



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Before & After School Program

PARENT HANDBOOK 2022/23



Kishwaukee Family YMCA

2500 W. Bethany Rd. Sycamore, IL 60178

815.756.9577 www.kishymca.org

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2021-22 School Year Site Locations

The primary site for all six elementary schools within the DeKalb city limits will be the Kishwaukee Family YMCA.

Kishwaukee Family YMCA

2500 Bethany Rd
Sycamore, IL 60178

- These schools are:
 - Brooks Elementary
 - Founders Elementary
 - Jefferson Elementary
 - Lincoln Elementary
 - Littlejohn Elementary
 - Tyler Elementary
- Please see bussing information below

Cortland Elementary

370 E. Lexington Ave
Cortland IL, 60112

Malta Elementary

5068 State Rt 38
Malta, IL 60150

Care at Cortland and Malta schools will remain at their sites due to the distance from the YMCA facility.

Bussing

- The Kishwaukee Family YMCA has partnered with Voluntary Action Center (VAC) to provide bussing for our before and after school programs at no additional cost to our families.
- *Before School:* Parents will drop they're before school participant off at the YMCA Sports Center (Door D). A VAC bus, accompanied by one of our YMCA staff members, will transport all participants to their perspective schools.
- *After School:* A VAC bus, accompanied by one of our YMCA staff members, will pick students up from their perspective schools and transport them to the YMCA. Parents will then pick up their student at the YMCA Sports Center (Door D).
 - A second staff member will be dropped off at the third and final pickup site on each route prior to 3:30 to ensure children are supervised while waiting for the bus.
- *Specific route information can be found on the following page.*

Bus Routes

Route 1:

School	Bus Picks Up From the Y:	Before School Drop Off Time	Drop Off Location	After School Pick Up Time	Pick Up Location
Littlejohn Elementary	8:10am	8:20am	Door 5	3:30pm	Door 5
Jefferson Elementary	8:10am	8:30am	Ridge Rd Crosswalk	3:40pm	Door 1
Brooks Elementary	8:10am	8:40am	Door 9	3:50pm	Door 9

****Brooks students will meet their YMCA staff member in the gym to wait for the bus.***

Route 2:

School	Bus Picks Up From the Y:	Before School Drop Off Time	Drop Off Location	After School Pick Up Time	Pick Up Location
Founders Elementary	8:10am	8:20am	Door 5	3:30pm	Door 20
Lincoln Elementary	8:10am	8:30am	Ridge Rd Crosswalk	3:40pm	Door 1
Tyler Elementary	8:10am	8:40am	Door 9	3:50pm	Door 1

***It is projected that all students will be back at the YMCA within the 3:50-4:00 range due to the variables in traffic and wait time. We will update this schedule as needed.**

Before and After School Hours of Operation

Kishwaukee Family YMCA

- Before school drop off begins at 7:00am.
 - Students must be dropped off by the scheduled bus arrival time (see chart above) in order to utilize this service. Students who arrive after their bus has left the building will be turned away.
- After school care ends at 5:45pm daily (excluding Cortland and Malta, see below).

Cortland and Malta

- Before school drop off begins at 7:00am.
- After school care ends at 5:30pm daily.

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 Aaron Confer, Youth Development Director at aconfer@kishymca.org and member relations at memberrelations@kishymca.org from a parent or guardian prior to pick up. Authorization forms can be picked up at the front desk
- 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

- Cortland and Malta after school sites end at 5:30pm. The Kish YMCA site will conclude at 5:45pm. Please be prepared to pick up your child by these times.
- A late fee of \$1.00 per minute per child after the end time will be assessed for a late pick up. Late fees will be added to your account on your next bill.

Early Releases and Half Days

- The YMCA will provide care for half days (12:00pm). Bus schedules will be adjusted to the school schedule (prices differ for these days, please see rate plans below).
- After school care will run until the normal program end time. Late pickup fees will apply past these times.

