



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA'S AFTERSCHOOL PROGRAM PARENT HANDBOOK



Kishwaukee Family YMCA
2500 W. Bethany Rd. Sycamore, IL 60178
815.756.9577 www.kishymca.org

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District 428 Sites

Brooks Elementary

3225 Sangamon Road
DeKalb IL, 60115

Cortland Elementary

370 E. Lexington Ave
Cortland IL, 60112

Founders Elementary

821 S. Seventh St.
DeKalb IL, 60115

Jefferson Elementary

211 McCormick Drive
DeKalb, IL 60115

Lincoln Elementary

220 E. Sunset Place
DeKalb IL 60115

Littlejohn Elementary

1121 School St
DeKalb IL, 60115

Malta Elementary

5068 State Rt 38
Malta, IL 60150

Tyler Elementary

1021 Alden Circle
DeKalb Il, 60115

Other sites:

St. Mary Catholic School ~ After School Only

210 Gurler Road
DeKalb, IL 60115

Kishwaukee Family YMCA is a private, not-for-profit charitable institution established to serve the school age children of Sycamore and DeKalb communities without regard to sex, race, skin color, religion, national origin, ethnicity, age, physical or mental handicap, or sexual orientation. We also accept families who qualify for government tuition assistance programs.

Mission Statement

The Kishwaukee Family YMCA is a charitable association whose mission is to promote Christian principles through quality services and facilities. We strive to enrich the Spirit, Mind and Body of all our participants, especially families and children, regardless of ability to pay.

Statement of Purpose

The purpose of the Kishwaukee Family YMCA Healthy Kids school age program is to provide accessible, dependable, high quality, comprehensive YMCA and education for a diverse community in a safe, nurturing environment. We believe a partnership of child, parent, and dedicated staff supports children in our care to become responsible, respectful and caring individuals. The partnership strives to nourish the children's physical, intellectual, emotional and social development by providing well-rounded, fun, creative, and enriching programs and experiences that build the developmental assets of the youth in our care.

Philosophy and Goals

Human Relationships: We believe positive relationships among the children, their YMCA school age staff, the administrative team, and the parents are critical for a child's healthy development and education. Our staff is responsive to a wide range of children's feelings, needs, cultures, abilities and languages. We strive to empower children by allowing them to offer ideas to expand or enrich an activity to suggest and initiate activities. Our staff spends time developing positive relationships with families to facilitate open communication.

Environment: We know that our environment must be spacious enough for children to work and play without crowding. It must be well organized and have plenty of inviting areas to stimulate children's exploration and involvement. Outside play and exploration time are important components also. Children need room to run, jump, and make noise.

Activities: Our activities are all about development, learning, and fun. We keep children engaged in activities that are reflective of the children's interests and cultures, and as often as possible initiated by them. The activities reflect children's developmental stages. The daily routine will be stable enough to provide comfort and security while being flexible enough to allow changes based on circumstance.

Safety & Health: The safety and health of children are top concerns for us. We screen all of our staff before hiring, staff appropriately for the number of children, maintain both the long-and short-term stability of our childcare program-directly

affecting the comfort, security, and development of the children. Our administrative team makes it possible to hire and retain qualified, caring YMCA school age staff; maintain appropriate staff to child ratios; build relationships with other community groups; ensure continued staff training; and provide regular evaluation and improvement of programs.

About the Y

Our Facility: Our vast YMCA facility includes a fitness center, gyms and swimming pool. We also have an outdoor playground and indoor youth activity YMCA. We offer a variety of programming for all ages including:

- Preschool
- Swim lessons and swim team
- Group fitness classes
- Personal Training
- Sports Leagues
- Summer Camp
- And more!

Membership: When you join the Y, you receive the support, motivation, and resources you and your family need to achieve greater health and well-being.

Join the Y today and belong to a place where:

- Families come together for fun and quality time
- Children and teens play, learn who they are and what they can achieve and are accepted
- Adults connect with friends, pursue interests and learn how to live healthier

We invite you to stop in for a tour and see all the Y can offer.

