



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

# **BRIGHTER FUTURES START HERE**

**FARMINGTON  
SCHOOL AGE CARE  
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 after school 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, Jump Rope, Hopscotch, Jogging, and Walking. Children will play outdoors every day weather permitting.

## SCREEN TIME

Screen time is limited to usage for our Child Care Program.

## SNACKS, MEALS AND BEVERAGES

Snacks will be served with children learning about appropriate portions with help from staff. Sugar sweetened beverages or fried foods are not allowed to be consumed at all in the 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, and social media.





The Y's School Age Child Care provides a safe, nurturing, active, fun environment for kids in **Kindergarten – 6th Grade.**

Children participate in a balanced program of open play and structured activities, while being supervised by well trained & caring staff who teach, model & reinforce the values of Caring, Respect, Responsibility & Honesty. Our staff members will provide assistance in daily e-learning activities and provide homework assistance, and lead students in extra enrichment activities in math and reading, STEM, arts & crafts and technology to give children what they need to succeed at school.

**Hours**

Mon. – Fri. before school 6:15—7:45 and after school from dismissal until 6 p.m. All day programs may be offered from 7 a.m. to 6 p.m. on institute days and some holidays.

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 will 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 completed bank draft form. Your child may not attend until fees are paid and registration forms are turned in.

Firearms are prohibited on our premises. "No Firearms" signs are posted at the main entrance.

**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 and paid in advance to reserve their spot.**

If your child is absent for any reason, please call the YMCA, 647-1616 between 7 a.m. to 2 p.m. and leave a message with the site director. After 2 p.m. call the site 224-0764.

Children must sign in daily upon arrival to the child care 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 care 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.

**Before School \$5.00**

	Member	Participant
3pm-6pm	\$10.00	\$13.00
11:30am-6pm	\$20.00	\$22.00
All Day	\$26.00	\$30.00

**30% discount for additional children.**

• All families must fill out a bank draft form. Fees may be set up to be drafted from your checking, savings or your credit/debit card, weekly, bi-weekly or monthly.

• If your draft is declined, your account will be charged an additional \$25 NSF fee and a payment must be made to bring your account balance to \$0 to continue in the child care program. Unless special arrangements have been made with the Youth Development Director.

• **Non-payment may result in suspension of your participation in the program until all fees are paid.**

## **Fees and Payment Policy Continued.**

- Financial assistance is available for families who qualify through the YMCA and Child Care Connection. Contact Liberty at 647-1616, for paperwork or more information.
- If you have questions concerning your fee or balance, please contact Liberty at 647-1616.

## **Inclement Weather Policy**

When weather conditions close school before the normal start of the day, our program will be canceled 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. (as applicable)

## **Withdrawal from the program**

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

- Fees are not paid in a timely manner.
- Rules related to arrival and 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**

- |                    |   |
|--------------------|---|
| <b>3:00-3:30</b>   | <b>Check in/ Free Play</b>              |
| <b>3:30-4:15</b>   | <b>Snack</b>                            |
| <b>4:15-5:00</b>   | <b>Homework/ Enrichment activities</b>  |
| <b>5: 15-5: 45</b> | <b>Outdoor play weather permitting.</b> |
| <b>5: 15-End</b>   | <b>Enrichment or Focus Zones</b>        |

Children can choose which activity to participate in Homework, Arts & Crafts, 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 to read and sign discipline report.

**2nd step** Time-Out and a one day suspension. Follow up discussion with staff member about better choices. Parent to read and sign discipline report.

**3rd step** Time-Out and two day suspension. Again follow up discussion with staff member about better choices. Parent 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 be first directed to the Site Director. If you need further assistance, contact Liberty Goldring, Youth Development Director, at 647-1616 or [lgoldringymca@gmail.com](mailto:lgoldringymca@gmail.com)

# REGISTRATION

**Our School Age Center Program is offered August– May. You can enroll your child anywhere between week one through week thirty-eight based on your schedule.**

## HOW TO REGISTER FOR CARE

1. Fill out registration forms.
2. Fill out and sign the Draft Form.
3. Fill out care week and days attended form.
4. All balances from other programs must be paid in full before you can register for care.

## REGISTRATION FEES

### Session Fees (per week)

Y Members:	Before	After
1 day	\$5	\$10
2 days	\$10	\$20
3 days	\$15	\$30
4 days	\$20	\$40
5 days	\$25	\$50
Half Day/All Day	\$20/\$26	

Potential Members:	Before	After
1 day	\$5	\$11
2 days	\$10	\$22
3 days	\$15	\$33
4 days	\$20	\$44
5 days	\$25	\$55
Half Day/All Days	\$22/\$30	

There is a 30% sibling discount for additional children.

## HOW TO REGISTER FOR CARE IF YOU NEED ASSISTANCE

1. Register at the Member Service Desk.
2. Fill out the Childcare Resource and Referral Application. You will need two pay stubs or a school schedule. The Y will fax and mail it to SAL Child Care Connection. This can take up to 30 days to gain approval.
3. A \$25 deposit per week, per child, due at registration, is required to hold your child's spot. This deposit will be applied to your copay once one is assigned by SAL.
4. You are responsible for all childcare fees until you are approved by SAL. If you are denied by the state then the Y will grant a scholarship based on need.
5. If you are approved by SAL your copay will be drafted on the 15th of the month.

