



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## TAYLOR BRANCH

2023-24 BEFORE & AFTER SCHOOL  
PROGRAMS



# GOLDEN CORRIDOR FAMILY YMCA

## Parent Handbook

- Gilberts Elementary School
- Howard B. Thomas Grade School
- Lily Lake Grade School
- Taylor YMCA (serves U-46 schools)

50 N McLean Blvd, Elgin, IL 60123  
(847) 888-7410  
[www.gcfymca.org](http://www.gcfymca.org)



Dear Parents and Guardians,

Welcome to the Before and After School Program! My name is Jennifer Lucchesi, and I am the Senior Program Director here at the Taylor Branch of the Golden Corridor Family YMCA. In my position, I am responsible for the overall care, education, and wellbeing of all the children and staff who participate in our school-age childcare programming.

This will be my fourth school year overseeing before and after school programs on an administrative level, and my second school year working with the Taylor YMCA! I hold my Bachelor of Science in Elementary Education from Northern Illinois University and have an active Illinois Professional Educator License. I am currently pursuing my Master of Public Administration at Northern Illinois University and am emphasizing nonprofit management. I am truly blessed to work for the YMCA while I work towards my degree, as the two different areas of my life work hand in hand to help me learn more every single day.

Thank you for choosing to enroll your child in our programs. We know you have a lot of choices, and we are glad that you chose us for the 2023-24 school year. The Golden Corridor Family YMCA strives to provide quality programs that enrich the lives of all involved. Our programs are not babysitting, they provide a chance for your child to spend time participating in a large variety of activities each day, including curriculum-based activities, arts and crafts, games, sports, and more!

This handbook is a resource for policies and procedures for our school year programs. We encourage you to take the time to read it before the first day of your child's care. If you still have questions or concerns, please feel free to contact me. I look forward to collaborating with you and your family this year!

Best Regards,

*Jennifer Lucchesi*

Jennifer Lucchesi  
Senior Program Director  
Golden Corridor Family YMCA e  
[jenniferl@gcfymca.org](mailto:jenniferl@gcfymca.org)

## **YMCA Mission**

The Taylor YMCA is a branch of the Golden Corridor Family YMCA Association. The Y is a nonprofit organization whose mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Guided by our core values of caring, honesty, respect, and responsibility, the Y is dedicated to giving people of all ages, backgrounds, and walks of life the opportunity to reach their full potential with dignity.

## **Our Cause**

Strengthening communities is our case. Every day, 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 nonprofit 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 Taylor YMCA's Before and After School Program provides services to all children. However, the programs we provide are group-centered and are not designed to provide one-on-one individualized care. Although the 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 fit for their needs. If the YMCA determines that a child requires individualized attention, the YMCA shall immediately discuss this issue with the child's parents/guardians. Parents will be reminded of the above policy and together, we will 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 Subscription**

Our goal is to provide a safe and enriching environment for school-age children in kindergarten-sixth grade. Our childcare programs are designed to provide children opportunities to gain foundational skills and help them reach their full potential by enhancing education and wellness. The Before & After School curriculum is more than traditional childcare- we provide academic enrichment, homework assistance, and active games to keep our kiddos moving.

## **Program Objectives**

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

## **Program Operations**

School-age care programs facilitated by the Golden Corridor Family YMCA are considered license exempt by the IL DCFS Child Care Act. These programs follow section 2.09 (j) and comply with the following guidelines:

Programs or portions of programs that:

- Serve only school-age children and youth (defined as full-time kindergarten children or older)
- Are organized to promote childhood learning, child, and youth development, educational or recreational activities, or character-building
- Operate primarily during out-of-school time or at times when school is not normally in session

Programs or portions of programs requesting Child Care Assistance Program (CCAP) funding and otherwise meeting requirements (described above) shall request exemption from the Department and be determined exempt prior to receiving funding and must annually meet the eligibility requirements and be appropriate for payment under the CCAP.