Directory

Kishwaukee Family YMCA
2500 West Bethany Road, DeKalb IL 60115
815-756-9577
www.kishymca.org

Your YMCA Staff Team

Youth Development Director	Melissa Johnson	mjohnson@kishymca.org
Youth Development Coordinator	Nicole Lambert	nlambert@kishymca.org
Program Executive	Heather Appling	happling@kishymca.org
Office Support Specialist	Martin Miller	mmiller@kishymca.org
CEO	Mark Spiegelhoff	marks@kishymca.org

Hours of Operation

Before School: Begin at 7am. Parents may not sign their child in until 7am.

After School: Begin at school dismissal until 5:30 pm.

Dates the YMCA will not provide service:

Monday, December 24th
Tuesday, December 25th
Monday, December 31st.
Tuesday, January 1st
Monday, May 27th

Early Release Days.

Thursday, February 14th
Thursday, March 7th
Thursday, March 14th
Thursday, April 11th
Thursday, May 9th
Wednesday, May 22nd
*Separate registration is required.
Fee: \$25

No School, No Problem dates at the Kishwaukee Family YMCA

(Separate Registration Required)

Wednesday through Friday, December 26th- 28th
Wednesday through Friday, January 2nd – 4th
Monday, January 21st
Friday, February 15th
Monday, February 18th
Friday, March 15th
Monday through Friday, March 25th – 29th
Friday April 19th.

*Kishwaukee Family YMCA will attempt to run No School, No Problem programming

on snow or cold weather days when DeKalb cancels school.

No School, No Problem!

No School, We've got you covered. Parents' work schedules do not always match schools days off. Continuous activities are offered during days off, breaks and inclement weather at the Kishwaukee Family YMCA through our No School, No Problem program. The days are filled with exciting structured activities, including arts and crafts, table games, sports and group games, swimming and more!

Hours: 7:00am-5:30pm

Ages: Kindergarten thru 8th grade

Location: Kishwaukee Family YMCA

Fee: \$35

Notes: Please send 2 snacks, lunch, water bottle, swimsuit, towel and appropriate outdoor attire with your child. We do not provide snacks or meals at No School No Problem.

Before and After School Registration and Payment

Registration

- Registration is done monthly, and is due by the 15th of the prior month. (For example, November registration is due October 15th.)
- There is a annual non-refundable/non-transferable registration fee per child (\$25).
- First time registration must be done in person at the Kishwaukee YMCA in order to complete mandatory registration paperwork. All successive registrations may be done online thereafter.

Payment

- Daily fees are broken into 2 monthly payments for your convenience, and these must be either paid in advance or scheduled electronically drafted from your account.
- A child must be enrolled for at least two (2) days per week.
- All payments for Afterschool are due on the 1st and 15th of the month preceding the time in which service is provided (e.g. payment for the 1st-15th of September is due by September 1st).
- The Kishwaukee Family YMCA accepts payments by cash, personal check, Visa, MasterCard, or Discover.
- **For your convenience, we offer AUTOMATIC DRAFT PAYMENTS:**
- Arrange to have your child's after school program paid by automated draft, which automatically pays your child's tuition each month from a checking account or credit card.
- Forms to authorize payment by bank draft are available at the Front Desk.

Tuition Penalties/Withdrawal

- \$10 late fee if your monthly payment is not received in full by the 1st/15th of the month.
- We will charge a \$25 service fee for any returned payments, whether made by check or automated draft.

- Parents must notify the YMCA of a withdrawal or change in service in writing 7 days in advance, and those will be issued a program credit on your account to be used for future registrations.
- Exception: The YMCA will only issue a program credit of tuition fees for absence due to illness. Parents must notify YMCA by 10:00am on the day of absence via email to baschool@kishymca.org.
- The YMCA will not refund or credit due to expulsion or suspension from a program.
- The YMCA requires 30 days notice for refund requests due to withdrawal from the program.
- The Kishwaukee Family YMCA has the right to suspend or terminate services to your child if payment deadlines are not met.
- The Kishwaukee YMCA does not credit or refund tuition fees for school closures due to inclement weather.