**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 and family activity center. 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.

Y membership is an amazing value:

- No contracts
- Unlimited access to our state-of-the-art Wellness Center
- Complimentary Towel Service
- Complimentary Member Success Meeting
- Steam Room and Sauna
- FREE group exercise classes each week like Zumba, Yoga and Pilates
- FREE Kid Zone/Activity Center while you work out (available to Y family members)
- Silver Sneakers and Silver and Fit Programs
- Corporate Discounts (Call in to see if your company qualifies)
- Military Discounts (Active/Veteran)
- Activities for the whole family
- Nationwide Membership

Directory

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

Your YMCA Staff Team

Youth Development Director	Aaron Confer	aconfer@kishymca.org
Operations Executive	Eric Petre	epetere@kishymca.org
Office Support Specialist	Nichole Elliott	nelliott@kishymca.org
CEO	Mark Spiegelhoff	marks@kishymca.org

No School, No Problem

No School? We've got you covered. Parents' work schedules do not always match days off of school. 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: \$45

Notes: Please send morning and afternoon snacks, lunch, a refillable water bottle, swimsuit, towel, and appropriate outdoor attire with your child (we will play outside in and go sledding in the winter, barring extreme temperatures, and kids cannot participate without boots, snow pants, gloves, and a hat). 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 will open on the 16th of the prior month. (For example, November registration opens on October 16th.)
- There is an 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.
- 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.
- **All payments will be scheduled to be drafted automatically from your chosen payment method on the 1st and 15th of the month.**
 - Need a payment plan? See if you qualify by reaching out to...
 - Jen Lucchesi (private pay families)
 - Nichole Elliott (4C or DCFS qualified families)
- Forms to authorize payment by bank draft are included in the registration packet.

Tuition Penalties/Withdrawal

- The YMCA will charge a \$5 late fee per occurrence if your child attends a Before & After School Day and is not registered in advance.
- The YMCA will charge a \$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 Nichole Elliott, Office Specialist. Please contact Nichole directly at nelliott@kishymca.org to set up your registration and payment information.

Confidentiality

- Any information in a child's file will be kept confidential.
 - This includes behavioral and disciplinary information.
- 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 jenl@kishymca.org and nelliott@kishymca.org if your child is not attending the 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.

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

Northern Illinois Food Bank will provide afternoon snack

Dietary Restrictions

- If your child has dietary restrictions or food allergies, please have your child's physician complete the required form, available upon request. 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
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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
Art in Action	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 100.4 degrees auxiliary. Because fevers in children often come and go, we require that a child be

fever-free for 24 hours 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 24 hours.

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. Covid-19 exposures will be reported to affected parents as well as the health department.

Mask Policy

Masks are required for all staff, parents, and children associated with our program while on our busses, in our facility, or in a school building. Masks can be taken off to eat or drink and we will ensure proper spacing to maintain safety. Students who refuse to wear a mask may be sent home, and no refunds will be given.

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.

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 upon request.
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.
5. Medicines to be stored at the YMCA will be kept in a locked cabinet when not in use and will only be accessible to lead staff members.

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.

License Exempt Policy

School-Age Care programs facilitated by the Kishwaukee Family YMCA are considered license exempt by the IL DCFS Child Care Act. These programs follow section 2.09 (j) and comply with the following guidelines:

Programs or portions of programs that:

- Serve only school-age children and youth (defined as full-time kindergarten children or older)
- Are organized to promote childhood learning, child, and youth development, educational or recreational activities, or character-building
- Operate primarily during out-of-school time or at times when school is not normally in session

Programs or portions of programs requesting Child Care Assistance Program (CCAP) funding and otherwise meeting requirements (described above) shall request exemption from the Department and be determined exempt prior to receiving funding and must annually meet the eligibility requirements and be appropriate for payment under the CCAP.

