



We acknowledge, with much gratitude, that YMCA BC's work takes place on land steeped in rich Indigenous history and the traditional, unceded territories of the Coast Salish, Interior Salish, and Dakelh or Carrier Peoples, who have been the lands' traditional stewards and continue to protect and care for the lands, waterways, and airways that YMCA BC currently operates on.

# **Welcome to YMCA Early Years Child Care**

Welcome to YMCA BC! At our YMCA Early Years Child Care and Preschool programs the best interests of your child are our top priority. We value parents as the experts of their children and look forward to partnering with you to ensure your child reaches their full potential.

This Early Years Child Care Family Handbook will provide you with the information you need to know while your child is in our care.

For more than 138 years, the YMCA has been part of the Greater Vancouver community, helping children realize their potential and develop the confidence, relationships, and leadership skills needed to lead our community in the future. Our approach to early learning is based on our national Playing to Learn curriculum that fosters the physical, mental, and social development of your child. We ensure your children are kept safe and happy while connecting with others in a nurturing environment. Here you'll find caring and dedicated staff who love to make each day special for your child.



### **Our Statement on Play**

The YMCA's Playing to Learn curriculum focuses on the importance and value of play for young children.

Our intention is to provide the best possible environment that allows play for all children in our care. Play ensures involvement, enjoyment, and various forms of success. Play can be powerful and profound, and is always purposeful. It is a vehicle that propels learning and development.

Play and development are intertwined; neither precedes the other. All aspects of a child's development are supported by play. This approach to early learning has the benefit of being self-initiated and is therefore a joy rather than a chore. Play propels a child into the vast realm of learning, and research has shown that play is linked to a child's learning. A child's cognitive development and academic success are enhanced by the play experience.

Through our approach to early learning, children can reach their full potential through play.

DISCLAIMER: YMCA BC reserves the right to make amendments to the terms and conditions stated in this handbook and will provide notifications when changes occur.

# **Roles and Responsibilities**

#### **Staff**

YMCA Early Childhood Educators come with a wide background of education and experience. Our staff must go through a rigorous screening process that includes demonstrating their values and skills and providing a criminal record check that is renewed every three years. All educators must also hold a valid First Aid and Infant and Child CPR certification. New YMCA staff participate in orientation and training on YMCA policies and procedures, child care licensing regulation and YMCA Playing to Learn curriculum.

Our Early Childhood Educators are trained to:

- Communicate regularly to families about their child's progress;
- Plan activities based on their knowledge of early childhood development;
- · Observe and document the progress of each individual child; and
- Practice the YMCA's high standards of child and safety and protection.

At the YMCA, we recognize the importance of continued professional learning and have developed an extensive series of learning modules that support YMCA Early Childhood Educators to gain a deeper understanding of:

- Child development.
- Play.
- · Play partnership.
- Program planning.
- Extension of play and scaffolding of learning.
- Effective communication Providing positive learning environments.

YMCA staff are not permitted to provide services to families that are beyond their roles and responsibilities as a YMCA Child Care staff member, such as babysitting or house-sitting. Furthermore, staff cannot engage in any social media activity/interaction with child care families and/or children at any time. Should you have any concerns, please contact us at <a href="mailto:gv.childcare@bc.ymca.ca">gv.childcare@bc.ymca.ca</a>.

#### **Volunteers & Practicum Students**

We are proud to support the development of future educators by welcoming practicum students from Early Childhood Education programs, as well as work experience students from local high schools and volunteers into our programs. These individuals gain valuable hands-on experience while contributing to the daily activities and overall program environment.

All students and volunteers are required to complete a clear Criminal Record Check, provide three professional references, and complete child protection and YMCA orientation training before beginning their placement. Practicum students are mentored by qualified YMCA staff and are always supervised while interacting with children.

# **Roles and Responsibilities**

#### **Families**

We value and encourage parent and guardian involvement as an essential part of each child's experience in YMCA Child Care. Strong partnerships between families and educators help create a more supportive and enriching environment for children.

