



## Hamilton Area YMCA BASE Program

### Parental Notification Policy

The Parental Notification Policy lists the procedures on how and when we contact parent/guardians of our BASE program participants.

**Emergency Closings** – Parents/Guardians are notified via the Rained Out message alert system when there is an unscheduled program closure. Parents/Guardians are responsible for registering to receive these alerts for the program that the child attends.

**Illness** – If a child becomes ill during the BASE program, the program staff will contact the parents or guardians listed as the child's emergency contact. Parents are contacted first, then the emergency contact, unless otherwise noted.

**COVID-19** – If there is a positive case of COVID-19 in a child or an adult who has been present in the BASE program, we will immediately inform the School, the Hamilton Township Division of Health and the parents of the children in the Program.

**Injury** – For any injury that occurs during the BASE program which requires first aid treatment, the parents will be required to sign off on an incident report.

- If a child has a minor injury during the BASE program, staff will complete an incident report and parents will be notified at pick up or drop off.
- If the injury is an injury to the head/face, involves a fall from a height greater than the height of the child, or the child cannot be consoled, the staff will call the child's parent/guardian and will leave a message if the person does not pick up.
- If the injury is major, and the child will need further medical attention, the staff will first attempt to call the parents/guardians listed as the emergency contact.

**Behavior** – If a child is exhibiting minor or major behavior violations, the staff will notify parents during pick up or drop off, or by a phone call. If the child exhibits a critical behavior violation or cannot be controlled, the staff will call the child's parents/guardians. If parents/guardians cannot be contacted and the behavior warrants the child be removed from the program, the persons listed as the emergency contact will be called.