



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SPRINGFIELD YMCA BEFORE & AFTERSCHOOL PROGRAMS Parent Manual 2013-2014 School Year

**Downtown Branch ♦ 701 South 4th Street ♦ Springfield, IL 62703 ♦ 217-544-9846
Kerasotes Branch ♦ 4550 West Iles Avenue ♦ Springfield, IL 62711 ♦ 217-679-1625**

WELCOME

The YMCA staff welcomes your family to its Before & Afterschool program. We currently manage programs in five communities in Sangamon County. Our in-school, before and afterschool programs provide children with a safe environment for activities that enhance learning, fitness and fun. Please read our parent manual to familiarize yourself with the policies and procedures of our program. Our Parent Handbook is given to each of our sites. **However, policies, procedures and financial information specific to each site is located on the last few pages.** If you have any questions or concerns, please do not hesitate to call our Youth Development Director Lisa Parfitt. Lisa may be reached at our Downtown branch at 217-544-9846, x120 or lparfitt@springfieldymca.org.

Our Mission

The Springfield Y is a non-profit association of members serving families and individuals of Sangamon and Menard counties. The mission of the Y is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Character Development

Character development – learning the difference between right and wrong and choosing to do the right thing even when no one is looking – is at the heart of all we do at the Y. We believe success depends on a partnership between parents, who have the primary responsibility to teach children their values, and Y staff who are committed to providing positive experiences through the four Y values: CARING, HONESTY, RESPECT, AND RESPONSIBILITY. We hope you see us living these values in all we do.

In our experience, building good character often starts with one word: Encouragement. Our staff is trained to find success in every child, no exceptions. It is our goal that every child finds personal success, has fun, builds positive relationships and experiences personal development.

Our Philosophy

The philosophy of the Y's Before & Afterschool Program is to promote learning through play and recreation. We believe every child should have the opportunity to develop their individual abilities at their own pace and in the spirit of self-worthiness.

Our Program

The Y's Before and Afterschool program is structured to help children develop to their fullest potential focusing on self-respect, awareness, value development, interpersonal relationships, appreciation of diversity, academic and life skills achievement, regardless of socioeconomic backgrounds. The developmental needs of each particular age group and the individual needs of each child are considered in all programming. The schedule, pace and rhythm of each activity strives to ensure each child develops at his or her own unique rate within the general need of his or her age group. Our children are encouraged to make activity choices and share thoughts and feelings to aid in social and language development. Our program is delivered in a positive environment focusing on the safety and support of each child.

The Y believes it is important to work in collaboration and cooperation with other organizations, such as schools, churches and social service agencies committed to serving the needs of children and families and who have goals similar to those of the Y.

Partnerships

The Springfield Y's cause is to strengthen community through youth development, healthy living and social responsibility. To support the cause, partnerships must exist between the following:

The Y Staff

Our Before & Afterschool Program staff is experienced and dedicated. Staff are carefully selected for their past experience, training, and personal commitment to building strong kids. The Y conducts a thorough background check and all personal references are vetted. Staff members are required to attend trainings consistent with Before and Afterschool leadership. They must complete coursework and testing in safety procedures including, but not limited to, First Aid and CPR, bloodborne pathogens; trip and transportation safety; slips, trips and falls; and social media and technology. In addition our staff is trained by experts in the Before and Afterschool industry in Child Sexual Abuse Prevention and Sexual Harassment Prevention. In all, staff members complete over 15 safety trainings. Keeping our kids safe is our number one priority! Staff evaluations and observations are conducted on a regular basis to assure our standards are being met. Staff members are discouraged from associating with program participants outside of the program, unless the relationship predates the commencement of the staff's Y employment or the child's enrollment, or the staff and child are related. The YMCA is our nation's leader in Before and Afterschool programming, so our local program is modeled after the very best.

Parents

Involvement of parents in the program is essential. Cooperation with all policies and procedures is very important. Please take the time to talk to the staff about your child and ask your child about the program each day. We welcome your visits our center at any time. We encourage you to volunteer to help with the program and offer your special talents. Special family programs are offered throughout the year. A family orientation will be scheduled prior to the start of the school year.

Parents are responsible for respecting staff and other program participants and handling issues in a professional manner. The use of inappropriate language or behavior toward our staff or other participants is not tolerated and will result in termination from the program.

Children

Each child involved in the program brings unique and individual talents and perspectives to our program. When a child shares his/her ideas, thoughts and feelings, other children learn and gain new experiences. Children are encouraged to make daily choices based on the YMCA core character values.

