school. Parents will be notified if the pick up location is different. It is extremely important that children go to the pick up location immediately after school.

Please notify us if your child is absent so our drivers know they do not need to wait for your child. In the case that your child is absent and you do not notify the Scheu Family YMCA of Upland main office by 10:00 a.m. there will be a \$10.00 charge added to your account.

It is extremely important for all children who are transported in Scheu Family YMCA of Upland vans to abide by the following rules:

- All children must remain seated in the van at all times.
- All children must wear a seat belt.
- There is absolutely **NO EATING OR DRINKING** in the van.
- All hands and other body parts are to be kept in the van at all times.
- Children must respect others and their property.
- Children must **LISTEN** to the van driver at all times.

The following section from REGULATIONS AND LAWS RELATING TO PUPIL TRANSPORTATION IN CALIFORNIA is quoted to emphasize the authority and responsibility of the driver of our vans:

SECTION 1089. AUTHORITY OF THE DRIVER. Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or are being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

EMERGENCY PREPAREDNESS

The Scheu Family YMCA of Upland wants you to become familiar with our Emergency Preparedness program. We live in an area where a major earthquake could happen. As parents and staff, we owe it to our children to be prepared, protect them, and ensure their survival in such an event. Our childcare sites store enough food and water for up to two days for the number of children and staff present at each site. If your child requires a special menu or medication please provide us with these items.

Emergencies can include but are not limited to:

1. Earthquake
2. Fire
3. Flood
4. Power outage
5. Terrorist attack
6. Hostage situation
7. Unsafe facility

In any of these events it is possible that your child may be relocated to a safer location. All parents will be notified if relocation is necessary.

HELPFUL INFORMATION

SCHEU FAMILY YMCA OF UPLAND Childcare Sites

BALDY VIEW
979 W. 11th Street.
Upland, CA 91786
(909)981-8063

SYCAMORE
1075 W. 13th Street
Upland, CA 91786
(909)982-5367

VALENCIA
541 W. 22nd Street
Upland, CA 91786
(909)985-5433

CABRILLO
1562 W. 11th Street
Upland, CA 91786
(909)982-3898

UPLAND ELEMENTARY
601 N. 5th Ave.
Upland, CA 91786
(909)949-9248

WAYS TO VOLUNTEER

The YMCA believes strongly in parent participation in our childcare program. We invite you to share your experience and help in providing special activities for the children. Please consider the list below and let the Site Director or Childcare Director know if you would like to volunteer in our Childcare program.

- Share your occupation.
- Help with art, cooking, experiments, or other projects.
- Share a bit of your culture.
- Come read or help with educational centers or share a specialized skill.
- Plan family events.
- Help with fundraisers.
- Help with field trips.

HEALTH AND SAFETY CODE 1597.07

WRITTEN POLICY STATEMENTS, SUBMISSION TO DEPARTMENT AND PARENTS OF CHILDREN: LIST OF PARENTS SERVED BY THE FACILITY

The department shall require of every licensee a written policy statement which shall include name and qualifications of all current employees, admission policies, program philosophy, the location and telephone number of the nearest local office responsible for child day care licensing, disciplinary practices and the licensee's policy and practice regarding preventive health care of children with non-life- endangering illnesses. The facility shall retain an affidavit signed by the parent or guardian of every child in the facility indicating he or she has read this statement. The licensee shall also provide to all parents, at the consent of the parents involved, a list of parents of children served by the facility.

(Added by Stats. 1984 c 1615, p. --, 10.)

Facing The Facts:

A Parent's Guide to the Understanding of Child Sexual Abuse



What If You Discover Your Child Has Been Sexually Abused?

Children's reactions to being sexually abused differ greatly from child to child because of the child's age, his or her personality, the nature of offense, the offender's relationship to the child and adult reactions to the discovery of the abuse. Sometimes children do not appear overly upset by the abuse; often, they are confused or frightened by what they have encountered. You, as a parent, play an important part in how the abuse will affect your child both in the short and long term.

The following are some suggestions if you discover your child has been sexually abused:







- **Believe** your child; reinforce the fact he or she is **not** to blame for what happened.
- **Immediately** report the abuse to the proper authorities (see "Contacts and Services")
- **Assure** your child that you still love him or her.
- **Allow** your child to talk about the incident(s), but do not pressure him or her to do so.
- **Let your child know** that he or she will be protected from further assault. Protection of your child should be your **first** concern.
- **Seek medical care** if you suspect **any** sexual abuse may have occurred. Although children are rarely seriously damaged physically by sex offenders, internal injury may have occurred and the risk of a sexually transmitted disease must be considered. Discuss any possible medical complications with your physician.
- **Be aware** of your own feelings concerning the abuse. Although you may have many feelings including shock, anger and disbelief, make sure your child understands your feelings are not aimed at him or her.

