



THE WYCKOFF FAMILY YMCA

PARENT NOTIFICATION PROCEDURE

Parental Notification

- The Wyckoff Family YMCA uses verbal, written and electronic communication for Parental and Staff notification of information.

Parent notification occurs for many reasons, including but not limited to the following:

- Class information, day to day updates, invitations for family involvement, and other site or YMCA wide event notification
- Injury notification (an Accident Report will also be provided and signed off on by the Parents at pickup)
- Emergency – their child
- Emergency - center closing/evacuation
- Health information – Illness, Medication Administration information, Immunization and Universal Health Record requests, notification of communicable disease, etc
- Communication, Behavior Plan information or unusual incident notification
- Registration information, licensing requirement policies and procedures, and deadlines for paperwork and/or payments

Parents will be notified using one or more of the following:

- Phone
- Email
- Text
- REMIND.com
- Daily classroom reviews
- Monthly Class Calendar/Newsletter
- Written "Parent Communication Forms"
- In person interaction