

# YMCA Parent Handbook



# 2024-25

## Dear Parents/Guardians,

The YMCA is pleased to provide Summer Day Camp and/or After School Care for your child(ren). By selecting the Y, you are giving your child(ren) the opportunity to benefit from a quality program that has a foundation of YMCA traditions and many years of experience in serving children and their families. Our facility and program are not regulated by DCFS. They are YMCA regulated.

We are excited to be able to provide a fun, enriching and safe environment for your child. Our mature and experienced staff will focus on incorporating the Y's core values of: Caring, Honesty, Respect, and Responsibility into our program. We will also provide opportunities for your child to learn compassion, build self-esteem, and develop lasting friendships.

This parent handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. The policies outlined in this booklet are intended to protect your child(ren) and to ensure that his [her experience at the program is positive and rewarding..

Please read the handbook carefully with your child(ren) and refer to it as needed, At the end of the handbook is a form to fill out **PRIOR** to attending the Bob Freesen YMCA's After School Program or Summer Day Camp. The form at the end acknowledges you have read the handbook, know field trip and camp policies, and have explained unacceptable behavior to your child(ren) who are enrolled in the YMCA Program. We look forward to a tremendous year!

Sincerely,

*Jessie Bonds*

Jessie Bonds

**Childcare Director**

## **Welcome to our YMCA!**

We are so glad you will be a part of our YMCA family! Our programs are built so that your child comes home with new relationships, new-found interests, enhanced values and increased leadership skills that all will help foster a strong foundation for their future! At the YMCA, we embrace a play-based philosophy that guides participants through fun and engaging activities that result in learning and skill building. Our programs are built upon the foundation of our Core Values of Caring, Honesty, Respect and Responsibility. As you read through this handbook, please familiarize yourself with the policies and procedures governing our camp and school age care programs. If you have any questions or concerns, please contact us! Thank you for choosing the YMCA!

## **YMCA Mission Statement:**

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

## **YMCA Participant Goals:**

- To Be Safe, Secure & Confident
- To Foster Lifelong Skills & Values
- To Build Social Skills & Relationships
- To Become Better Leaders
- To Explore Interests & Have Fun

## **Program Dates & Times**

Our commitment is to serve our local community.

Our After School Program and Day Camp run Monday-Friday 7 a.m.-6 p.m.

- *After School* – follows local school calendars for after school programs.
- *School Days Out* – follows local school calendars to offer full day care on school holidays and closures. Programs will not run on holidays observed by the Bob Freesen YMCA.
- *Summer Camp* – A 10-week schedule from June 3 through August 9

## **Program Activities:**

Our camp and school age programs promise indoor and outdoor adventures and a safe space for children to have FUN! All programs make use of the facilities' indoor features and outdoor features, including gymnasiums, playgrounds, classrooms, and much more! Each program will include the following in the daily weekly schedule the following:

- STEAM based projects once per week
- Gross motor activities daily
- YMCA Character development activities daily
- Lunch and Afternoon snack: Y will provide a peanut-free zone, but cannot make accommodations for all food allergies. It is the parent's responsibility to provide afternoon snacks if their child has allergies aside from peanuts.

**YMCA Commitment to Safety:**

Our well-trained YMCA staff members are trained in supervision, group dynamics, child abuse prevention, anti-bullying techniques, group games, leadership and character development. In addition, they are CPR and first aid trained. The Bob Freesen YMCA is recognized as a mandated reporter and the staff is required to report cases of suspected abuse to the authorities. Our YMCA staff understand kids and know how to put safety first!

**Registration and Billing Policies:**

- A \$25 non-refundable registration fee is due for all school-year programs at time of registration.
- A \$35 non-refundable deposit is due at the time of registration for our Day Camp Program.
- Full payment is **due on the Thursday prior** to the first day your child attends.
- We accept personal checks, money orders and credit card payments. We encourage you to set up automatic bill pay through your bank.
- The YMCA reserves the right to discontinue services at any time due to outstanding balances.

**Financial Assistance**

We believe that no one should be turned away due to inability to pay. The Bob Freesen YMCA is a non-profit organization committed to strengthening the foundations of our community, one child at a time. Our fundraising initiatives and United Way funding help provide scholarships for programs and memberships to children and families in need. Those families unable to pay the full cost of participation are encouraged to apply, please call the Childcare office @ 217-245-2141 or download an application from the website. Once approved, you will receive an award letter. It is your responsibility to keep your original copy as proof of your scholarship amount. You will be charged for any additional copies.

