

Bob Freesen YMCA

Parent Handbook

2026 - 2027



Hello families!

I am so excited to be a part of the YMCA Childcare Program. This parent handbook is to help you answer questions you may have and give you guidelines for our summer and after-school programs.

You are always welcome to call the YMCA to ask more specific questions.

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Bob Freesen YMCA

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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 will all 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 and Times:

Our commitment is to serve our local community.

Our After School Program runs Monday-Friday 2:30 p.m.-6 p.m.

Our Full Day Camps run from 7 a.m.-6 p.m. on their respective days

- *After School*- follows local school calendars for the 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 1st through August 7th.

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:

- STEM based projects once per week
- Gross motor activities daily
- YMCA character development activities daily
- Morning and/or Afternoon snack: We will provide a peanut-free zone but cannot make accommodations for all food allergies. It is the parent's responsibility to provide lunch and 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 facility, 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 registration fee of \$30 is due at time of registration for after school.
- A \$25 non-refundable deposit is due at the time of registration for our Day Camp Program.
- **All payments are due seven days prior to attendance in the program.**
- Preferred payment method is automatic bank draft. Please give staff and card to put in the registration system.
- All returned payments are subject to a \$20 insufficient funds fee.
- The YMCA reserves the right to discontinue services at any time due to outstanding balances.
- Payment is due regardless of attendance.
- There are no refunds for the after-school program. If you cannot attend the program due to a medical emergency or relocation, please contact us.
- All date changes or cancellations must be submitted in writing two weeks in advance.

Financial Assistance:

The YMCA understands that circumstances can vary, and we're committed to making our programs accessible to all families. If you're experiencing financial hardship, please reach out to us. Financial assistance is available through third-party providers such as Community Child Care Connection for qualifying families - no one is turned away due to inability to pay. 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 at 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 and Pick Up:

All children must be signed in and 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 authorized adults. 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 parents 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 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(ren) 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 Director if your child has a confirmed case of any communicable disease. To minimize exposure to others, please keep your child home if they have:

- Fever of 100°
- Severe Cold and/or Coughing
- 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 the 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 parents through any persons listed on the emergency information form.
- If we cannot contact you or the emergency contacts, we will do any or all of the following:
 - Administer emergency first aid.
 - Call an ambulance or fire rescue. The fee of this service is the responsibility of the parent.
 - 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 and 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 Childcare 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/or volunteers.
- Stealing or damaging Y or personal property.
- Leaving the program area 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 persist, 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 substances, firecrackers, firearms, or explosives.

Licensing Compliance

The YMCA School Age Care Program is exempt from licensure according to the Child Care Act; Title 89, Part 377, Section 377.3, "Day Programs." However, the YMCA program is required to provide written, notarized notification to the Department of Child & Family Services regarding our operation. Our programs and facilities are not licensed or regulated by DCFS. Our programs are also required to comply with the standards of the Illinois Department of Public Health (77 Ill. Adm. Code 750) and the fire safety standards of the Illinois State Fire Marshall (41 Ill. Adm. Code 100). The YMCA engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.

Firearms

Illinois prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in a vehicle on the real property of any school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school. The YMCA complies with this law and follows this as policy within its YMCA facilities and program spaces.

Confidentiality

It is policy of the YMCA program staff to work in a confidential manner regarding the admission, progress, health and discharge of any child participating in our programs. Authorization to release any such information must specifically be stated in writing by the parent/guardian and will be kept on file at the program site. Personal information regarding your child is only available to program staff. At program sites, children's files are kept in locked file chests within cabinets that are locked when staff are not in the immediate area. Files at the YMCA Branches are kept in locked file cabinets in offices that are locked when staff are not immediately present.

Program Communication

We use Class Dojo as a regular communication phone app. As always, please contact us with any questions, reports, comments or concerns!

rjohnson@jacksonvillemca.org

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:

Child's Name:

Parent/ Legal Guardian Signature:
