



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BRIGHTER FUTURES START HERE

**WESTVIEW
SCHOOL AGE CENTER
Parent Handbook**

**Canton Family YMCA
1325 E. Ash
Canton, IL 61520**



HEPA AND THE YMCA

The Canton Family YMCA has implemented a series of Healthy Eating Physical Activity (HEPA) Standards in our afterschool program as part of the Y's National commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life.

The New HEPA Standards:

PHYSICAL ACTIVITY

Staff will lead and participate in physical activities ensuring all children in our afterschool program participate in a minimum of 30 minutes of moderate to vigorous play daily, that increases your heart rate and makes you breathe harder and promotes bone and muscle strengthening and 60 minutes during all day programs.

Examples: Dancing, Relay Races, Basketball, Jump Rope, Hopscotch, Jogging, Walking, Kickball, Dodgeball and playing on the Playground Equipment. Children will play outdoors every day weather permitting.

SCREEN TIME

Screen time is limited to usage of our Kindle Fires to read the School Districts AR books or for educational materials and will be limited to 30 minutes per day, per child during after care and all days. No movies or TV will be viewed at the school age program. We ask that children not bring their own devices to the program.

SNACKS, MEALS AND BEVERAGES

Snacks and meals will be served family style with children serving themselves from common bowls and pitchers with limited help from staff. All snacks and meals will include 1/2 cup or more serving of fruits or vegetables, water and low fat 1% or nonfat milk. Staff will sit at tables enjoying snack with the children while engaging them in pleasant conversations. Sugar sweetened beverages or fried foods are not allowed to be consumed at all in the school age program by children or staff. Water will be available and accessible for the children at all times. All foods meet USDA Guidelines.

PARENT ENGAGEMENT

Staff will educate parents and caregivers on nutrition and physical activity through informational materials, newsletters, social media and special events held at the school age site or at the Y.





The Y's School Age Center provides, affordable, after school care in a safe, nurturing, active, fun environment for kids in Kindergarten - 4th Grade. The program is conveniently located on site at Westview School. Children who attend Westview, Lincoln and Eastview are welcome to attend our Westview site.

Children participate in a balanced program of child choice and teacher directed enrichment activities designed to boost their academic performance. The YMCA works very closely with Westview Teachers to ensure that your child receives personalized tutoring and enrichments to enhance their overall school experience.

Hours

Mon. - Fri. from school dismissal until 6 p.m. Full day programs are offered 7 a.m. to 6 p.m. on institute days and some school holidays. On early dismissal days & all day programs children must bring a lunch. Our Westview site only operates after regular or 2:15 dismissal days. On 11:30 dismissal days children will be bussed to Eastview.

Children must be picked up by 6 p.m.

If you do not pick up your child by 6 p.m., staff will try calling you or the emergency numbers you have listed on your child's enrollment form. If contacted your child may be released to those listed on your emergency list. A late fee of \$5.00 for every 10 minutes past the site's closing may be charged to your account.

Registration

The attached registration form must be completed and returned to the YMCA along with the non-refundable registration fee and first week of school age fees.

Attendance & Absenteeism

For your child's safety and accountability we must know when they are attending and when they will be absent.

Children's weekly attendance must be pre-registered in advance with the site

director. If your child will be absent,

please call the YMCA, 647-1616 between

5 a.m. - 2 p.m. to leave a message for the site director. After 2 p.m. call the Westview Site at 647-2111.

Children must sign in daily upon arrival to the School Age Center site. Attendance is taken, if a child is absent from the program and the YMCA has received no prior notification, you will be contacted immediately. The school age center staff is responsible for your child only during the time that your child is signed into the program.

Fees and Payment Policy

A non-refundable registration fee of \$15 for one child or \$20 per family is due each school year. Pay only for the days your child attends.

3pm-6pm Daily Fee	\$9.00
Schools Out/All Day	\$25.00

30% discount for additional children.

All fees must be paid weekly, unless special arrangements have been made

- **with the site director.** Check or cash payments may be made at the School Age Center site. Credit or debit card payments may be made at the YMCA.