School District

The school district is an important partner in our program. Children feel safer and are more comfortable in a familiar environment. Our staff interacts with teachers and administrators to better serve each child. The Y and your school district are partnering to develop the youth in your community.

Americans with Disabilities Act

The YMCA supports the intent and spirit of the American Disabilities Act. If you or your child requires special assistance, please contact Lisa Parfitt. Lisa may be reached at our Downtown branch at 217-544-9846, x120 or lparfitt@springfieldymca.org.

YMCA Accommodations

While the Y strives to serve all youth, we recognize participants may have needs beyond our program design.

Y programs involve structure and schedules, as well as transitions, diverse environments, increased noise

and more stimuli/activity than traditional classroom settings. Participants need to use developmental and/or age appropriate coping skills of nonviolent conflict resolution, tolerance, sharing, listening, following directions and acting in a manner consistent with the Y core values.

Participants requiring one-on-one aide care from professionals trained beyond the scope of the Y program staff or special equipment may be required to provide such personnel or equipment at their own cost. All accommodations must exist within the original structure of the Y program.

Participants with special needs will be evaluated in order to determine if the facility, Y program and staff are able to meet the child's needs safely while continuing to meet the overall quality and program goals. Special needs may include but are not limited to medical, physical, mental, or behavior issues.

A parent/guardian or adult who would like to pursue enrollment where care beyond the existing program structure is required can submit an Accommodation Proposal. The proposal should stipulate any related costs and/or services and acknowledgement that these costs and services are the responsibility of the participant or their family. The proposal must include written approval of a physician professionally involved in the participant's treatment plan. If the accommodation proposal includes a one-one aide, a sample Special Needs Aide Agreement is available upon request.

Proposals will be primarily assessed and evaluated in the following areas: (1) safety, (2) alignment with Y mission and the core values, (3) ability of the Y to maintain a quality program and delivery of service, and (4) the demonstrated ability of all parties to work together in an environment of cooperation.

The Y maintains the absolute discretion to deny enrollment to any participant who we deem unfit for a Y program. Furthermore, behaviors or needs which create situations or conditions where the safety and well being of the participant or any other person including other participants, Y staff or associated partner or sponsor personnel are compromised may result in immediate and sustained suspension of some or all privileges, enrollment or activities. Removal from the program will be at the sole discretion of the Y. For more information, please contact Lisa Parfitt. Lisa may be reached at our Downtown branch at 217-544-9846, x120 or lparfitt@springfieldymca.org.

Licensing Compliance

The Y Before and Afterschool Program is exempt from licensure according to the Child Care Act; Title 89, Part 377, Section 377.3, "Day Programs." However, the Y program is required to provide written, notarized notification to the Department of Child & Family Services regarding our operation. 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).

Confidentiality

It is policy of the Y 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.

Missing Child Procedures

The following procedures must be followed in the event a child registered in a Y Before and Afterschool Program fails to check in at the program site within ten (10) minutes after the dismissal of school or bus drop off (required at some Y sites). Our staff is trained and must follow all procedures until the child is found. We stress the importance of alerting our staff if your child will be absent from the program.

Missing Child Procedures are as follows:

1. Staff will check with school staff to confirm child is not absent.
2. Inform school staff of missing child and ask that the child be paged.
3. Staff will call the parents and notify them of their child's absence.
4. Staff will call the police to involve them in the search.
5. Staff will call the YMCA management to inform them of the situation.

No more than thirty (30) minutes will pass from the time school dismisses until the police are notified.

Injuries/Illness/Medication

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

- Attempts to contact a parent or guardian.
- Attempts to contact parent through any persons listed on the Student Emergency Card.
- If we cannot contact you or any emergency contacts, we will do any or all of 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 on the basis of religious beliefs, the parent or guardian must submit a written plan stating the care approved for your child.

To ensure the well-being of all children, please be considerate. If your child is too sick to go outside and be active, your child is too sick to be in the program. Children should be free of symptoms (fever, green mucus, vomiting, diarrhea) for 24 hours prior to returning to the program.

Medication that needs to be administered should:

- Be brought directly to the staff.
- Must be in the original container. Additionally, written clearance must be given on the form called "Authorization to Administer Medication" which can be obtained from program staff.
- Medication records will be kept on record at the program site with a medication schedule.

Management of Communicable Diseases

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 program coordinator if your child has a confirmed case of any communicable disease.