4C Child Care Assistance Registration and Procedures

Kishwaukee Family YMCA is proud to work with the 4C Community Coordinated Child Care program in order to provide Before and After school care. , However, participants are not able to utilize our online registration and must meet with Martin Miller, Office Specialist. Please contact Marty directly at mmiller@kishymca.org to set up your registration and payment information.

Sign In and Sign Out

Parents/legal guardians and those people you have named as emergency contacts on your registration forms will be permitted to pick up your child. If you have a sitter who will be picking your child up regularly, make sure to list the sitter on the emergency contact sheet. If someone who is not listed on the emergency contact sheet will be picking up your child, we will need written permission sent to baschool@kishymca.org from a parent or guardian prior to pick up. Authorization forms are located on our website.

- Your child can be released only to those adults (18yrs or older) listed on the emergency consent/release form.
- **Our staff will ask to see photo identification before we release a child to a person we do not know.**

Late Pick-ups

Our program ends at 5:30pm. Please be prepared to pick up your child by that time. A late fee of \$1.00 per minute after 5:30 pm will be assessed for a late pick up. Late fees will be added to your account on your next bill.

Confidentiality

- Any information in a child's file will be kept confidential.
- As mandated by law, the Department of Children and Family Services and Health Department will have access to files for licensing purposes only.
- The request from any outside agency for information from a child's file will not be released without signed written permission from the parent/guardian.

Attendance and Absences

Please email us at baschool@kishymca.org if your child is not attending Before or After School program for the day before 10:00 am so that we are not looking for your child at his/her school. We also ask that you contact your school to let them know as well.

Family Communication and Notices

- The Kishwaukee Family YMCA makes every attempt to keep parents/caregivers fully informed of situations that may impact their child's program.
- Parents may receive communication from the YMCA staff via email.
- A Before and After School ENewsletter will be sent out monthly to the email we have on file for your child.

Restrictive Custody

- We cannot prevent a parent from picking up his or her child unless we have proper documentation showing that custody has been restricted.
- We must have copies of the proper court documents, including the custody order.

Required Reporting of Suspected Child Abuse

All of our staff are trained in child abuse prevention and are required by law to report suspected incidents of child abuse or neglect concerning a child receiving care at the YMCA to the Department of Children and Family Services.

Meals and Snacks

- In partnership with the Northern Illinois Food Bank, we provide an after-school snack to children.
- On Early Release days, we provide lunch and an afternoon snack.
- Our meals are planned in accordance with nutrition standards set by the Illinois State Board of Education Child and Adult Care Food Program.
- It is essential that your child is registered in advance in order for us to give an accurate request count to the food bank.

Dietary Restrictions

- If your child has dietary restrictions or food allergies, please have your child's physician complete the required form, available at our Front Desk. We are unable to make special requests due to allergies/food restrictions. We recommend packing your own after school snack for your child.

Curriculum & Description of Daily Program

Monday	Tuesday	Wednesday	Thursday	Friday
Check In/Snack	Check In/Snack	Check In/Snack	Check In/Snack	Check In/Snack
Homework Help	Homework Help	Homework Help	Homework Help	Homework Help
Artastic Studio!	Science Spectacular!	Crafty Corner!	Music & Movement!	Kids' Choice!
Active Group Games/Free Play	Active Group Games/Free Play	Active Group Games/Free Play	Active Group Games/Free Play	Active Group Games/Free Play
Check Out	Check Out	Check Out	Check Out	Check Out

- **Program Experiences-** Children enrolled in the Y's After School have the opportunity to participate in many different activities led by our enthusiastic staff. This is an approximate schedule and may be subject to change due to days off, program space, weather, etc.

- **Homework Help-**We know how important it is to parents that children have time to work on or complete homework. We offer homework time each day so that children can receive supervised homework support.

- **Active Group Games/Free Play-** We will engage your child in fun, active group games, teaching them cooperation and sportsmanship while giving them physical activity and having fun doing it.

- **Music & Movement** – A wide range of activities are offered: music, learning line dances, creative movement, lyrics and singing.

- **Arts and Crafts Activities** – Staff will lead activities that encourage artistic creativity and process.

- **Kids' Choice-** Children are given opportunities to choose their daily program activities based on supplies and activities from the week.

