



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT HANDBOOK

## KASPER Before & After School Program 2022-23 School Year



**Campanelli YMCA**

300 W. Wise Rd, Schaumburg, IL 60193 | 847.891.9622 | [www.gcfymca.org](http://www.gcfymca.org)



Dear Parents/Guardians,

WELCOME TO THE KASPER PROGRAM! My name is Matt Grossi, and I am the Youth and Family Director, who manages the overall care, education, and well-being of all children in the Campanelli YMCA KASPER Before & After School Program.

I appreciate your interest in our programs and welcome you to the KASPER Program! I have spent the last couple years as part of the Campanelli YMCA family. As a YMCA Kasper alum, it brings me great joy to contribute to the program that took place as shaping me into the man I am today.

I have always appreciated the joys and challenges of working with children and have pledged myself to provide the best possible care and enrichment opportunities to the children within our YMCA KASPER Program.

As a continuous learner, I place a high value on my own education, currently progressing through a Bachelor's in Computer Science at the University of Illinois at Chicago.

Education has always been my passion, and I am always seeking new opportunities to grow my own mindset, as well as those working within my program. My goal is to get to know every child within our program, to understand and adapt to their needs while providing an enriching yet fun atmosphere for them to learn and grow. I invite you to consider me a "partner" in this process of educating your child and welcome your feedback when it comes to our programs and the needs of your children and family. If you have any questions or concerns about the program or what our care entails, please do not hesitate to contact me at your convenience. We thank you for choosing our childcare program!

With Warm Regards,

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If there's anything else you guys think I should add, I would love to hear it!

## **Matt Grossi**

### ***Youth and Family Director***

Campanelli YMCA

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## YMCA MISSION

The Campanelli YMCA is a branch of the Golden Corridor Family YMCA Association. The Y is a multi-service, human-services, not-for-profit, and charitable, membership organization. Christian in its heritage and philosophy, it is non-denominational in its delivery of services and in its membership. The Association is committed to developing the spirit, mind, and body of all persons in a positive, healthy, family-oriented environment through quality leadership, programs, services, and facilities.

## OUR CAUSE

Strengthening communities is our cause. Everyday we work together side-by-side with our neighbors to ensure that everyone regardless of age, income, or background has the opportunity to learn, grow, and thrive. Our strength is in providing support for our friends and neighbors; making the Y a non-profit like no other.

## INCLUSION POLICY

The YMCA fully embraces the Americans with Disabilities Act and strives to ensure children with special needs feel welcome in YMCA Programs. The KASPER Before & After School Program provides services to all children. However, the KASPER Program is a group-centered program, and is not designed to provide one-on-one care. Although a group environment works well for many children, if your child regularly needs one-on-one care to consistently thrive, a group environment may not be the best choice. If the YMCA determines that a child requires individualized attention, the YMCA shall immediately discuss this issue with the child's parents. Parents shall be reminded of the above policy. Together the YMCA and parents shall attempt to work out a solution in a cooperative and caring manner, or refer the child to a more suitable program.



# PROGRAM INFORMATION

## PHILOSOPHY & DAILY PROGRAM DESCRIPTION

Our goal is to provide a safe and enriching environment for school-age children in Kindergarten through Sixth Grades. KASPER provides children opportunities to gain foundational skills and help them reach their full potential by enhancing education and wellness. The KASPER Before & After School Program curriculum is more than traditional child care – KASPER is designed to provide academic enrichment, and homework assistance, as well as active games and activities that support physical activity.

## PROGRAM OBJECTIVES

1. Create a safe, healthy, and fun environment
2. Academic achievement
3. Implement character development (caring, honesty, respect, and responsibility)
4. Build team work & physical development skills
5. Support obesity prevention
6. Appreciate diversity
7. Increase self-esteem
8. Develop social skills and community awareness

## PROGRAM OPERATIONS

The KASPER Program is not regulated or licensed by the Department of Children and Family Services (DCFS). Effective October 1, 2017, new DCFS regulations allow school-age child care programs located in elementary schools throughout Illinois, such as the KASPER Program, to seek a formal license-exemption. (License-exempt child care is a child care program that can legally operate without a license). Please know that strict requirements allow us to achieve this status by certifying all staff have completed the Illinois Department of Human Services (IDHS) mandated training for health, safety, and child development.