There are many meaningful ways to participate, including:

- Providing verbal or written feedback
- Sharing insights about your child's development
- Attending parent meetings, workshops, or fundraising events
- · Volunteering for field trips or in the program when possible

Whether you have a special skill, cultural tradition, or just a bit of extra time, your involvement is always welcome. Please connect with a staff member to learn how you can get involved in a way that works for you.

#### **Custody**

If a custody agreement or court order is in place for your child, a copy must be on file. Staff will act in accordance with this legal document. If issues around custody exist and there are no legal documents, the parent who registered the child will be deemed the custodial parent and staff will only follow instructions from this parent unless otherwise instructed by a court order.



### **Our Curriculum & Learning Spaces**

#### YMCA Playing to Learn™

YMCA Playing to Learn is a research-based curriculum rooted in the philosophy that young children learn best through play. Throughout the preschool years your child will explore and discover their natural surroundings through small group and individual play experiences that will prepare them for school. YMCA educators are engaged in children's learning through observing, planning and seeking opportunities to become a play partner and extend the play experiences.

The goals and approaches of YMCA Playing to Learn align in philosophy, standards and recommendations with the Province of BC's Early Learning Framework.

#### **Program Details**

#### Infant & Toddler (age 6 weeks - 36 months)

- Educator/Child ratio is 1:4.
- Children follow a flexible group schedule, input from families is welcome.
- Daily documentation for sleep times, eating, diapering, etc.
- A significant play experience is written daily in each child's journal.
- Educators write weekly documentations highlighting learning that occurred during a play experience.
- Program includes opportunities for exploring indoors and outdoors, music and movement, discovering creative and sensory materials and imitation play and learning to play with others.

#### 3 to 5

- Educator/Child ratio is 1:8.
- Children follow a flexible group schedule.
- A significant play experience is written daily in each child's journal.
- Educators write weekly documentations highlighting learning that occurred during a play experience.
- Program includes opportunities for exploring indoors and outdoors, creating with the arts (visual, dramatic and music), discovering science, engaging in mathematics and literacy activities, developing social skills, gross and fine motor skills and problem solving.

#### **Preschool**

- Educator/Child ratio is 1:10.
- Children follow a flexible group schedule.
- A significant play experience is written daily in each child's journal, or in a monthly newsletter.
- Educators provide monthly documentation highlighting key learning from children's play experiences.
- The program offers rich indoor and outdoor activities that support development in the arts, science, math, literacy, social-emotional skills, motor skills, and problem solving.



### **Outdoor Play**

At the YMCA, we believe that outdoor play is a vital part of your child's daily routine. As per the Provincial Child Care Licensing Regulation, we go outside every day, regardless of the weather, because we know how important fresh air, physical activity, and connection to nature are for healthy development.

Outdoor play supports children's physical health, social skills, creativity, and emotional well-being. It also provides opportunities for risk-taking, exploration, and learning through hands-on experiences in a natural environment.

Because outdoor time is a daily and essential part of our program, we ask families to ensure their child arrives dressed for the weather each day. We understand that weather conditions can vary and change quickly. We closely monitor weather and air quality advisories to ensure children's safety and will adapt outdoor activities accordingly.

By dressing your child appropriately, you're helping them fully participate in our daily outdoor adventures—rain, snow, or shine!

### **Hours of Operation**

Our hours vary by program type and location. For specific information, please contact our admin team at gv.childcare@bc.ymca.ca.

#### **Drop-Off & Pick-Up**

The safety and well-being of all children in our care is our top priority; therefore, we expect parents/guardians to follow our procedures. Parents/guardians must sign children in and ensure that a staff member is aware that you are dropping off your child.

Parents/guardians must sign children out upon pick up and ensure that a staff member is aware that you are taking your child home.

#### **Authorized Pick-Up List**

You are required to notify centre staff, in writing, if someone other than those listed on the authorized pick up list will be picking up your child. If this person is unknown to the staff, they will be required to show photo identification.