- **Group Games-** Our well-trained staff lead games.

School District Closings

When DeKalb School Districts have an emergency closing for snow, the Kishwaukee Family YMCA may offer programs at our Y, call or check our email for details.

Volunteers

- Parents and others are welcome to assist in classroom activities, to share a special talent, be room helpers, or trip chaperones. All volunteers must submit to a background check and fill out appropriate volunteer paperwork.

Illness and Accident Policies

Illness

- If child is ill, we will contact his or her parents/caregivers and ask that the child be picked up within one hour.
- We will send a child home if he or she has a fever of 100 degrees auxiliary (armpit, which translates to 101 degrees orally). Because fevers in children often come and go, we require that a child be fever-free for a full school day without the use of a fever reducing medication before the child can come back.
- Children who exhibit symptoms of: unexplained irritability, fatigue, loss of appetite, drainage from the eyes or ears or unidentified lesions, rash, diarrhea or fever should not be at school or the YMCA program.
- Yellow or green nasal discharge (a sign of infection) should be kept home until he/she is symptom free for a full school day.

Children are able to return to the YMCA after they are symptom free for 24 hours or with written permission from your doctor.

Notification of Communicable Illnesses

Parents will be notified of communicable illnesses of children in their child's program, stating that your child may have been exposed to a particular illness and advising you of the potential symptoms. If required, we will also report the illness to the Health Department.

HIV/AIDS Policy

Parents are not required to disclose a child's HIV status. We do not require that any child or family member be tested for HIV.

If we learn that a child in the program is HIV positive, that information will be kept confidential. No notification will be given to other parents that an HIV infected child is attending the program. Persons directly involved in the care of that child will be informed, provided that the child's parent gives us permission to make this disclosure.

The decision to admit a child who is HIV positive or who has AIDS will be made on a case by case basis, using a team approach, including the directors, YMCA school age staff, parents and the child's physician. Admission will be based upon the child's immune status, health, development and behavior. The criteria will be periodically reviewed in order to advise on continued enrollment.

Generally there are two reasons to exclude a child who is HIV positive or who has AIDS: 1) the presence of weeping skin or oral lesion which cannot be covered and 2) the presence of active biting behavior by the child.

The Department of Human Rights has determined that AIDS is a physical handicap under the Illinois Human Rights Act.

Medication Policy

We will dispense medication at the YMCA as follows:

1. The YMCA must have written permission from **both** a parent/caregiver and a physician.
2. Parents/Guardians must fill out the medication consent form which can be obtained at the front desk.
3. **Prescription medication** must be in the original container, clearly labeled with the child's first and last name and have the full pharmacy label.
4. **Over the counter medications** must be in the original container and will be given only when **ordered by the child's physician**. Please instruct your doctor to give written instructions regarding amount, frequency and length of time between doses.

Accidents/Emergencies

- In the children's files, parents must have completed an authorization form for their child's emergency care. This form serves as a release and provides us with emergency contact information. It is extremely important that you keep emergency contact information up to date.
- In the event of a serious illness/injury, we will take all necessary steps to obtain emergency care for your child, including calling 911 if appropriate. If we cannot reach you, we will phone the emergency contacts you have identified. If an authorized person is not available, a staff member will accompany your child to the emergency room in an ambulance.
- As a precautionary measure, you will be notified immediately of any head or neck injury that your child sustains.
- We complete an incident report for all injuries that occur while your child is in our care
- After an incident occurs and evaluation says we need to call an ambulance, YMCA staff policy indicates that we will immediately notify necessary family/guardians, principle, and appropriate leadership at the center location.
- In the event that emergency contacts cannot be contacted participant will have the option of which staff member they prefer to accompany them to the Emergency room.
- All measures will be taken to contact parent/guardian and/or emergency contacts.

Insurance Policy

- The Kishwaukee Family YMCA does not carry health or accidental insurance for children.
- Parents or guardians assume all responsibility for professional services, which may be required for their child.

Firearms Policy

It is the policy of the Kishwaukee Family YMCA to maintain an environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, Kishwaukee Family YMCA is committed to a strong stand against firearms and weapons in wherever Y programs are held, including buildings, grounds, and schools.