# KASPER PROGRAM HOURS & LOCATIONS

## PROGRAM HOURS

**Before School Care (AM):** 7:00 AM until school begins through approximately 8:30 AM

**After School Care (PM):** 3:00 PM – 6:00 PM | Monday, Tuesday, Thursday, Friday  
2:30 PM – 6:00 PM | Wednesday (Early Release Day)

**Please note: AM care is still in session on 1/2 days. There is no PM program on 1/2 days.**

## PROGRAM LOCATIONS

<b>Anne Fox</b>	1035 Parkview Dr	Hanover Park
<b>Einstein</b>	1100 Laurie Lane	Hanover Park
<b>Hanover Highlands</b>	1451 Cypress Ave	Hanover Park
<b>Link</b>	900 Glen Trail	Elk Grove Village
<b>Stevenson</b>	1414 Armstrong Lane	Elk Grove Village

## KASPER SITE PHONE NUMBERS

All YMCA KASPER Before & After School sites have a cell phone on-site and it is monitored by a staff member during program hours. If a child needs to contact their parent/guardian, we will be happy to help them do so from the site phone. Should you need to report your child's absence, or wish to speak with your child or the KASPER Site Director, please refer to the phone directory below:

<b>Anne Fox KASPER Phone</b>	(847) 341-1127
<b>Einstein KASPER Phone</b>	(847) 341-9623
<b>Hanover Highlands KASPER Phone</b>	(847) 257-2178
<b>Link KASPER Phone</b>	(847) 341-1513
<b>Stevenson KASPER Phone</b>	(847) 452-9807

In the unlikely situation you are unable to connect to the KASPER on-site cell phone, please call the KASPER Director at (847)452-9546, or the YMCA at (847)891-9622.

# PERSONAL ITEMS & ELECTRONICS

## PERSONAL BELONGINGS, TOYS & OTHER ITEMS

Please leave personal belongings and toys at home, including electronic games and listening devices. Items from home could be damaged or lost, and they may promote conflict among the children. If your child brings personal items to KASPER, staff will instruct the child to keep items in their backpack for the duration of the program.

KASPER staff will make every effort to connect children with lost items; however, the YMCA cannot be responsible for personal items brought from home. We strongly encourage that all personal belongings (such as coats, hats, boots, etc) be clearly labelled in the case that they are misplaced.

Found items will be kept in the KASPER Program cabinet for 1 week; any belongings left behind after 1 week will be moved to the school site Lost and Found.

## CELLPHONES & ELECTRONICS

The use of cellphones or other electronic devices is prohibited by children participating in KASPER. Cell phones or electronics that are found to be in use by children during the program will be held by the Site Director and returned to the parent/guardian at the time of pick-up.

## DISTRICT-ISSUED DEVICE USAGE

District 54 has assigned the use of iPads to children in Kindergarten - 2nd grade, and Chromebook laptops to children in grades 3-6. While attending the KASPER Program, **device usage is restricted to homework time ONLY to complete assignments**, and must be safely stored out of sight during the remainder of the program. Children are allowed to use their device for homework purposes only – general internet usage for other reasons is not allowed.

Device privileges may be revoked if the device is used to access inappropriate content, or if the device becomes a distraction from the rest of the KASPER Program's activities.

The YMCA is not responsible for devices that are misused, broken, or misplaced/stolen during the program. Parents are encouraged to refer to the District's Chromebook/iPad Usage Policy for further information regarding their child's device.

# SNACK POLICIES

## AFTERNOON SNACK

The YMCA provides a healthy snack for all children attending the after school program session. Parents who would like to send an additional snack are asked to only send a fruit, vegetable, or applesauce as these are shelf-stable and non-allergenic. Additionally, children will not be permitted to finish any uneaten portion of their lunches due to the risk of spoilage/contamination from lack of refrigeration.

## FOOD ALLERGIES/DIETARY RESTRICTIONS

The YMCA understands that children in our child care programs may have a dietary restriction, or food allergy, that prevents them from eating the snacks provided by the KASPER Program. In these instances, parents are encouraged to submit documentation to the KASPER Director if their child will need to bring a snack from home. Children with documented dietary/allergy restrictions will be allowed to bring a snack from home, provided that it is a healthy, nut-free snack. (Please, no candy, cookies, etc!)