For a program to be found exempt, the following stipulations apply:

The Department shall provide written verification of exemption and description of compliance with standards for health, safety and development of the children who receive the services upon submission by the provider of the following documentation:

Comply with the standards of the Illinois Department of Public Health or the local health department, the Illinois State Fire Marshal, and the following additional health and safety requirements:

- a. Procedures for employee and volunteer emergency preparedness and practice drills.
- b. Procedures to ensure that first aid kits are maintained and ready to use.
- c. The placement of a minimum level of liability insurance as determined by the Department.
- d. Procedures for the availability of a working telephone that is always onsite and accessible.
- e. Procedures to ensure that emergency phone numbers are posted onsite.
- f. Restriction on handgun or weapon possession onsite, except if possessed by a peace officer,
- g. Perform and Maintain authorization and results of criminal history checks through the Illinois State Police and
- h. FBI and checks of the Illinois Sex Offender Registry, the National Sex Offender Registry, and
- i. Child Abuse and Neglect Tracking System for employees and volunteers who work directly with children
- j. Make hiring decisions in accordance with the prohibitions against barrier crimes as specified in Section 4.2 of this Act or in Section 21B-80 of the School Code
- k. Provide parents with written disclosure that the operations of the program are not regulated by licensing requirements,
- l. Obtain and maintain records showing the first and last name and date of birth of the child, name, address, and telephone number of each parent, emergency contact information, and written authorization for medical care.
- m. Notarized statement that the facility complies with:
  - i. Standards of the Department of Public Health or local health department,
  - ii. Fire safety standards of the State Fire Marshal, and



iii. If operated in a public-school building, the health and safety standards of the State Board of Education.

Out-of-school time programs for school-age youth that receive state or federal funds must comply with only those staff qualifications and training standards set for the program by the State or federal entity issuing the funds.

Programs or portions of programs (described above) that do not receive State or federal funds must comply with staff qualification and training standards established by rule by the Department of Human Services that are yet to be developed.



# PROGRAM HOURS AND LOCATIONS

## Program Hours

Site Name	Before School	After School
Gilberts Elementary School	NO BEFORE SCHOOL	2:00pm to 6:00pm
Howard B. Thomas Grade School	6:30am to 9:15am	3:30pm to 6:00pm
Lily Lake Grade School	6:30am to 9:15am	3:30pm to 6:00pm
Taylor YMCA (U46)	6:30am to 8:30am	2:00pm to 6:00pm

## Program Locations

Gilberts Elementary School	729 Paperbark Lane	Gilberts
Howard B. Thomas Grade School	44w575 Plato Rd	Burlington
Lily Lake Grade School	5N720 IL-47	Maple Park
Taylor YMCA	50 N McLean Blvd	Elgin

## Program Site Phone Numbers

All YMCA 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. Please use these numbers to report absences as well.

Site Name	YMCA Site Number	School Office Number
Gilberts Elementary School	847.961.0372	224.484.5900
Howard B. Thomas Grade School	331.588.5511	847.464.6008
Lily Lake Grade School	847.651.3940	847.464.6011
Taylor YMCA	847.651.2059	847.888.7410 (YMCA Main Line)

In the unlikely situation you are unable to connect to the YMCA on-site cell phone, please call the Senior Program Director at (630) 503-6571 or the Taylor YMCA main line at (847) 888-7410.



## **Drop Off and Pick Up Information**

Please note that at each of our school sites, entry doors are locked per district policy. Each of our school sites should have a walkie-talkie placed outside the entry door to let our team know that you have arrived for drop off or pick up. You may utilize this at any time during program hours. During the winter months, you may call or text the program phone as well.