It is Kishwaukee Family YMCA's policy to maintain a firearms and weapons free environment and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. Kishwaukee Family YMCA will strictly enforce this policy.

Discipline and Guidance

A positive guidance approach is used to help children develop positive self-esteem, build trust in the world around them and develop autonomy and pride in their work. A supportive, nurturing environment with caring adults is the first step in the development of inner control and appropriate behavior.

Our staff set limits by using a set curriculum, which provide structured choices for children. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. Consequences (logical and natural) developmentally related to the child's behavior might include reinforcing positive behavior, modeling appropriate behavior, and assisting children with finding words to describe how they are feeling.

There are four basic values/rules we teach regarding acceptable behavior. They are as follows:

1. We respect others and things through our words and actions.
2. We are responsible for our words and actions.
3. We are honest about our words and actions.
4. We are caring people.

The YMCA expects the cooperation of parents to ensure that the behavior management plan supports all the children in the program. When a child does not follow our behavior guidelines, the following steps will be taken:

1. Staff will redirect the child to a more appropriate behavior.
2. If behavior continues, child will be given time aside from the group to cool down and come up with a plan to make better choices.
3. If behavior continues, will document the behavior for the Kishwaukee YMCA records, and verbally notify the parent about the situation at pick up.
4. If behavior continues, parents will be contacted by the Youth Development Director to establish a behavior plan. If consent has been given, staff ,may contact support services from the school to assist.
5. If child continues to disrupt the program, the YMCA reserves the right to suspend or terminate participation, depending on the severity of the incident.

Termination/Suspension

The following types of behavior are unacceptable and may result in immediate suspension and/or termination from the Kishwaukee Family YMCA Before and After School Program:

- Endangering the health and safety of children and/or staff.
- Damage or theft to the school or personal property.
- Continuous disruption of the program without improvement.
- Lewd or obscene behavior.

YMCA Character Contract

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our participants. As a family, please read and discuss the Character Contract together.

_____ **Appropriate Conversation** – Children will not discuss inappropriate topics or contribute to demeaning conversations about other children or staff.

_____ **Appropriate Language** – Children must refrain from using obscene language or gestures for any reason.

_____ **Respect** – When asked to do or not to do something, a child needs to follow directions first time given. This is for the safety of all children. Please speak to staff & other children with respect.

_____ **Play** -Children will not engage in any horseplay with each other or with staff. No one will be allowed to hit, push, or display any type of aggressive behavior. We will use words to settle our differences. We keep our hands and feet to ourselves.

_____ **Responsibility** – All children need to remain with their group and within eyesight of the YMCA staff. At all times we want our participants to be safe.

_____ **Caring--** It is important to use and care for equipment, toys and games properly so that other children can enjoy them. We will care for the property of the YMCA, of other participants and of the YMCA staff.

What will happen when this contract is violated: If an incident occurs where a child conducts himself/herself in such a manner which jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA, the following steps will be taken.

1. First Violation – a staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as swimming, free time, etc... Parents may be contacted during the day depending on the time/severity of the incident. Parents must sign the character contract at the time of pick-up.

2. Second Violation – a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and may be asked to pick up their child within the hour. The child may or may not be allowed to attend the program the next day that he/she is registered for. Parents must sign the character contract at the time of pick-up.

3. Third Violation – a staff member will address and document the issue directly with the child. Parents may be contacted immediately to pick up their child from the program. The child will be suspended for the day or week depending on the severity of the incident. Parents must sign the character contract at the time of pick-up.

4. Fourth Violation – Child will be dismissed from the program for the remainder of the program.

*We reserve the right at any time to dismiss your child from the program immediately if we deem unsafe placement due to environment, physical, emotional or other harm to themselves, other children, staff and members.

The character contract guidelines have been read and discussed. Please sign the following and return to Kishwaukee Family YMCA staff.

Child's Signature Date Parent/Legal Guardian Signature

YMCA Parent Handbook

I/We have read and understand and adhere to the policies and procedures set forth in the Parent Handbook.

Child's Signature Date Parent/Legal Guardian Signature