**Please note: children with food allergies are strongly encouraged to have the appropriate medication (such as an Epi-Pen or Benedryl) with documentation on-file in the event of an allergic reaction during the KASPER Program. Our program staff do not have permission to access the nurse's office before and after school.**

# KASPER REGISTRATION

## REGISTRATION PROCEDURES

Children are accepted on a first come, first serve basis, and we maintain a waiting list for KASPER Sites that are full. Registration must be completed and submitted online no later than August 1st, 2022 in order to start on the first day of school!

## REGISTRATION FEES

A one-time, **non-refundable** registration fee is due at the time of registration.

**The fee is \$35 per Child.**

## PARENT OF RECORD

Please note that the parent(s) who complete the Enrollment Registration Form for their child are defined as the formal "Parent(s) of Record." The "Parent(s) of Record" are recognized by the YMCA as the individuals who have the authority to make changes, request payment information, or request copies of registration paperwork. **ONLY parents who are noted as such on the online registration system will be considered "Parents of Record."**

## RELEASE OF PERSONAL INFORMATION

Campanelli YMCA will not release any personal information regarding the child or family, unless the parent requests such release, and then only if the parent of record has signed the Release of Information form. Parents will be asked to sign a release form authorizing the Campanelli YMCA to use photos of children involved in the program for YMCA publicity purposes. Photos will not be released without parental consent.

## REGISTRATION PROCESSING

The KASPER Program begins on the first day of school. If starting on a different date, the Campanelli YMCA requires a **minimum two "business" day processing period** to accurately enroll a child and inform the school. Please contact the KASPER Director via email if your child will require an alternate start date.



# 2021-2022 KASPER PAYMENT SCHEDULE

## TUITION PAYMENT INFORMATION

**Tuition is billed in equal payments, and is due the 1<sup>st</sup> of the month in advance - August 1st 2022 through May 1st, 2023.** The cost of tuition varies and depends upon the care schedule selected.

MONTH	DUE DATE
August	August 1st
September	September 1st
October	October 1st
November	November 1st
December	December 1st
January	January 1st
February	February 1st
March	March 1st
April	April 1st
May	May 1 <sup>st</sup> (last payment for the school year.)

## PAYMENT INFORMATION

Registrations received after the 1st of the month will be billed at registration. Automatic payments are set up at the time of registration.



# 2021-2022 KASPER FEE SCHEDULE

<b>CARE SCHEDULE POLICY</b>
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The YMCA KASPER Before & After School Program is designed for consistency in attendance. Parents/Guardians must designate a CONSISTENT care schedule for their child to attend AM and/or PM KASPER Program. The Y provides 3 and 5 days per week care schedules in the morning and/or afternoon KASPER Program.

“Drop-in” schedules, and any other temporary schedules are not allowed and requests for such changes will be denied.

## Care Schedule

<b>2 Day Monthly Rates</b>		<b>4 Day Monthly Rates</b>	
Only AM	\$126 Members & \$166 Non-Members	Only AM	\$194 Members & \$234 Non-Members
Only PM	\$194 Members & \$234 Non-Members	Only PM	\$263 Members & \$303 Non-Members
AM & PM	\$252 Members & \$292 Non-Members	AM & PM	\$341 Members & \$381 Non-Members
<b>3 Day Monthly Rates</b>		<b>5 Day Monthly Rates</b>	
Only AM	\$158 Members & \$198 Non-Members	Only AM	\$210 Members & \$250 Non-Members
Only PM	\$221 Members & \$261 Non-Members	Only PM	\$315 Members & \$355 Non-Members
AM & PM	\$299 Members & \$339 Non-Members	AM & PM	\$404 Members & \$444 Non-Members

# **GENERAL PROGRAM PROCEDURES**

## **DROP OFF/PICK UP INFORMATION**

### **Drop Off:**

Parents will ring the bell with their child. A staff member will greet the parent with necessary sign-in materials. Once this is completed, the child will join the KASPER program inside.