Remember, you have the primary responsibility for your child's well-being. With a little time and effort you may prevent your child from being injured in an abusive situation.

STATE OF CALIFORNIA
Arnold Schwarzenegger, Governor
HEALTH AND WELFARE AGENCY
Kim Belshe, Secretary
DEPARTMENT OF SOCIAL SERVICES
John A. Wagner, Director

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CONTACTS AND SERVICES FOR YOUR INFORMATION, THE FOLLOWING CHART SHOWS WHAT AGENCIES MAY ASSIST YOU IN SPECIFIC AREAS AS LISTED BELOW:	AGENCY TO TELEPHONE		
	POLICE OR SHERIFF	COUNTY DEPARTMENT OF CHILDREN'S OR SOCIAL SERVICES	STATE OR LOCAL DIVISION OF COMMUNITY CARE LICENSING
<ul style="list-style-type: none"> If you believe a child is being (or has been) abused by an individual (relative, friend)..... 		or	
<ul style="list-style-type: none"> If you believe a child has been assaulted by a stranger..... 			
<ul style="list-style-type: none"> If you believe a child is being (or has been) abused in a licensed day care setting (child care center, school, recreational facility, family day care home)..... If you have any questions or complaints concerning the licensing, organization, staffing or programs of a licensed child care setting..... 		and	 

Department of Children's Services
Child Abuse Reporting Numbers

San Bernardino County	800-827-8724 909-384-9233
Los Angeles County	800-540-4000
Riverside County	800-442-4918 760-863-7210
Orange County	714-940-1000
Kern County	661-631-6011

The report must be made with the county in which the children reside. If you are not sure which county has jurisdiction over the residence address, call San Bernardino County's Child Abuse Hotline and a screener will assist you with making the report to the proper agency.

Just Sexual Abuse?

Be aware of other forms of abuse, especially if your child is left in the care of others. Make it a habit to examine your child's body. (This can be done in a casual manner while dressing or bathing.) Question any unusual marks, bruises, burns, welts etc.

While everyone should report suspected child abuse and neglect, the California Penal Code provides that certain professionals and laypersons **must** report suspected abuse to the proper authorities. The mandated reporters include:

Any Child Care Custodian (teachers, licensing day care workers, foster parents, social workers)

Medical Practitioners (physicians, dentists, psychologists, nurses)

Non medical Practitioners (public health employees, counselors, religious practitioners who treat children)

Employees of a child protective agency (sheriff, probation officers, county welfare department employees)

Failure to report suspected abuse by a mandated reporter (listed above) within 36 hours is a misdemeanor punishable by up to 6 months in county jail, a fine of not more than \$1,000 or both.

Sometimes parents have to face issues they would rather avoid.

What is Sexual Abuse?

The sexual abuse of a child occurs whenever any person forces, tricks or threatens a child in order to have sexual contact with him or her. This contact can include such "non touching" behaviors as an adult exposing himself or asking a child to look at pornographic material. It includes behaviors ranging from the sexual handling of a child (fondling), to actual genital contact, to intercourse, to violent rape. In all instances of child sexual abuse, the child is being used as an object to satisfy the adult's sexual needs or desires.

"Candy is my best friend I play at her house a lot. Today her daddy asked us to look at some pictures. They were nasty pictures of people with no clothes on. He said 'Doesn't that look like fun?' I didn't think so, but I said 'Yes'."

Who Gets Sexually Abused?

Any Child of any age is a potential victim of sexual abuse. Some important facts to keep in mind.....

- Although the majority of adults do not sexually assault children, most sexual abuse occurs with an adult the child knows and trusts.
- Most sexual abuse goes unreported and undetected.
- Although we do not have exact numbers, some studies have found that one out of every four girls and one of every ten boys become victims of child sexual abuse by the age of eighteen.
- Children often keep sexual abuse a secret.

"When Mommy goes to work, I stay at Mrs. Jenkins house. I wish I didn't have to. Mommy says Mrs. Jenkins is a real nice lady, but Mrs. Jenkin's son, Ralph, sometimes makes me do bad things. Yesterday he made me take off my underwear and he put his finger in my 'privates.' He said 'You better not tell'."

Children may keep a sexual assault a secret for many reasons. They may fear rejection, blame punishment or abandonment; they may think people won't believe them. Boys are less likely to report an abuse than girls. **The closer the relationship off the offender to the child, the less likely it is that the child will report the incident.**

How Can You Determine If Sexual Abuse Has Taken Place?