#### **Late Pick-Up**

We expect that all children are picked up on time, respecting our staff's work schedules and personal commitments. Late pick-ups may result in a fee of \$1.00 per minute and, in repeated cases, could result in suspension or withdrawal from the program.

#### **Failure to Pick-Up**

If a child is not picked up by closing time, staff will contact parents/guardians and/or emergency contacts. If after 30 minutes staff are unable to contact parents/guardians or emergency contacts, staff will call the Ministry of Children and Family Development, who will take your child into care until you can be located.

#### **Field Trips**

Field trips can be an important part of our child care program. We often take children for neighbourhood walks or to visit local parks, which allow them to get to know their community and have valuable outdoor time. This is considered a part of our regular routine and is often done spontaneously. For major field trips, parents will be notified ahead of time including if the children will be using public transportation.

#### **Inclement Weather**

Severe weather conditions often result in hazardous traveling and road conditions. In these cases, all YMCA child care programs will be closed. The YMCA will communicate these closures to families through ePACT and will make every effort to inform them as early in the morning as possible.

If schools are closed due to weather, all child care programs operating within those school districts will also be closed. Refunds will not be offered for closures due to inclement weather.

#### **Child Membership**

All children who are registered full-time at a YMCA Child Care program will receive a complimentary child membership that can be used at any of our five health and fitness facilities: Langara Family YMCA, Robert Lee YMCA, Tong Louie YMCA, Bob Chan-Kent Family YMCA, and Bettie Allard YMCA. Complimentary child memberships expire on August 31. Families are responsible for ensuring their complimentary child memberships are up to date each year. To redeem and renew, please contact us at qv.childcare@bc.ymca.ca.

#### What Your Child Will Need

By packing a few essential items for your child and providing any specific details about your child's health, rest, feeding, and activity, you help our YMCA educators provide individualized care for your child. Please ensure all of your child's belongings are clearly labeled with their first and last name.

- Complete change of clothing.
- Seasonal outdoor clothing (muddy buddy, boots, sun hats, etc.).
- Blanket for rest time and/or a sleep toy.
- Diapers, wipes and any creams or lotions.
- Bottles/sip cups.
- Formula or expressed milk if your child has not transitioned to Homo/2% milk.
- Training underwear and extra clothing (for children toilet training).
- · Water bottle.



### **Nutrition**

#### **Snacks**

YMCA Early Learning Centres offer a variety of nutritious snacks prepared on-site. To ensure your child receives a well-balanced diet, our menus follow Canada's Food Guide. Snack plans are posted weekly for your information.

When packing food from home we kindly request that they are sent pre-cut and ready to serve in a manner that is developmentally appropriate for your child. How to cut food for your child changes as they progress through the stages of learning to eat. We are happy to reheat any meals that need to be served warm.

#### Lunch

Some of our programs provide a lunch program prepared by an on-site cook. This is a fee-for service only available at locations that have an approved commercial kitchen. In programs that do not have a lunch program we require children to bring a lunch (including a drink). We encourage families to pack healthy foods, and your help in sending nutritious foods is much appreciated.

### **Food and Allergies**

The YMCA cannot guarantee that our Early Learning Child Care programs will be free from allergens (e.g. nuts, gluten, dairy). To protect the health and safety of children and staff with allergies, some food items may be prohibited. If this is the case, parents will be informed upon registration. If your child has an anaphylaxis allergy, you will be required to provide the program with an epinephrine auto-injector. In accordance with directives from the medical health officer YMCA employees will administer an epinephrine auto injector where anaphylaxis is suspected. Non-prescription anti-histamines will only be used for non-anaphylactic reactions and require a "Consent to administer non-prescription medication" form.



#### **Emergencies**

Please ensure your contact information is always up to date so we can reach you promptly in the event of an emergency. In the case of an emergency or natural disaster, we will attempt to contact families as soon as possible. In the event that we need to evacuate the building, parents/guardians will be notified where to pick up their child(ren).