**Drop Off & Pick Up**

All children must be signed in & out of the program daily by an authorized adult (18 years or older). The YMCA is legally responsible for your child only during the time your child is in the program. Children will only be dismissed to authorized persons listed as an authorized adult. For the child's protection, only persons authorized by the primary caretaker may pick up a child, which is completed and/or updated in the enrollment form.

**Late Pick-Up Procedures:**

Y childcare ends at 6 p.m. If you are running late, please call the YMCA. A late pick-up fee will be assessed after the program closes. There will be an additional charge of \$10 per child, every 10 minutes starting at 6:05 p.m. payable to the YMCA.

Parents who have not notified the director they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as Y staff members.

- **6 p.m. Program closes.** Staff member in charge begins calling parent to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.

- **6:30 p.m.** Staff member in charge contacts team leader, program director, and local authorities to apprise them of the situation.
- **6:45 p.m.** If there is no contact from the parent and no other safe option, the child will be turned over to the city or county police department.

**You risk dismissal from the program if:**

- You fail to pay the late fee.
- You are late picking up your child three times within a 30-day period.

**Management of Communicable Disease:**

We are required to inform parents, as well as the Department of Public Health, when children have been exposed to communicable diseases. Please inform the Child Care Coordinator if your child has a confirmed case of any communicable disease. To minimize exposure to others, please keep your child home for if they have:

- Fever of 100°
- Severe Cold and/or Coughing
- Diarrhea and/or Vomiting
- Rash/Lesions
- Pink Eye
- Strep Throat
- Lice
- Scabies/Parasites/Ringworm
- Chicken Pox, Measles, etc.

If your child is displaying signs of any of these or other illnesses, you will be called and asked to pick your student up immediately. Children will be re-admitted to the program only upon receipt of a physician's statement indicating the child is no longer contagious. In the case of head lice, the child must be free of nits to return.

**Medication:**

Our Child Care Director or Head Counselors will administer medications. All medications must include a signed "**Authorization to Administer Medication**" Form. Medicine must be in the original container and include a label. All prescriptions must be current, and staff must follow the instructions as listed on the label. Medication and records will be kept, locked, on program site with medication schedule.

- No over-the-counter medication, including aspirin, cough medicine etc will be given without a doctor's written consent.
- Staff cannot administer amounts other than specified on bottle or split pills.

**Injuries:**

If your child is injured, our staff will take the necessary steps to obtain medical care. These steps may include, but are not limited to:

- Attempts to contact a parent or guardian.

- Attempts to contact parent through any persons listed on the emergency information form.
- If we cannot contact you or the emergency contacts, we will do any or all the following:
  - o Administer emergency first aid.
  - o Call an ambulance or fire rescue. The fee of this service is the responsibility of the parent.
  - o Have the child taken to an emergency hospital accompanied by a staff member.
- If your child is exempt from medical care based on religious beliefs, the parent or guardian must submit a written plan stating the care approved for your child.

### **Discipline & Guidance Policy**

It is the Y's goal to provide a healthy, safe, and secure environment for all program participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting. Behavior Guidelines:

- We will care for ourselves and for those around us.
- Honesty will be the basis for all relationships and interactions.
- People are responsible for their actions.
- We respect each other and the environment.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA rules, and a discussion will take place.
3. If the behavior persists, a parent or caregiver will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. If the behavior persists, staff will schedule a conference that includes the parent or caregiver, child, staff, and Child Care program director.
6. If a problem persists and a child continues to disrupt the program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in certain situations.

*If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.*

### **The following behaviors are not acceptable and may result in the immediate suspension from the program:**

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging Y or personal property
- Leaving the program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or YMCA rules
- Fighting
- Talking about inappropriate things
- Using profanity, vulgarity, or obscenity frequently (verbal or written)

- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the child a second time before expulsion. Immediate expulsion may occur if a child is in possession of or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

### **Illinois State Police “No Firearms” Signs**

**Firearms Are Prohibited on the premises.**

**Illinois State Police “No Firearms” signs are posted at all entrances.**

- No firearms of any kind are allowed on any of the premises of the Bob Freesen YMCA.

## Acknowledgement / Signature Form

I understand the rules and guidelines regarding field trips, fees, behaviors and consequences as read and explained in the YMCA Parent Handbook. I am confirming that I have received and read the YMCA Parent Handbook and that I understand the policies and procedures within this Handbook and am in agreement with the conditions outlined and will abide by the same. In addition, I have discussed the unacceptable behaviors with my child. I am (we are) in agreement and understand the consequences set forth by the Bob Freesen YMCA Parent Handbook for Day Camp and/or Afterschool Programs in regard to my child participating in field trips. I understand that all family forms are destroyed by the YMCA immediately after the program ends.

**Date:**

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**Child's Name:**

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**Parent/Legal Guardian Signature:**

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