Any of the following symptoms should be considered as reasons for a child to not attend the program: Diarrhea, severe coughing, difficult or rapid breathing, yellow skin or eyes, conjunctivitis, fever of 100 degrees or higher, unidentified skin rashes, dark urine, gray/white stool, stiff neck, sore throat or difficulty swallowing, vomiting, scabies, parasites, lice. In the case of head lice, the child must be nit-free to return. In some instances of illness, a physician's statement indicated the child is no longer contagious may be required.

Behavior Management

Guiding the behavior of children, emphasizing their core family values and building healthy friendships are important tasks adults must take seriously.

Y Before and Afterschool Program Rules are simple:

- Show respect....for yourself and others.
- Speak for yourself....not for anyone else.
- Use put ups....not put-downs.
- Listen....and others will listen to you.
- Play safe so no one gets hurt.
- Have fun!!

Additional school playground rules and risk management policies required at the program site are also enforced.

We believe children learn self-control for behaving appropriately and responsible when adults treat them with dignity and use techniques such as:

- Guiding children by setting clear, consistent, fair limits for behavior.
- Valuing mistakes as learning opportunities.
- Redirecting children to more acceptable behavior or activity.
- Making eye contact and listening when children talk about their feelings and frustrations.
- Guiding children to resolve their own conflicts and modeling skills that help children solve their problems.
- Patiently reminding children of rules and the rational need for rules.
- Using effective praise that is immediate, sincere and specific.
- State directions in a positive fashion.

Our Before & Afterschool Program also models a basic Time-Out method of behavior management. If a time out does not solve the inappropriate behavior, a behavior report will be written and discussed with the parents. Behavior reports may be written for a variety of reasons (i.e. disrespect, fighting, fleeing area) at the discretion of the Program Coordinator. If a child receives three (3) written behavior reports in any school year, the child will be suspended at the end of the day of the third report. The suspension will be no less than one (1) day and no more than one (1) week. The parent and Program Coordinator will meet in a conference setting to determine the conditions of reinstatement. If a child is reinstated and receives a fourth behavior report, Program Coordinator will dismiss the child immediately. The child will not be reinstated into the program. If the severity of a problem is great enough, termination from the program will be effective immediately, after the Program Coordinator consults with the Youth Development Director. The Director will notify the parent.

Dismissal

The following circumstances will be grounds for dismissal of the Before and Afterschool program:

1. Failure to pay fees.
2. Ongoing failure to observe rules relating to arrival/departure of your child.
3. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is endangering their safety or the safety of others in the group.
4. Failure to comply with the Before and Afterschool program procedures and policies.
5. Failure by parents to respect the Before and Afterschool program staff and handle concerns in a professional manner.
6. Failure by children to respect staff, any threats made by children to staff, or any physical attack by children on staff.

Withdrawal

You may withdraw your child from the Before & Afterschool program by giving written confirmation, two (2) weeks in advance, to the Program Coordinator.

Sherman-Williamsville Program Hours and Daily Operation

The Y administers the Afterschool Program. Y staff is in charge of the program operation, curriculum, evaluation, hiring and collection of fees. Please do not contact the school with questions or concerns related to the program. Please direct questions and concerns to the Y Program Coordinator.

Hours of Program Operation: From the time school ends until 6:00 p.m.

The program will be open for early dismissals. There is no extra fee for early dismissal days. Our afterschool opening time is determined by the dismissal time. We are currently working with the school district on a complete calendar.

The B & A program will be closed on the following state and federal holidays:

Labor Day	December 24	Presidents Day
Columbus Day	December 25	Casimir Pulaski Day
Veterans Day	December 26	Memorial Day
Thanksgiving Day	New Year's Day	
Friday After Thanksgiving	Martin Luther King Day	

Inclement Weather Policy (i.e. snow days):

- If school **does not open** in the morning, the Afterschool program **is not open**.
- If school opens in the morning but closes during the regular school day, or goes all day on a bad weather day, the center will be open. If the school closes, we request parents attempt to pick up their children as soon as possible.

Closures, special events, announcements and information on the Afterschool Program will be shared on the Y's website and posted at the site. We also use social media to keep parents informed. We encourage families to bookmark our website at www.springfieldymca.org and "Like" our Facebook page. In addition, we will use text alerts for important, time sensitive information. Please ensure your cell phone number is on file.