First and foremost, if your children confide that they have been sexually assaulted, **believe them!** Children very seldom lie about such a serious matter. Also be ware that most sexual abuse does not result in the child being violently attacked or hurt physically. Often there is no physical evidence a child has been molested. Fondling, involvement in child pornography and oral sex usually present no physical signs of abuse. But, if a child has been physically harmed as a result of sexual abuse, the following may be signs of this occurrence:

- A discharge from the vaginal area or penis
- Injury to the genitals or anus
- Pain, itching or bleeding in the genital or anal area
- Discomfort in walking or sitting
- The discovery of a sexually transmitted disease.

Children, especially very young children, are many times unable to verbalize that they have been molested. The following are some indicators that sexual assault may have taken place:

- Nightmares and sleep disturbances
- Bedwetting
- Fear of certain places or certain people (such as a day care center or a friend)
- Loss of appetite
- Clinging to a parent more than usual
- Behaving as a younger child (such as an older child sucking his or her thumb)
- Unexplained changes in behavior at school, day care, or in relations with peers
- Withdrawal
- Acting out the abuse with dolls, friends, or through drawings
- Excessive masturbation

Keep in mind that although these are the most common signs of sexual abuse, there may be other cause for these changes. However, sexual abuse should not be ruled out as possibility.

What Can you Do to Prevent Sexual Abuse?

You teach your children may safety rules. You tell them to look both ways before crossing the street, what to do if they get hurt, not to talk to strangers and so on. Discussions relating to sexual abuse prevention can be included in this normal teaching process. Your children need not be made afraid or suspicious all adults order to accomplish this. You don't even have to talk to very young children about sex if you don't want to. Simply make your children aware that if someone touches them or does **anything** that makes them uncomfortable, they should report it to you or another adult they trust. You can teach your children they have the right to say "NO" if asked to do something that makes them uncomfortable, even if the person who asks is a relative or close friend. Use words your children understand. Let them know they can come to you to talk about anything that's upsetting to them. Answer any questions your children may have and be calm and matter-of-fact.

Other Things Parents Can Do To Lessen The Risk Of Sexual Abuse.

- Know where your children are and what they are doing.
- Know who is with your children. Get to know any adults or older children that have regular contact with your child.
- Check out fully any babysitters or day care providers. Ask for references and then check them. Do not use child care settings which prohibit drop-in visiting. Visit your child's day care facility frequently and observe the daily activities.
- Talk with your children about the day's activities. Be observant of anything they say or do that seems out of the ordinary.

"Uncle Bill Takes me lots of places and buys me ice cream and stuff. But sometimes I don't feel good when he makes me touch his 'thing'. I want to tell mom, but I'm scared she'd get mad."

The West End YMCA's Policy

in reference to the American with Disabilities Act in child care programs

1. The YMCA child care program welcomes all children. The YMCA child care program will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age, to the extent it is reasonably able to do so.
2. The YMCA child care program has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. 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 is encouraged to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis. All information provided will be kept as confidential as possible and used only for the purpose of establishing what, if any, reasonable accommodation may be provided.
3. The YMCA child care program does not provide one-to-one care as part of its group childcare service, except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to all children. The YMCA will consider a request for extra monitoring and supervision as a possible accommodation, to the extent that such additional monitoring or supervision does not result in a fundamental alteration to the nature of group childcare and the responsibilities that the YMCA child care program has for the safety and well-being of all its students.
4. 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, and speak with classroom staff.
 - The director will assess the staff person'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 be helpful.
 - The director will observe the child's adaptation to the group of children.
 - The director will discuss the child's needs with the YMCA staff with relevant experience and responsibilities.
 - 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.
5. The YMCA child care program does not offer toileting assistance as part of its group childcare service. In general, mandated staff-student ratios and the Association's risk-management policies do not permit us to sequester one or more staff in a private area away from the group of children in order to perform this service. The YMCA child care program will consider a request for toileting assistance for a child as a possible accommodation.
6. The YMCA child care program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests or supervision in the use of insulin pump equipment. Any other substitute foods for raising blood sugar, such as honey, or 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 phone, pager, or other device) at all times the child is at YMCA child care. The parents or other professionals sent by parents must train staff in the proper administration of such medications and must sign a waiver of liability from YMCA child care.
7. If it is determined that a child whose personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality and/or cost could potentially be successfully accommodated with a personal assistant not funded by the YMCA, an agreement with the YMCA child care program must be in place prior to such attendance. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and that the personal assistant will be subject to the overall supervision of the YMCA child care program while he or she is present at YMCA child care.

The YMCA child care program states that each of its management staff has read this document and is familiar with the requirements of the ADA.