If a child needs medical attention, we will attempt to notify parents/guardians prior to taking the child to the nearest hospital/clinic.

The staff and children will practice monthly fire and earthquake drills and a full evacuation drill will be practiced two times per year. In the event of an earthquake, if possible, we will remain on site.

Wildfire smoke can result in poor air quality and may be harmful to the health of vulnerable populations, including children. We are committed to providing the best possible protection to the children and staff by following these guidelines:

- Keeping up to date on the air quality rating. www.gov.bc.ca/air-quality-advisories
  - if Low 1-3: children will engage in outdoor activities as usual.
  - if Moderate 4-6: children will engage in outdoor activities with caution. Staff will use judgement to assess the air quality and either decrease the physical activity of the children, or limit the time spent outside.
  - if High 7-10: children will remain indoors and staff will ensure children are provided other opportunities for active play.



### **Program Closures**

The YMCA will make every attempt to keep programs open however, there may be times where your YMCA program will need to close or operate on reduced hours. These include situations such as but not limited to staff shortages, labour disputes, outbreaks, public health orders, power outages, water main breaks etc. The YMCA will make every effort to provide notice regarding closures and reduced hours in a timely manner. All families will receive a notification via ePACT. Refunds will not be issued for these closures. YMCA Preschool programs are also closed on school Professional Development Days and during Winter, Spring and Summer Break.

#### **Christmas Closure**

All of our Early Learning Child Care Centres will be closed between Christmas and New Years Day. Notice of actual closure dates will be provided each year in the fall so that families have plenty of time to organize their schedules.

#### **Statutory Holidays**

YMCA Child Care programs are closed on all statutory holidays during the year:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance DAy
- Christmas Day
- Boxing Day

\*YMCA child care programs will be closed for all federal, provincial and municipal statutory holidays.

#### **Personal Effects**

The YMCA is not responsible for any personal items/articles that are brought, used or left at any programs or facilities.

#### **Professional Development**

Providing our educators with professional development to keep them up-to-date on the latest research on early childhood development and best practices is a critical component of a quality early learning environment. It is also mandatory for our educators to attend professional development training in order for them to maintain their Early Childhood Educator (ECE) credentials.

All YMCA Early Learning Child Care Centres will be closed the last week of August\*, prior to the Labour Day statutory holiday, for an annual week of training and professional development for our Early Childhood Educators. Please note, this closure may differ for our programs on the Sunshine Coast and Powell River. Notice of all closure dates will be provided to families each year in the fall.

\*Please note, YMCA BC Child Care programs in Powell River and on the Sunshine Coast will be closed the last week of July.

#### Medication

Staff may administer medication if your child is on a strict medication schedule. Prescription medication must be in the original container stating the child's name, dosage and time to be given, and a consent form must be completed. Non-prescription medications require a consent form signed by a doctor.

#### Health & Safety

The health and well-being of every child is a top priority. If you think your child is ill, please keep them at home. You must not mask symptoms of illness such as fever with medication prior to bringing a child to care. Sick children need to have opportunities to rest and recover.

It is important to prevent the spread of infectious diseases to other children and staff; therefore, when your child is vomiting, has diarrhea or a fever of 38 degrees Celsius or higher (100 degrees fahrenheit), we require your child to stay home.

When your child develops symptoms or develops a temperature of 38 degrees Celsius (100 degrees Fahrenheit), while at the program, staff will contact you to request your child be picked up. Your child must be symptom free for a period of 24 hours prior to returning to the child care program.