In order for a program to be found exempt, the following stipulations apply:

The Department shall provide written verification of exemption and description of compliance with standards for health, safety and development of the children who receive the services upon submission by the provider of the following documentation:

Comply with the standards of the Illinois Department of Public Health or the local health department, the Illinois State Fire Marshal, and the following additional health and safety requirements:

- a. Procedures for employee and volunteer emergency preparedness and practice drills.
- b. Procedures to ensure that first aid kits are maintained and ready to use.
- c. The placement of a minimum level of liability insurance as determined by the Department.
- d. Procedures for the availability of a working telephone that is onsite and accessible at all times.
- e. Procedures to ensure that emergency phone numbers are posted onsite.
- f. Restriction on handgun or weapon possession onsite, except if possessed by a peace officer,
- g. Perform and Maintain authorization and results of criminal history checks through the Illinois State Police and
- h. FBI and checks of the Illinois Sex Offender Registry, the National Sex Offender Registry, and
- i. Child Abuse and Neglect Tracking System for employees and volunteers who work directly with children
- j. Make hiring decisions in accordance with the prohibitions against barrier crimes as specified in Section 4.2 of this Act or in Section 21B-80 of the School Code
- k. Provide parents with written disclosure that the operations of the program are not regulated by licensing requirements,
- l. Obtain and maintain records showing the first and last name and date of birth of the child, name, address, and telephone number of each parent, emergency contact information, and written authorization for medical care.
- m. Notarized statement that the facility complies with:
 - i. Standards of the Department of Public Health or local health department,
 - ii. Fire safety standards of the State Fire Marshal, and
 - iii. If operated in a public-school building, the health and safety standards of the State Board of Education.

Out-of-school time programs for school-age youth that receive State or federal funds must comply with only those staff qualifications and training standards set for the program by the State or federal entity issuing the funds.

Programs or portions of programs (described above) that do not receive State or federal funds must comply with staff qualification and training standards established by rule by the Department of Human Services that are yet to be developed.

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.

Your copy of our character contract can be found on the following pages.

Kishwaukee Family YMCA Character Contract

Name of Child: _____ Date: _____

Contract number (please circle): 1 2 3 4 5

The goal of our program is to provide a safe and healthy atmosphere for children to develop a variety of skills and relationships while participating in activities. Throughout the year, we utilize our Character

Development Mission to emphasize the core values of the YMCA and develop respect, responsibility, caring, and honesty among each participant. Please review the character contract as a family.

YMCA Program Expectations:

1. No foul language
2. No threats to staff or peers
3. Keep our hands to ourselves
4. Respect staff & other campers
5. Follow through with activity expectations
6. Cannot leave designated group area without notifying staff
7. When attending trips, must adhere to the location's rules & regulations
8. Will follow along with daily schedule of groups

The goal at the YMCA is to maintain a safe and fun environment for all staff and program participants. In order for our programs to be successful for all students; cooperation, respect and self-control must be our expectations for every child. Our team is more than willing to work you and your child(ren) to provide appropriate interventions within reason. When a child demonstrates that they have not followed the rules/expectations of the YMCA, the following will take place:

1. **First Violation:** a staff member will address and document the issue directly with the child. Parents will be contacted at the time of the incident. Parents must sign the character contract at the time of pickup.
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 asked to pick up their child within the hour. The child will be subject to a one-day suspension. Parents must sign the character contract at the time of pickup.
3. **Third Violation:** a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and asked to pick up their child within the hour. The child will be subject to a three-day suspension. Parents must sign the character contract at the time of pickup.
4. **Fourth Violation:** a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and asked to pick up their child within the hour. The child will be subject to a five-day suspension. Parents must sign the character contract at the time of pickup.
5. **Fifth and Final Violation:** the child will be dismissed from the program for the remainder of the program session.

Interventions are cumulative and may not reset. Depending on the severity and/or nature of each individual situation, disciplinary actions from prior programs and/or school years may be taken into consideration when making determinations for disciplinary action/dismissal.