## HOW TO REGISTER FOR CARE IF YOU ARE ALREADY APPROVED FOR STATE ASSISTANCE

1. Register at the Member Service Desk.
2. You may be required to fill out a Change of Provider Form. You may be required to contact your case worker to get this form. The Y will fax and mail it back to SAL for you.
3. All copays will be drafted on the 15th of the month.
4. All balances from other programs must be paid in full before you can register for care.



## FINANCIAL OBLIGATIONS

Care sessions will be auto-drafted according to the times requested by you on your form.

Co-payments will be drafted on the 15th of the month.

Failure to pay will result in your child's spot being forfeited.

There is a \$25 fee for Non Sufficient Funds (NSF) for returned payments.

Changes to your draft form must be submitted in writing 1 full week prior to draft date.

## STATE ASSISTANCE ATTENDANCE

Co-pays will be drafted on the 15th of the month.

Parents/Guardians are required to sign children in and out of child care on both the Y forms and the required State attendance forms.

Attendance beyond the amount of days approved by State are to be paid by the parent/guardian and will be drafted with the monthly copays.

The YMCA does not receive payment from the state for days your child is not in attendance.

## PAYMENT INFORMATION

- A 30% sibling discount will be applied to families with multiple children.
- All payments will be automatically drafted from your account.
- Any credits on account will remain a credit. No refunds will be issued.
- Cancellations or transfers must be made in writing one week in advance.

## GENERAL RULES

- ♥ **CARING:** Keep your hands and feet to yourself. Take care of equipment, property, the environment, and each other.
- ♥ **HONESTY:** Tell the truth; do not steal.
- ♥ **RESPECT:** Use appropriate language. Respect the counselors and fellow children. Treat others like you would want to be treated.
- ♥ **RESPONSIBILITY:** Stay with your group at all times. Keep up with your belongings.

## CONDUCT POLICY

Please make sure that both you and your child are completely familiar with these policies. The Site Director may suspend or terminate a child's participation in the program for the following reasons:

- Leaving YMCA program premises without permission.
- Using foul language or being rude and discourteous to another child, staff or member.
- Defacing YMCA property, vehicles, or field trip facilities.
- Engaging in fighting as the means to solve a problem.
- Stealing or defacing another child's property.
- Intentionally injuring another child, staff or member.
- Refusing to remain with the group during outings or on the property.
- Refusing to follow check in and out procedures.
- Refusing to follow the basic rules of the program.
- Any physical or verbal sexual harassment of another child, staff or member.

## DISCIPLINE

Behavioral incidents will result in parent notification. All incidents will be documented and require parent signature before child is permitted to return to care. Depending on severity of incident a meeting with a parent or guardian may be required. Consistent concerning behavior will result in temporary or permanent suspension from camp without refund.

## CHILD CARE CONSEQUENCES

1. Warning and redirection by staff.
2. If behavior continues for a 2nd time = Sit out for number of minutes equal to the child's age and problem solving conference with staff member.
3. If behavior continues for a 3rd time = 15 minutes of time out and problem solving conference with staff.
4. If behavior continues for a 4th time = Child's Parent is called and the child is removed from care for a day.
5. If the behavior continues after a day out= the child will be suspended for 3 days.
6. If the behavior continues after 3 days out= the child will be excluded for the rest of the program.

Care staff will record incidents of behavior that warrant 15 minutes out. Care staff reserve the right to skip over early consequences if behavior is severe enough to pose a risk to either the misbehaving child or others in the group. Our goal at child care is to give the child every opportunity to correct his/her behavior without parental involvement.



## HEALTH AND SAFETY

- Children with symptoms of or a diagnosis of lice, skin rashes, vomiting, diarrhea, pink eye or experiencing a temperature above 100.4 degrees will not be permitted to attend camp. We request that you keep your child home for a minimum of 24 hours if your child displays any of these symptoms. A doctor's note may be needed depending on the illness.
- If your child becomes ill throughout the day, you will be called immediately and asked to come pick up your child. For this reason, it is important that you keep your contact phone numbers up to date with the YMCA. Any time a parent is called for a sick child, the parent will need to arrange pick up of the ill child within 2 hours of being called.
- If a note from the doctor is required after a serious illness, please make sure to have them include the following: the date the child was seen, diagnosis of the illness, and when your child may return to camp.
- The YMCA has the responsibility to keep all children in the program safe and healthy. We will always inform parents if a child at care has been diagnosed with a contagious condition, and their name will remain anonymous. We also expect that you will inform us if your child has a contagious disease so we can inform the other parents as well.
- YMCA staff are mandated child abuse reporters- this includes physical, sexual, emotional, mental abuse and neglect.
- All allergies should be brought to the attention of the care staff.
- Children with special emotional or physical needs should be called to the attention of the Youth Development Director by fully describing any unique requirements of the child at least two weeks prior to the start of your selected care session. We will make every reasonable accommodation possible to serve your child with special needs.

## MEDICAL AUTHORIZATION & EMERGENCY PROCEDURES

- The YMCA is permitted to administer medication only as prescribed by a physician. Medication must be in its originally labeled pharmaceutical bottle. All medications must be dropped off by the parent and must accompany a fully completed medication release form. Medication will be locked away and kept out of the reach of children. We require all parents and doctors to sign a medical release form.
- If your child is injured during care hours, we will handle minor scrapes, scratches and bruises, but we will call you if there are any questionable or serious injuries. The YMCA does not provide insurance.

## NO BABYSITTING

YMCA employees are not allowed to babysit or have contact with participants in YMCA programs outside of program activities. We ask parents not to ask staff to babysit or participate in non-YMCA related events with their children.