#### A child should not attend when they:

- cannot fully participate in the program
- have a fever of of 38 degrees Celsius or higher (100 degrees fahrenheit)
- has diarrhea
- is vomitting
- · have a new or unexplained cough
- have a combination of 2 or more of the following:
  - diarrhea
  - vomitting
  - fever
  - persisent cough
- has conjunctivitis (pink eye)
- are infectious
- have skin infections or new or unexplained rash

#### A child may return to care when they:

- are able to fully participate in the program
- their fever has remained below 38 degrees
   Celsius for 24 hours without medication
- are symptom free for 24hours
- are symptom free for 24 hours or longer if advised by a medical professional
- has seen a doctor and 24 hours after first drops have been given
- has seen a doctor and 24 hours after first dose of antibiotics or has been cleared to
- return by a physician
- has been examined by a doctorand has received medical clearance

The YMCA adheres to all Public Health Orders and parents/guardians are expected to adhere to all public health orders and recommendations to ensurethat our child care programs are as safe as possible. If a child comes to the program ill, parents/guardians will be asked to find alternate care for that day.

## **Registration Information**

### Program Fees & Financial Information

A \$200 non-refundable registration fee is due at enrollment (not applicable at \$10-a-Day ChildCareBC sites).

Monthly child care fees are due on the 1st business day of each month and must be paid in full and on time through pre-authorized payment (Visa, MasterCard, or direct debit). Cash and cheque payments are not accepted. This applies to all YMCA Child Care enrollments, including those receiving third-party funding. Monthly fees cannot be deferred, and families are responsible for the full cost, regardless of external funding arrangements.

YMCA Child Care fees are pro-rated based on the total number of care days in the year, providing families with a consistent and predictable monthly payment. Monthly fees must be paid in full and on time to ensure there are no disruptions to your child care services.

### **Declined Payments**

If funds are unavailable at the time of billing, YMCA BC will apply a non-refundable \$20 declined payment charge to the account for any failed transactions that are declined, returned or cannot be processed for any reasons including;

- Non-sufficient funds (NSF)
- Declined pre-authorized payments
- Incorrect or outdated banking information
- Expired credit cards
- Compromised or stolen credit cards

Child care payments for the current month including any declined payment fees must be made or scheduled within 5 business days of the original billing date. If outstanding balances remain unpaid or in repeat cases of declined and late payments, child care services may be withdrawn. YMCA BC will not pay back any charges billed to you by your own financial institution as a result of a failed payment or NSF.

We understand that unexpected challenges can arise and we encourage families to connect with our child care administration team for support at (604)-939-9622. Families who wish to pay their outstanding balances by credit card, may log into their YMCA BC child care account to pay online, declined payment charges still apply.

## **Registration Information**

#### Repayment

Should it become necessary to close your YMCA child care program for longer than five business days due to situations beyond our control such as natural disasters, unsafe weather conditions, unsafe building hazards, or any other unforeseen situation, the YMCA will make every effort to provide an alternate location. When it is not possible to secure an alternate location, the YMCA will refund your prepaid child care fees in a timely manner. Refunds will not issued for unforeseen closure of less than five business days.

#### **Affordable Child Care Benefit**

The Provincial Governments' Affordable Child Care Benefit (ACCB) is available based on Provincial eligibility requirements.

Parents/Guardians are responsible for keeping their funding up to date and will be billed for the full cost of child care, without notice if their ACCB benefit expires. YMCA BC is not responsible for sending out reminders regarding ACCB renewal. For more information, contact 1-888-338-6622 or visit gov.bc.ca/childcare.

### **Registration Changes**

Changes to your current registration must be made in writing 45 days in advance and received by the 15th of the month prior to the month you wish to make the change. Please email gv.childcare@gv.ymca.ca for assistance.

#### **Absence from Care**

No discounts or refunds are issued for missed days, statutory holidays, sick days, vacations, public health orders or closures due to inclement weather.

#### **YMCA Financial Assistance**

We want to make sure that all children have an opportunity to benefit from a YMCA Early Learning experience, so we offer financial assistance to assist families in affording care. For more information, please email <a href="mailto:gv.childcare@bc.ymca.ca">gv.childcare@bc.ymca.ca</a>.

### **Tax Receipts**

An official Child Care Income Tax receipt will be issued to the paying party on or before February 28 each year, reflecting all fees paid for the previous calendar year.