### **Pick-Up:**

Parents will drive up to pick up their child. Once the bell is rung, staff will greet the parent with necessary sign-out materials. Once this is completed, the child will no longer be responsible under the KASPER program for that specific day. A form of ID must be brought each time to pick up.

# GENERAL PROGRAM PROCEDURES

## DISMISSAL INFORMATION

When the dismissal bell rings, will be sent down to the KASPER Program according to school guidelines. Please note the KASPER staff does not retrieve children from classrooms; YMCA staff are waiting to receive your children in the KASPER Program Room. If your child is not present during KASPER after school attendance, the Site Director will contact parent(s) immediately.

We encourage all new KASPER families to contact their child's teacher regarding their enrollment in the KASPER Program. Notification is also sent by the KASPER Director via email to the school's secretary and school principal.

## REPORTING ABSENCES

If a child is sick or will not be attending KASPER for any reason, please call the child's KASPER Program site phone to report the absence NO LATER THAN 12PM on the day of the absence. Absences may also be reported via email to the KASPER Program Director at [mattg@qcfymca.org](mailto:mattg@qcfymca.org)

Please note that all calls made during the school day will go straight to voicemail. Staff will check voicemail prior to the start of the PM program. In your voicemail message, please indicate: 1) date of absence, 2) the child's name, 3) spell the child's last name, and 4) your name and phone number (so you can be reached for any questions).

Longer absences (including vacations or extended illnesses) should be brought to the attention of the KASPER Director via email.

# ARRIVAL/DEPARTURE PROCEDURES

## LATE PICK UP POLICY

**If a child is picked up after 6:00 PM, a fee of \$15.00 is assessed for the first 10 minutes, or any portion thereof, and an additional \$1.00 per minute thereafter will accrue and be charged to your monthly bill.**

Please note: After 3 late pick-ups, the child may be subject to suspension or disenrollment. Although we understand emergencies arise, the Y expects parents to respect the hours of operation and the staff members time. It is important to contact your child's KASPER Site Director immediately if you know you will be late.



# PARENT CONDUCT & COMMUNICATION

## ADULT CODE OF CONDUCT

The YMCA asks that all adults abide by appropriate rules of conduct. Please be mindful of the YMCA's character code of conduct to enable CARING, SHARING, RESPECT, and RESPONSIBILITY.

The following behaviors are NOT allowed:

- Being disrespectful
- Physical abuse/verbal abuse of any kind
- Under the influence of alcohol/drugs
- Loitering at the program site
- Smoking on site
- Confronting/correcting other children enrolled in the program
- Confronting other parents/guardians in the program

Please note all YMCA staff are carefully screened and background checked to care for your children. Program parents may not loiter and are expected to sign out their child and leave. The YMCA's first responsibility is the safety of every child.

## PARENT CUSTODY POLICY

YMCA staff and management make every effort to effectively communicate with parents. For those parents involved in custody, visitation, and/or other domestic disputes please understand that the YMCA will not become involved in any of these matters. These issues are best handled between you and your attorney. Children can only be released to parent/guardian who are listed on the child's authorized pick up list. In the event of a custody dispute, we must rely on information provided by the enrolling parent.

## RELEASE OF PERSONAL INFORMATION

The YMCA will not release, or share any personal information on the child or family. Parents will be asked to sign a Release Form to authorize the YMCA to use photos of children for program marketing purposes.

## CAMERA/VIDEO POLICY

Video recorders, cameras, or other visual recording devices are not allowed on the premises without consent of YMCA Management. Please see our Front Desk staff for specific details. The Campanelli YMCA will prosecute, to the full extent of the law, anyone caught taking inappropriate pictures of another person. In addition, YMCA membership and program participation privileges will be revoked.

# OTHER IMPORTANT INFORMATION

## DCFS MANDATED REPORTERS

The YMCA staff have a social responsibility to report suspicion of child abuse or neglect to DCFS. State law requires professionals in education and child care to become trained as Mandated Reporters to protect all children. Authorities will also be called immediately if YMCA staff suspect a parent/guardian is under the influence of drugs, alcohol, or witness an act of child abuse.

