



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

BRIGHTER FUTURES START HERE

**FARMINGTON
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 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 of our Kindle Fires to read the School Districts AR books or for educational materials and will be limited to 30 minutes, 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 with children learning about appropriate portions with help from staff. 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 Centers provide, affordable, before & after school care in a safe, nurturing, active, fun environment for kids in **Kindergarten - 6th Grade**.

The program is conveniently located on site at the Farmington Elementary School.

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 daily 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. After school from dismissal until 6 p.m. All day programs may be offered 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 school's 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. & 11 a.m. and leave a message for the site director. After 11 a.m. call the site 224-0764.

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.

| | Member After | Participant After |
|--------|---------------------|--------------------------|
| 1 day | \$20.00 | \$22.00 |
| 2 days | \$40.00 | \$44.00 |
| 3 days | \$60.00 | \$66.00 |
| 4 days | \$80.00 | \$88.00 |
| 5 days | \$100.00 | \$110.00 |

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. See your Site Director or 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.

Withdrawal from the program

You may withdraw your child from the program, but must give us a two-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

- 12:00-12:30 - Check in
- 12:30-2:00 - e-learning & homework
- 2:00-3:30- Free Play (kids choice)
- 3:30-4:15 - Snack
- 4:15-5:00 - Enrichment activities
- 5:15-5:45 - Outdoor play weather permitting.
- 5:15-End Enrichment or Focus Zones

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

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.

REGISTRATION FEES

Session Fees (per week)

| Y Members: | After |
|------------|-------|
| 1 day | \$20 |
| 2 days | \$40 |
| 3 days | \$60 |
| 4 days | \$80 |
| 5 days | \$100 |

Potential Members:

| | After |
|--------|-------|
| 1 day | \$22 |
| 2 days | \$44 |
| 3 days | \$66 |
| 4 days | \$88 |
| 5 days | \$110 |

There is a 30% sibling discount for additional children.

HOW TO REGISTER FOR CARE

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

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 to before care and out of after 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 care. 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 care.
- 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.



2020-2021 YMCA SCHOOL AGE CENTER FARMINGTON 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 School Age Center.

CHILD'S NAME _____ BIRTHDAY _____ GRADE in fall _____

PARENT/GUARDIAN _____

PHONE _____ ADDRESS/CITY _____

CELL _____ EMAIL _____

In case of an emergency and we are unable to reach you, please list 3 emergency contacts.

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

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? _____

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

My child's usual days and times of attendance will be:

Monday Tuesday Wednesday Thursday Friday

After Care _____

Teacher _____ Bus# _____ Start Date _____

PLEASE TURN PAGE OVER

**Please note that the YMCA School Age Center Program is a license exempt program and is not licensed or regulated by DCFS.

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 Child Care 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.

My Child's Physician's Name is _____

Parent/Guardian

Date

AUTHORIZATION TO DISPENSE MEDICATION:

I hereby request and authorize the Child Care 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.

List any medications to be given at Child Care _____

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

Parent/Guardian

Date

FIELD TRIP AUTHORIZATION:

I hereby give permission for my child to attend any and all field trips that may be taken during Child Care.

Parent/Guardian

Date

MEDIA AUTHORIZATION:

I hereby give permission for my child's name and image to be used in the promotion or media coverage of Child Care activities. Including the YMCA Website, Facebook, Videos and Newspaper Ads.

Parent/Guardian

Date

2020-2021 Child Care Payment Agreement

We are thrilled that you have chosen to enroll your child for School Age Center! To ensure proper communication, we have outlined our policy related to child care payments. If you have questions please feel free to contact us at 309.647.1616.