Fees may be set up to be drafted from your checking, savings, credit or debit card weekly, bi-weekly, or monthly by contacting Liberty at 647-1616.

A late fee of \$5 per week will be

- **assessed to accounts that are delinquent. Unless special arrangements have been made in advance with the site director.**

Fees and Payment Policy Continued

- Financial assistance is available for families who qualify through the YMCA and Child Care Connection. Our Westview Site has many scholarships available upon request.
- If you have questions concerning your fee and/or balance, please see the Site Director or contact Liberty at 647-1616.

Inclement Weather Policy

When weather conditions close school before the normal start of the day, our program will be cancelled for that day. When school is closed before the end of the school day, our staff will be there when the school closes and the site will open.

Withdrawal from the program

You may withdraw your child from the program, but must give us a one-week notice. Enrollment in the School Age Center may be terminated if:

- Fees are not paid in a timely manner.
- Rules related to departure are not observed.
- Policies and procedures are not observed.
- A child exhibits unacceptable behavior that continually disrupts the program & prevents the other children from learning or enjoying themselves.

Staff

Nothing is more important in providing quality care for children outside their home than the staff who provides the care. YMCA Staff are warm, caring, reliable & responsible adults with patience, a good sense of humor & the ability to accept & respect differences among children. They listen to children and are sensitive to their individual needs. They enjoy participating in activities with the children & are committed to the program.

Communication

We encourage parents to communicate often with our staff. Take every opportunity to talk with the staff about your child and we encourage you to ask your child about the program each day. Our staff will also keep you informed about your child's successes and any problems. Please let us know if there is anything upsetting your child, so that we can better meet your child's needs.



Medication/Injury or Illness

All staff members are certified in CPR/First Aid. Staff will administer first aid for scrapes, minor cuts, bumps, and stings. You will be informed of the incident when you come to pick up your child. If your child becomes ill or is seriously injured you will be immediately notified. In the event we cannot reach you, (or one of your emergency contacts) and your child requires emergency treatment, the staff will take your child or have him/her transported to the nearest medical facility for treatment. A staff member will accompany your child.

Medications

We will administer prescription medication that does not require refrigeration. The medication must be in its original container with an unaltered label. Please give it to the site director with a completed signed medication consent form (available from the site director) indicating medication, dosage, quantity and time to administer. We cannot administer over the counter drugs.

Daily Activity Schedule

3:00-3:30 - Check in/ Snack

3:30-4:00 - Organized Physical Activities

4:00-4:30 - Math and Literacy/ Homework

4:30-5:30 - Planned Enrichments including Leadership, Team Building, Diversity, Social Responsibility, Technology, Careers and Individualized Tutoring.

5:30-6:00 - Transportation/ Pick up time

Children can choose activities to participate in including Homework, Arts & Crafts, Board Games, Library, Drama, Science, Health & Fitness, Rhythm & Music. Not all activities are offered each day.

Discipline - Our program seeks to create an environment for everyone to succeed within the boundaries of safety & our four values of CARING, RESPECT, RESPONSIBILITY & HONESTY.

Good choices, rules and consequences of poor choices will be shared with the students at the beginning of each week.

Good choices

Be Caring toward staff & each other.

Following safety procedures, giving best effort and thinking of others first. Being sensitive to the well being of others and helping others.

Be Respectful to staff & each other.

To treat others as you would have them treat you, not using put downs, waiting for turns & playing by the rules.

Be Honest when playing games, leaving other students belongings alone, telling the truth, and giving an honest effort.

Be Responsible for your own behavior, obligations and belongings, cleaning up after yourself, throwing away garbage, keeping the school clean of litter and following school rules.

Consequences of poor choices

1st step Time-Out and a warning.
Review of good choices with staff member.
Parent made aware at pick up.

2nd step Time-Out and a possible suspension from program. Follow up discussion with staff member about better choices. Parent asked to read and sign discipline report.

3rd step Time-Out and suspended from program. Again follow up discussion with staff member about better choices. Parent asked to read and sign discipline report.

If a child's behavior is disruptive to the program environment on a continuous basis, and the above steps have not helped, the site director will call parents. The child may be asked to take a break from the program to help correct the behavior, with hopes that the child could successfully rejoin the program again.