The following actions may result in a student's immediate dismissal from the program:

1. Physical attack or assault of a staff member
2. Threat to a staff member or to a staff member's property
3. Running from assigned group and staff members

The following is prohibited conduct, behavior, or activity at the Kishwaukee Family YMCA:

1. Insubordination is defined as failure to comply with requests from any staff member. This includes all YMCA staff, first student personnel, and non-YMCA staff members such as school district personnel and staff responsible for any field trip sites.
2. Bringing weapons, or look-alike weapons, such as guns, clubs, chains, knives, brass knuckles, spears, and any other device that could be used to hurt or harm a student, staff member, or anyone on YMCA property is strictly prohibited.

3. Intimidating or attempting to intimidate (threaten) students or YMCA personnel.
4. Bullying is severe or pervasive physical or verbal conduct, including written or electronic communications, directed to a student or students that can reasonably be expected to:
 - a. Place them in reasonable fear of harm to their person or property
 - b. Cause a substantial detrimental effect on their physical or mental health
5. Vandalism is the intentional damage to, or destruction of YMCA property, school district property, or the property of any field trip sites.
6. Theft: Stealing or possession of stolen YMCA, student, or faculty property.
7. Electronic Devices/Cell Phones: In order to maintain a safe and healthy environment in our programs, students are not allowed to use or have turned on any electronic signaling and cellular telecommunication devices during program hours, unless authorized by the YMCA leadership team.
 - a. Electronic signaling devices include but are not limited to cellular telephones, Personal Assistant Devices, iPods or mp3 players, laptop computers, and devices that can communicate by voice or text communication.
 - b. The YMCA is NOT responsible for a lost or stolen cell phone. YMCA staff will confiscate electronic devices that are visible or in use during program hours.
8. Fighting or any other type of physical abuse will not be tolerated at the YMCA. The YMCA views this as an unacceptable means to solve a conflict, no matter what the circumstance. Students are prohibited from involving themselves in a fight for any reason.
9. Acts which directly or indirectly jeopardize the health, safety, and welfare of students and/or YMCA personnel are strictly prohibited. This includes willfully obstructing an investigation by giving the YMCA program Director and/or Coordinator by giving false information or by withholding information in response to questions.
10. Sexual Harassment: Sexual harassment is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Such conduct is a violation of procedures and will be handled through disciplinary action. Any student who believes that they have been subject to sexual harassment or any person who believes that they have witnessed an incident of sexual harassment should make a complaint. The initiation of a complaint of sexual harassment will not result in retaliation, bias, or intimidation against the complainant. All complainants shall immediately be referred to the Human Resources Director for investigation.
11. Acts of intolerance for diversity, either physical or verbal, which may include, but are not limited to, race, ethnicity, sexual preference, religious belief, gender, disability, etc. All students should have respect for one another and all staff.
12. Use of inappropriate or offensive language will lead to disciplinary action. This language includes, but is not limited to, profanity.

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

***Refunds will not be provided for any days missed due to suspension from programs.**

***The YMCA obtains the right to modify and/or add policies and procedures to this contract throughout the program session. Parents will be notified of any changes prior to them taking effect.**

PARENT SIGNATURE: _____ DATE: _____

Please detach and return this WHOLE page with registration paperwork.

PICK UP & DROP OFF PLAN

In order to help us plan staffing appropriately, please provide us with an estimation of pick up and drop off times.

I PLAN TO BRING MY CHILD(REN), _____, (Please Print Full Names)

IN THE MORNING BY _____ A.M. AND

PICK THEM UP IN THE AFTERNOON/EVENING BY
_____ P.M.

I have read and understand the policies written in the Before and After School Parent Handbook and understand that there are no exceptions and that all rules and policies must be followed in order for my child to attend Day Camp at the Elburn Lions Club.

Child(ren) name(s):

Parent Signature: _____

Date _____