# **Registration Information**

# Medical/Emergency Information (ePACT)\*

ePACT is a secure emergency network that YMCA BC uses to collect medical and emergency contact information electronically. ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy. ePACT replaces paper forms to make it easier for families to share emergency information. Families will receive an email invitation to share information with us via ePACT. Follow the instructions to create or log in to your account, and enter the required information. You can update your information at any time, and we will automatically be notified.

Please note, your child can't attend your child care program until ePACT is complete. Families will be asked to reconfirm their child's ePACT information every August, and is a condition of continued enrollment in the fall.



### **Moving to the Next Age Group**

The following explains how a child moves from the infant/toddler program to the group 3 to 5 program:

- We will do our best to accommodate all the children enrolled in the program; however, we cannot guarantee transfer from one program to the next. There is the possibility that when a child is ready to transfer to the next program space may not be available.
- Decisions about transfers to the next age group, will be made in consultation with the families, however the final decision will be made by the YMCA.
- If there are two or more children that are the same age, in the same program, who require a space in the next age group, the enrolment date will be the deciding factor for who will be given the space.
- In the event that there is no space for a child in the next age group, we will try to accommodate the family at another YMCA Child Care location, if space is available.
- If a situation arises where we have exhausted all options to accommodate the child will be withdrawn from the program, and placed back on the wait list and given priority for the next available space.
- Child Care services from Early Years to Before and After School Care are not automatically transferred. Children who are eligible to start kindergarten in the fall, will be withdrawn from their early years program on August 31.
   Families needing before and after school care must join the waitlist for this age group, even if the program operates at the same physical location.

### **YMCA Policies and Procedures**

#### **Inclusion**

In keeping with our mission and vision, YMCA BC believes in the development of healthy, confident children. We're committed to treating children with respect and dignity and helping them grow and develop to their full potential in a safe and nurturing learning environment. Central to our work is diversity and social inclusion. We believe that all children and /guardians should have an inclusive and respectful experience in our program.

- YMCA programs are designed to develop children in spirit, mind and body. We recognize that every child is a unique individual and adds value to our program.
- Parents/guardians, staff, and community partners work together in collaboration to meet each child's developmental needs and support their strengths and stretches within the program.
- YMCA staff and volunteers strive to ensure our programs are accessible to meet the needs of all children.
- YMCA staff and volunteers (where appropriate) seek out community partners to enhance our ability to support children with diverse needs through training and consultation.

#### **Child Guidance**

The YMCA is committed to helping children grow to their fullest potential in a safe, caring and nurturing environment, however it is necessary at times to set limits and standards of socially acceptable behaviour. YMCA staff are guided by the YMCA Child Guidance Policy which they are required to adhere to at all times when interacting with children in a YMCA program. Staff are required to review this policy on an annual basis. Our program provides an environment where children are treated with respect, adults are caring, and activities are planned based on children's interests and developmental needs.

#### **Prohibited Practices**

A prohibited practice is any behaviour that puts children at risk or inhibits their growth, self esteem, and healthy development. The following practices are unacceptable and may result in disciplinary action including termination of employment.

- Corporal punishment
- Any form of abuse-physical, emotional, sexual or neglect
- Depriving a child of basic needs including food, shelter, clothing, bedding or participation in activities
- Leaving children unsupervised
- Deliberately using harsh or degrading measures on a child that would humiliate the child or undermine his or her self-respect

- Locking exits of a child care centre for the purposes of confining a child
- Using a locked or lockable room or structure to confine a child when separating them from other children
- Interacting or relating to children or vulnerable persons outside of a YMCA program activity (e.g. weekend home visits, baby sitting, on line chatting, etc.)

### **YMCA Policies and Procedures**

#### Withdrawal of Service

A minimum of 45-day's notice is required for withdrawal from your child care program. All withdrawals take effect on the 1st of the month. Notice must be received in writing to <a href="mailto:gv.childcare@bc.ymca.ca">gv.childcare@bc.ymca.ca</a> 45 days advance of withdrawal, by the 15th of the current month. For example, for an October 1st withdrawal, notice must be received by August 15th. Upon receiving written notice, our administrative team will deactivate the child's account and cancel any preauthorized payments that were set up.