To help provide a safe environment for all children and staff, the following behaviors will not be tolerated:

- Harassment of other children
- Stealing
- The use of improper and/or foul language
- Exhibiting inappropriate behaviors or gestures
- Fighting including: hitting, biting, kicking, spitting, or other physical aggression.
- Property damage including belongings of others, or the school
- These behaviors will be dealt with immediately and parents will be made aware at pick up time

If a behavior is severe where a child may cause harm to self, other children or staff member or the behavior disrupts the program Parents will be contacted and the child must be immediately removed. Child may also be permanently removed from the program.

Please take a moment and review good choices and consequences of poor choices with your child.

Please bring to the site directors attention any difficulties or frustrations your child may be having at the site with another child, activities, staff etc., Please remember our goal is for all children to have a safe, fun experience.

Questions, Concerns, Comments

Questions regarding the School Age Center should first be directed to the Site Director. You may also contact Michelle Spiva, School Age Director, at mspivacantonymca@outlook.com or 647-1616.

WESTVIEW SCHOOL AGE CENTER REGISTRATION FORM

Please complete all information and return form to the YMCA.

We must have this form returned before your child will be able to attend the School Age Center.

CHILD'S NAME _____ BIRTHDAY _____

ADDRESS/CITY/ZIP _____ GRADE _____

PARENT _____ PHONE _____

EMAIL _____ Best way to reach you: Email ___ Text ___ Call ___

Phone number(s) to reach you during program:

PARENT _____ PHONE _____

EMAIL _____ Best way to reach you: Email ___ Text ___ Call ___

Phone number (s) to reach you during program:

1ST EMERGENCY NAME _____ PHONE _____

ADDRESS _____ RELATIONSHIP _____

2ND EMERGENCY NAME _____ PHONE _____

ADDRESS _____ RELATIONSHIP _____

LIST ALL WHO ARE AUTHORIZED TO PICK UP YOUR CHILD _____

DISCIPLINE: What type of problem solving approach do you find works best with your child?

Any child, whose behavior continually disrupts the program and prevents the other children from learning or enjoying themselves, will not be allowed to continue in the program. The Site Director will work with parents to try and overcome these issues before we get to that point.

We want your child to have a successful experience. Please add any comments about your child you feel would be helpful to the staff. _____

This information will only be used to help plan the best School Age Center experience for your child.

Teacher _____ School _____ Start Date _____

Please indicate which days your child will attend along with estimated time of pick up each day.

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

AUTHORIZATIONS

MEDICAL AUTHORIZATION:

All information on the opposite side is correct so far as I know and the child herein described has permission to engage in all prescribed School Age Center activities, except as noted by me or an examining physician. In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the Site Director to hospitalize and/or secure proper treatment for my child as named.

Parent/Guardian Signature

Date

Physician's Name _____ Phone _____

AUTHORIZATION TO DISPENSE MEDICATION:

I hereby request and authorize the School Age Center staff to dispense any medication listed below to my child per my instructions. I understand that all prescription medication must be sent in its original container, which has my child's name on it as well as the prescribing physician. I understand that I must send a note with dispensing instructions and my signature for all medications.

Parent/Guardian Signature

Date

List any medications that are to be given at School Age Center.

List any allergies or medical conditions that we should be aware of

TRANSPORTATION AUTHORIZATION:

Yes. My child will require the YMCA to provide transportation home.

No. My child will not require the YMCA to provide transportation home.

Parent/Guardian Signature

Date

MEDIA AUTHORIZATION:

I hereby give permission for my child's name and picture to be used in the promotion of and media coverage for the YMCA School Age Center Program, including the YMCA Facebook and Website.

Parent/Guardian Signature

Date

Children will have daily outdoor playtime. Planning for outdoor physical activity and weather safety is part of our daily routine. Please make sure children are dressed to maintain a comfortable body temperature according to our seasonal weather changes.

HOMEWORK SUPPORT CENTER:

YES, I want my child to complete his/her homework at the School Age Center.

NO, I do not want my child to complete his/her homework at the School Age Center.