Daily Schedule

- ◆ Children will be brought to the program area in manner determined by the school.
- ◆ All children must be signed out of the program on a daily basis by an adult (18 years or older). The program 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 on the enrollment application. For the child's protection, only persons authorized in writing by the primary caretaker may pick up a child. Anyone without proper authorization and identification will not be allowed to take a child.
- ◆ In the event someone whose name does not appear on the registration form needs to pick up your child, we must have written permission from a parent or guardian prior to releasing your child.
- ◆ The staff will not release any child to an adult who appears to be intoxicated or under the influence of drugs. An emergency contact will be called.

Children will be served a nutritional snack every afternoon. Children may not bring food, candy or gum to the program. Individual snacks, including items saved from lunch, are not allowed. **Children with special dietary needs must obtain the Program Coordinator's permission to bring their own snack.**

The Y B & A program will follow the school dress code. As much as possible, children play outdoors, so please ensure they have proper outerwear and footwear. Absolutely no open-toed sandals or flip flops. Please mark all belongings. The Y is not responsible for lost items.

Sherman-Williamsville Financial Policies

Fees

After School \$65 YMCA Member \$75 Non-YMCA Member

Fees may be paid by the week, bi-monthly or monthly. Fees must be paid 2 (two) weeks in advance of service. Fees may be paid by check or money order payable to the Springfield YMCA. Cash is not accepted.

The YMCA offers a bank draft program for payments. You may enroll in the bank draft program at any time. Fees will be deducted from your checking or savings account on a monthly basis. It takes at least 2 (two) weeks for bank draft to begin. For more information, please contact your Program Coordinator.

Financial Assistance is accepted and offered. You must apply for and maintain all necessary paperwork for assistance. You may also arrange for special payment plans if you find there is a problem with maintaining timely payments or you have a change in financial circumstances. The person or persons enrolling the child is solely responsible for payment of all fees even if there is a third party payor.

For those eligible for Community Child Care Connection or receiving Y financial assistance:

- ◆ A letter of approval is needed before your child may participate. If you want your child to start the program before approval is received you will have to pay until approval is received.
- ◆ CCCC co-pays are due the first Monday of each month for that month (e.g. June 1' for the month of June)
- ◆ Attendance is a factor in receiving full reimbursement from CCCC. If the reimbursement is lowered by CCCC, the parent is responsible for the difference.
- ◆ If the CCCC reimbursement rate, set by DHS, is less than the fee charged by the Y, the parent is responsible for the difference.

Failure to make payments when they are due will result in a \$5.00 late fee per week.

If your child is absent for a week (Monday – Friday), you are required to pay half (1/2) of your regular weekly fee.

Payment Records

The YMCA can provide a statement for Afterschool payments. Please contact your Program Coordinator for information. **The YMCA Tax ID # is 37-0661263.**

Late Pick Up Policy

Please call the program site if you are going to be arriving after the 6 p.m. pick up time. A late fee of \$5.00 for every five (5) minutes after 6 p.m. is charged and must be paid at time of pick up. While we understand that on occasion a parent might be late, a pattern of late pick up will result in dismissal from the program.

The following procedures will be followed if a child is not picked up and a phone call has not been received from a parent:

- | | |
|---------------------------|--|
| 5 minutes after closing: | Parents are contacted |
| 10 minutes after closing: | Emergency contacts are called |
| 15 minutes after closing: | Individuals on Authorized Person list are called |
| 20 minutes after closing: | The Department of Children and Family Services (DCFS) is notified of an abandoned child and law enforcement is notified. |

Parent Agreement Form

I have read the Before and Afterschool Program Parent Handbook and hereby agree to comply with the policies and procedures of the Y Program as specified.

I agree to pay fees as outlined in the Payment Calendar and understand if payment is not received a late fee of \$5.00 per week will be charged. I understand that if payment problems arise, collection procedures may apply.

I understand that bank draft is available and that separate conditions apply.

I agree to pay a late fee of \$5.00 for every five (5) minutes if I pick up my child after the YMCA program closes. I understand this fee is payable at the time of pick up.

I understand that a \$25.00 NSF fee will be added to all returned checks. I agree to pay this fee along with the amount of the returned check at the YMCA. I agree to pay the fee and check amount by money order or credit card.

I understand that I must give two (2) weeks prior written notice of withdrawal to the Youth Development Director, or I am responsible for fees. Lisa Parfitt, Youth Development Director, may be reached at our Downtown branch at 217-544-9846, x120 or lparfitt@springfieldymca.org.

Parent/ Guardian Signature

Date

Youth Development Director Signature

Date