## RIGHT OF DISMISSAL

The YMCA reserves the right to remove a child from our program if the child, Parent/ Guardian is unable to adjust and function within our program or comply with YMCA policies. The child will be dismissed with two weeks' notice when possible. However, in extreme circumstances, immediate dismissal can occur at the discretion of the YMCA Executive Director. Prior to disenrollment, the YMCA KASPER staff will utilize behavioral management techniques to help re-direct disruptive behaviors. The next step is to conduct a parent conference to share what staff is observing and ask you to provide solutions to help us manage the behavior. The last step in this process is dismissal from the program.

## SAFETY IN SCHOOLS

### **No Firearms on School Grounds | PUBLIC SAFETY Pursuant to 430 ILCS 66/65**

In Accordance with the Illinois State Police Administrative Code 430 ILCS 66/65 the possession of firearms in not allowed on public school grounds:

#### **Sec. 65. Prohibited areas:**

(a) A licensee under this Act shall not knowingly carry a firearm on or into:

(1) Any building, real property, and parking area under the control of a **public or private elementary or secondary school.**

## KASPER EMERGENCY PREPAREDNESS & PRACTICE DRILLS

Campanelli YMCA works in cooperation with School District 54 for Emergency Preparedness. The YMCA adapted the School District 54 emergency procedures to use in the KASPER program. YMCA staff conduct monthly safety drills in the KASPER Program. The YMCA is committed to keeping all children safe in our care.

# FINANCIAL POLICIES

## DELINQUENT FEES

KASPER Program payments are due on the 1st of the month. For KASPER Program payments that are two weeks late, childcare services will be suspended until the balance is paid in full. If payment remains unpaid for three weeks, collection procedures will also be initiated, and the child will be dis-enrolled from the program. KASPER Program payments that are more than 1 week late will be subject to a \$20.00 late fee.

Children who are dis-enrolled due to non-payment may not be re-enrolled until the remaining balance and first month's payment are made in full.

## DECLINED PAYMENTS/RETURNED CHECKS

A \$20.00 service fee will be assessed for returned checks for insufficient funds and any payments declined by the bank or credit card provider. If a personal check is returned from the bank, parents are expected to pay in cash, credit card, or money order.

## REFUND POLICY FOR NON-ATTENDANCE DAYS

We do not offer credit/refunds for days a child cannot attend KASPER due to illness! However, if there is an extended absence due to illness, lasting more than a week, the Y will issue a credit when a note is submitted from the child's physician. Refunds are also not issued for instances where District 54 Schools cancels school due to inclement weather, or for any other reason.





## STATE OF ILLINOIS CHILD CARE ASSISTANCE

The YMCA now accepts Illinois Action for Children Child Care Assistance (CCAP)! Families receiving Action for Children/CCAP must provide the Kasper Director with the "Approval of Request for Child Care Payment" provided from the Illinois Department of Human Services at the time of registration. Parents are responsible for all co-pays and registration fees.

Action for Children subsidies may only be applied to school attendance days and may not be applied to Days Off Programs unless specifically designated on the approval letter provided by the Illinois Department of Human Services.

## CHILD CARE TAX STATEMENTS

Annual statements of child care payments are available after January 1st of each year.

Due to the high volume of children attending the KASPER program, child care tax statements are NOT mailed automatically. Requests may be made via email or phone after January 1st. Statements can also be printed from your online account. Please contact the KASPER Director for more information on how to access your account.



# HEALTH & WELL-BEING



## Children Presenting Illness

The well-being and safety of children in the Y Childcare & E-Learning Academy are the YMCA's first priority. If a child shows signs of illness while in the KASPER program, such as: vomiting or fever (100 degrees Fahrenheit or greater), diarrhea, other symptoms of COVID or other illness, the parent/guardian will be called and required to pick up the child as soon as possible.

A sick child will be separated from others and allowed to rest until the Parent/Guardian arrives. Children showing symptoms of illness or fever will be required to self-isolate at home for a minimum of 72 hours, provided they are fever- and symptom-free.

Any child suspected of having COVID-19, having been diagnosed with, or in contact with a person suspected of or diagnosed with COVID-19 will be required to self-isolate at home for a minimum of 10 days. They may not return to the program until written documentation can be provided by a physician stating that the child is no longer communicable and may return to the program.

