



Information Newsletter

Kitsap Family YMCA Childcare Programs

September - December 2009

www.kitsapfamilyymca.org

NEWSLETTER FALL 09A .4pp © 09

Dear Parents,

We would like to welcome you and your children to the YMCA's Childcare Program. You are encouraged to read the parent information packet which outlines the program guidelines and policies.

We will work hard to meet your childcare needs and to offer a safe, fun environment.

If at any time you have questions regarding any program component please feel free to contact me.

Miss Beth, Program Director

OPERATION HOURS:

Y' Childcare opens at 6 a.m. Afternoon hours begin when school is dismissed and closes 6:00 p.m. Sharp (According to school clocks).

If schools are closed due to teacher in service days the Y' Childcare will operate full day programs (one site per district)

LATE PICK UP FEES: Y' Childcare closes promptly at 6:00 p.m. Each weekday. Late fees will be charged if children are not picked up by closing time. Second offense may result in termination of enrollment. *Note: Late fees are not scholarship nor are they covered by DSHS / Alt Pay organizations.*

NO ATTENDANCE CONTACT REQUIREMENT - If your child will be absent and not attend on any given day you are required to contact your child's site or off hours you may call the YMCA (@ 360-377-3741) and let them know (Sites call in at the beginning of each shift and retrieve messages). Failure to contact may result in loss of attendance privileges.

ENROLLMENT REGISTRATION COVERS - The completed registration forms are used for; Current School year, Winter Break and Spring Break and Summer attendance (if you sign up for it).

The registration fee paid at time of enrollment is good for any attendance between September 2009 & August 2010. *Scholarships are to be renewed each new school year.*

SPECIAL DIET / MEDICAL NEEDS

If your child has any special diet or medical needs please take time to talk with the site supervisor.

We are unable to guarantee a peanut or allergen free environment. If your child has allergies please talk to the site supervisor immediately!

BILLING / PAYMENTS - Fees for each months childcare is due by the 5th of the month in advance. Payments may be dropped off at your child's program site or mailed in to the YMCA. Credit card payments may be made by phone to the YMCA during office hours.

BILLING QUESTIONS

YMCA Childcare Business Office Hours are:

Monday through Thursday 10:000 a.m. To 1:00 p.m.

YMCA @ (360) 377-3741

If you have a question concerning your Account please contact the YMCA Childcare business office. During off hours you may leave your question on the office answer machine or you may email inquiries to karen@kitsapfamilyymca.org

Note: Site staff do not handle or arrange any billing options or accounts. You may drop off your childcare payment at a program site and they will turn it into the office.

Any requests for adjustments to accounts must be made in writing.
Any changes to attendance must be made in writing to the business office two weeks prior to the new month.

DROP IN CHILDCARE OPTION CHANGE: If you are using the drop in option for childcare please note the following change effective September 2009: Prepayment for drop in is now required. A minimum of \$100.00 will be needed to save your spot. You will be notified when another advance payment is needed. Hourly charges are calculated by the hour or portion of hour as being a full hour. 0 - 60 Minutes being the initial hour charge with a 10 minute leeway for additional hour charges.

SCHOLARSHIPS: Please don't let cost keep you from participating in the Y' Childcare program. The YMCA has scholarships for families that need them. The YMCA is a nonprofit organization that holds a no discrimination policy. Contact the Y' Childcare business office or your child's program site for application information.

PHONE INFORMATION

Central Kitsap School District

C.K. District Supervisor: Lisa West
Cottonwood Site: (360) 692-1132
Green Mountain Site: (360) 662-8714
PineCrest Site: (360) 377-3085
Silverdale Elem. Site: (360) 662-8856
Van Message Pager (360) 471-2217

Bremerton School District

Bremerton District Supervisor Colette Buhr
Crownhill Site: (360) 373-4754
Armin Jahr Site: (360) 373-2382

Assistant Program Director / Billing Manager

Karen Cooley (360) 377-3741

Program Director

Beth Pitts (360) 377-3741

Note: Site phones are connected only during program hours.



YMCA * CHILD CARE PROGRAMS



September 2009

BREMERTON

CENTRAL
KITSAP

First Day of School Sept 2
Early Release Day * Wed.

Closed 7th
Labor Day

First Day of School Sept 2
Early Release Day * Thur.

Closed 7th
Labor Day

October 2009

BREMERTON

CENTRAL
KITSAP

Conference Days 29 - 30
No School - Crownhill Site only open 6 am - 6 pm (Bring a sack lunch)

Closed 12th
Columbus Day
No Childcare in Central Kitsap District

November 2009

BREMERTON

CENTRAL
KITSAP

CLOSED
11th * Veterans Day
CLOSED
26 - 27 Thanksgiving Holiday

Nov 30th No School - Full Day childcare available at Crownhill site.

Conference Days 20 - 25
(Early Out - bring a sack lunch)

CLOSED
11th * Veterans Day

CLOSED
26 - 27 Thanksgiving Holiday

December 2009

BREMERTON

CENTRAL

Closed 24, 25, 31, 1

Full Day Program for winter break * Cottonwood Site only Open Mon thru Wed 21 - 23 & Mon thru Wed 28 - 30 Weather Permitting Cost: \$25 per Day. Dec. Bill Pro-rated to reflect 15 school days

Closed 24, 25, 26, 1, 2

Full Day Program for winter break * Cottonwood Site only Open Mon thru Wed 21 - 23 & Mon thru Wed 28 - 30 Weather Permitting Cost: \$25 per Day. Dec. Bill Pro-rated to reflect 15 school days

January 2010

BREMERTON

CENTRAL
KITSAP

Closed 1st
CLOSED
Jan 18 - Martin L. King Day

No school Jan 29
Full Day Care At Crownhill

Closed 1st
CLOSED
Jan 18 - Martin L. King Day

No school Jan 29
Full Day Care at Cottonwood site

Billing & Payments

In order to use Winter / Spring / Summer Breaks all accounts must be paid in full. You may make payments at your child's program site or at the YMCA. Credit card payments may be made by phone to the YMCA @ (360) 377-3741 during Y'Childcare office hours: Monday through Thursday 10 am - 1 pm.

EMAIL Contact:

Billing and account questions:

karen@kitsapfamilyymca.org

Program / Concerns:

beth@kitsapfamilyymca.org



SNOW CLOSURE / SCHOOL DELAY

If schools are closed due to snow or adverse weather conditions the Y' Childcare will be closed. If school is delayed the Y' Childcare will be delayed in opening the same number of hours. (Green Mountain and Silverdale Elementary sites will not open in the a.m. If schools are on delayed open schedule).

Parents are requested to verify that staff is at the program site before they drop off their children. If the school announces delay in opening then changes to closed - the Y' Childcare will close as well. If the weather becomes adverse during the day and the schools close early there will be no p.m. Childcare.

To get school operation information tune TV to KOMO news. You may call the YMCA @ (360) 377-3741 or Beth's Cell message phone @ (360) 471-2217 after 5:30 a.m. For updated operation information.



Y'Childcare Directors - Beth Pitts / Karen Cooley

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