In some situations, it may be necessary for the YMCA to withdraw services; however, we will make every attempt to work with the family to resolve the issue to the mutual satisfaction of all parties, provided that the arrangement does not compromise the mission and values of the YMCA, put staff, the child or other participants at risk, or diminish the value of the YMCA experience for other participants. Situations are dealt with on an individual basis, taking into account the specific needs and circumstances of the family.

The following situations may be considered cause for terminating care:

- Inappropriate conduct, including harassment, threatening behaviour, violent acts toward staff, children or other families involved in the program.
- Behavioural concerns (the YMCA does not have the resources to deal effectively with a child whose behaviour requires ongoing significant intervention, such as persistent unprovoked physical violence, including biting, hitting, and scratching; persistent bullying; verbal harassment; or unauthorized departure from the centre).
- Unresolved custody issues (if a family's custody issues result in ongoing conflicts at the centre or with staff).
- Late pick-up issues.
- Non-payment of fees and/or ongoing late payments .
- When a family's requests cannot be accommodated, as they conflict with the principles, policies and procedures of the YMCA.



### **YMCA Policies and Procedures**

#### **Code of Conduct**

YMCA BC is dedicated to the spiritual, physical, mental and social development of people. We are committed to providing a friendly, respectful environment and reinforce socially responsible behavior. We do not tolerate abusive behaviour.

This means employees, volunteers, program participants, and others using YMCA facilities are expected to treat others with courtesy and respect. Discrimination or harassment on such grounds as age, race, ancestry, colour, place of origin, religion, sex, sexual orientation, physical or mental disability, family status, marital status, political beliefs or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment of that person is against the law, and is not acceptable in YMCA programs or on YMCA premises.

#### **Duty to Report**

We are required by law under the Child, Family, and Community Service Act to report any suspected cases or disclosures of child abuse or neglect to the appropriate authorities for investigation. Our responsibility is to report suspicions or disclosures, not determine if abuse has occurred. Investigations are the responsibility of the Ministry of Children and Family Development and/or the police, and they are responsible for contacting the parent/guardian.

#### **Our Vision**

We envision vibrant, healthy, and inclusive communities for all.

#### **Our Purpose**

We ignite belonging by enabling everyone in our communities to have equitable access to healthier outcomes.

#### **Our Values**

#### Inclusive:

We value and respect different backgrounds and build meaningful connections by meeting people where they are at.

#### Supportive:

We are empathetic and caring; we listen to understand different needs and do the right thing.

#### Innovative:

We embrace creative ideas to improve what we do and to seek new ways to deliver exceptional experiences and excellence

#### Accountable:

We do what we say, show up for others, lead by example and act with integrity.





#### **YMCA BC**

YMCA BC also offers a variety of other programs that help children and families thrive, including:

- Summer, spring and winter day camps
- Overnight camps and outdoor education programs at YMCA Camp Elphinstone
- Health, Fitness and Aquatics programs operating in our centres of community throughout the Lower Mainland, which includes swim lessons for kids
- Employment and newcomer programs
- Chronic disease management and mental wellness programs

To learn more, please visit our website at gv.ymca.ca.

#### **Privacy of Information**

YMCA BC respects the right of individuals to the protection of their personal information. The YMCA is committed to maintaining the confidentiality, privacy, and accuracy of personal information it collects, uses and discloses. YMCA staff and volunteers who have access to personal information follow fair information principles, in keeping with privacy laws. We collect, use and disclose personal data in order to better meet your needs, ensure the safety of children in our care, collect statistical data, satisfy government and regulatory obligations, and inform you about the program in which you are registered. We may contact you periodically to inform you about other YMCA programs, services and opportunities that may be of interest and benefit you.

To view our Privacy Policy, please visit our website at gv.ymca.ca.