If a positive case is detected within our program, all parents of children within that cohort, and any other children who may have had contact with the positive case, will be recommended to self-isolate at home and seek advice from a medical professional.

## Parent Communication (COVID-19)

As a childcare program providing care during a pandemic, we rely on the communication of our families to keep everyone safe. It is REQUIRED that parents notify the Program Director(s) if someone has tested positive for COVID-19 in their home, or if their child has been in close contact with a positive case.

## Emergency Medical Care

YMCA staff are careful to ensure the safety of the children in our care and are trained in CPR and First Aid. If a child is involved in a minor accident, appropriate first aid will be rendered by KASPER staff. Parents will receive an injury report for each occurrence. Parents will be notified immediately for any moderate to severe injury. If the parent can not be reached, the Childcare staff will begin to contact the child's on-record emergency contacts. For critical injuries, staff will immediately call 9-1-1 and have the child transported by ambulance to the local hospital if deemed necessary by the paramedics.

## Insurance

Medical, dental, and accident insurance for each child are the responsibility of the parent. Campanelli YMCA DOES NOT provide individual insurance coverage.

## Medication Dispensation

If medication is necessary during the E-Learning Academy, the Parent(s) of Record must sign the YMCA Medication Dispensation Authorization Form to permit YMCA KASPER staff to administer medication. Parents should contact the YMCA Director of School Age Child Education Programs to arrange for medical dispensation. Please note that all prescription/OTC medications are kept in a locked combination box out of the reach of children. KASPER staff do not have access to the school nurse's office, so we strongly encourage parents to keep extra medication at the Kasper site if it may be needed outside of the school day.

## Medications

All prescription medications must be submitted in the original container and labeled with the child's name, address, and dosage instruction. It is the parent's responsibility to keep track of their child's medication, and to replenish the supply if needed throughout the year. Over-the-counter medications will not be administered unless written consent is received from a physician, including dosage, purpose, and possible side effects.

# CLEANING/SANITIZATION/SAFETY



## Hand-washing/Sanitizer

All children will be required to wash their hands with soap and water or use hand sanitizer before entering the program. Proper and frequent hand-washing procedures will be followed throughout the day.

## Water Bottles

Due to IDPH guidelines, all water fountains in District 54 Schools have been turned off or otherwise made unavailable. Children participating in the KASPER Program must bring a labeled water bottle each day. Staff will assist in refilling their water bottles at refill stations in the schools.

## Social Distancing

Both children and staff will follow social distancing guidelines, both indoors and outdoors. Seating will be spaced out 6 ft apart throughout each area to provide room for social distancing while learning. When playing with others, social distancing will be enforced by staff and any shared materials sanitized between each child's use.

## Cleaning Procedures

Childcare Staff have been trained extensively on CDC and IDPH guidelines regarding cleaning and sanitization. All high-touch areas, such as doorknobs, toilet flush handles, sink handles, tables and chairs will be cleaned and sanitized throughout the day. Any materials shared by children or staff will be sanitized between uses. In addition, Staff will clean and disinfect all areas used, equipment and toys at the end of each day.

Children will be provided their own individual bags of supplies to use during the program. Parents are encouraged to only send supplies from home that were provided by their schools/teachers (i.e., workbooks, dry erase boards, etc) to reduce the spread of germs.



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## **Adult Code of Conduct**

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- Being disrespectful
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- Under the influence of alcohol/drugs
- Loitering at the program site
- Smoking on site
- Confronting/correcting other children enrolled in the program
- Confronting other parents in the program

Please note all YMCA staff are carefully screened and background checked to care for your children. Program parents may not loiter and are expected to sign out their child and leave. The YMCA's first responsibility is the safety of every child.

### **RECEIPT OF PARENT HANDBOOK**

I have read and received the policies of the Campanelli YMCA 2021-22 KASPER Program Handbook. I understand and agree to follow these policies. Failure to follow these policies may result in termination of the child care service.

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Child's Name

Camp

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Parent/Guardian Signature

Date

**Campanelli YMCA | 300 W. Wise Road, Schaumburg, IL. 60193**  
**Phone: (847) 891-9622 | Fax: (847) 891-8901**