PLEASE READ CAREFULLY

1. All past due accounts must be brought to a \$0 balance prior to sign up.
2. Payments for care are due the Thursday prior to the start of care. For example if you sign up for the week of September 7-11, then your care balance is due on September 3rd. You are also welcome to pay the care balance any time prior to the due date.
3. If you wish to cancel your child's enrollment, notification in writing must be sent 14-days prior to the start of the registered care week.
4. To receive the member rate for school age center, your child must be a current YMCA member from the date of registration through the child's last day of care.
5. A \$10 program fee will be charged when a child is registered after Thursday 6pm for the next week.
6. There are no credits or refunds for missed days.
7. Payment Options:
 - Bank Draft your care fee
 - Pay in person check, cash, debit or credit card
 - Pay over the phone with a debit or credit card 309.647.1616

Mail check: Canton Family YMCA School Age Center 1325 E. Ash Canton, Illinois 61520

I have read and understand the above statements. I fully understand my responsibility for payment of my child's care fees. I also understand that my child may be released from the care program if I have not met my financial obligations. Return this form along with your camper's registration information, signed bank draft form, and signed attendance schedule.

Child(ren) name: _____

Parent's
Signature: _____ Date: _____



FOR YOUTH DEVELOPMENT
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To all YMCA Child Care Program Participants:

The Canton Family YMCA requires automatic Bank Draft Payments for our Child Care Programs. The convenience of automatic withdrawal reduces the administrative time necessary to manage our YMCA program, maintaining reasonable fees and convenient service for our entire community. This form will be used for all child care programs and expires on 8/15/2021.

Contact Information

When to Draft:

Parent Name: _____ Weekly Bi-Weekly Monthly

Child(ren) Name: _____

Email: _____

Automatic Withdrawal Information

Bank Draft Information (Please check one and attach a voided check)

Checking Account Savings Account

Bank Name _____

Routing/Transit Number (First set of Numbers) _____

Account Number (Second Set of Numbers) _____

Please continue to "When to Draft"

OR

Credit/Debit Card Information

Master Card Visa American Express Discover

Card Number _____

Expiration Date _____

ATTENDANCE SCHEDULE FOR DRAFT:

Payments will be drafted the Thursday before the planned attendance

After Care

1 day _____

2 days _____

3 days _____

4 days _____

5 days _____

Child Care Payment Policy

- I understand that if a payment is returned to the YMCA, a \$25 charge will be added to my account.
- The YMCA reserves the right to terminate child care upon non-payment of fees.
- I understand that this draft authorizes a perpetual payment from the above account.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND DURATION OF THE AGREEMENT

(PARENT/GUARDIAN SIGNATURE)

(DATE)

ATTENDANCE SCHEDULE

Please check mark each week of camp you plan for your child to attend. A bank draft payment will be taken on the Thursday before that week of care, unless other arrangements have been made with the Youth Development Director.

| | | |
|---------------|---------------|-------------------|
| Aug 13-14 | Nov 23-25 | March 15-19 |
| Aug 17-21 | Nov 30- Dec 3 | March 22-26 |
| Aug 24-28 | Dec 7-11 | March 29- April 1 |
| Aug 31-Sept 4 | Dec 14-18 | April 5-9 |
| Sept 8-11 | Jan 5-8 | April 12-16 |
| Sept 14-18 | Jan 11-15 | April 19-23 |
| Sept 21-25 | Jan 19-22 | April 26-30 |
| Sept 28-Oct 2 | Jan 25-27 | May 3-7 |
| Oct 5-9 | Feb 1-5 | May 10-11 |
| Oct 13-16 | Feb 8-12 | |
| Oct 19-23 | Feb 16-19 | |
| Oct 26-30 | Feb 22-26 | |
| Nov 2-6 | March 1-5 | |
| Nov 9-13 | March 8-12 | |
| Nov 16-20 | | |

ATTENDANCE SCHEDULE FOR DRAFT:

Payments will be drafted the Thursday before the planned attendance

After Care:

| | |
|--------|-------|
| 1 Day | _____ |
| 2 Days | _____ |
| 3 Days | _____ |
| 4 Days | _____ |
| 5 Days | _____ |

My child's usual days of attendance will be:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

After Care

Pick up time: _____

Child(ren) name: _____

Parent's Signature: _____ Date: _____