<b>Site Name</b>	<b>Access Door</b>
Gilberts Elementary School	Main Door – Door 1
Howard B. Thomas Grade School	Cafeteria – Door 13
Lily Lake Grade School	Main Door – Door 1
Taylor YMCA (U46)	Mobile – Small, Red Building

## **Late Pick Up Policy**

Our program ends promptly at 6:00pm daily. If a child is not picked up by that time, a fee will be assessed at \$1 for every minute past 6:00pm. Please use the program phone number to let our team know if you will be running late. Staff will make attempts to contact parents and emergency contacts as needed. Please note that at 6:30pm if a child has still not been picked up, police will be notified whether contact has been made with an authorized pickup adult per YMCA policy.

After 3 late pick-ups have occurred, the child may be subject to suspension or disenrollment. Although we understand that emergencies arise, the Y expects parents to respect the hours of operations and the staff members' time.

## **Dismissal Information**

When the bell rings at the end of the school day, children will be sent to the YMCA program according to school guidelines. Please note that our staff are not retrieving children from their classrooms. We encourage all program families to contact their child's teacher and school office regarding their enrollment to ensure their children are sent to the YMCA program on the correct days of the week. Any changes to your normal schedule should also be communicated with your school's main office and your child's teacher.



## Reporting Absences

If a child is sick or will not be attending the program for any reason, please text the appropriate program phone to report the absence no later than 12pm on the day of the absence. Absences may also be reported via email to [taylorymcaattendance@gmail.com](mailto:taylorymcaattendance@gmail.com).

Please note that all calls made to program phones during the school day will go directly to voicemail. The voicemail boxes are not regularly monitored, so please text or email whenever possible. In your message, please include:

- 1) Which site your child attends (for email only)
- 2) Date(s) your child will be absent
- 3) Your child(ren)'s name
- 4) Your child(ren)'s last name, with the correct spelling
- 5) Your name and phone number

Any extended absences (such as vacations or extended illnesses) should be brought to the attention of the Senior Program Director via email.



# 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 our Before & After School Programs, staff will instruct the child to keep items in their backpack for the duration of the program. If personal items continue to create disturbances, items will be held by the Site Director and returned to the parent/guardian at the time of pick-up.

YMCA program staff will make every effort to connect children with lost items; however, the YMCA is not 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 program storage for one week. Any belongings left behind after one week will be moved to the school's lost and found.

## Cell Phones & Electronics

The use of cell phones or other electronic devices is prohibited by children participating in YMCA childcare programs. Cell phones or other 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

Each of our partner districts has assigned the use of Chromebooks or iPads to children throughout the district. While attending the Before & After School 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 YMCA's program activities.

The YMCA is not responsible for devices that are misused, broken, or misplaced/stolen during program hours. Parents are encouraged to refer to your district's device usage policies for further information regarding their child's device.



# SNACK POLICIES

## Morning & Afternoon Snack

The YMCA provides a healthy snack for all children attending the before and after school programs. Parents who would like to send an additional snack are asked to send shelf-stable and allergen-free snacks. Additionally, children will not be permitted to finish any uneaten portion of their lunches due to the risk of spoilage or contamination from lack of refrigeration.

## Food Allergies & Dietary

The YMCA understands that children in our programs may have a dietary restriction or food allergy that prevents them from eating the snacks provided by the YMCA. In these instances, parents are encouraged to submit documentation to the Senior Program Director if your child will need to bring a snack from home. Children with documented dietary/allergy restrictions will be allowed to bring a snack from home, if 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 Epi-Pen or Benadryl) with documentation on file in the event of an allergic reaction during the Before and After School Program. Our program staff do not have permission to access the nurse's office during our program hours.**



# PROGRAM REGISTRATION AND PAYMENTS

## Registration Procedures

Children are accepted on a first come, first served basis and we maintain a waiting list for any sites that are full. All registrations must be completed and submitted online (CCAP or DCFS funding parents, please see the following section).

A one-time, non-refundable registration fee of \$25 will be charged at the time of registration for each new registrant. Please note that this fee only covers the registration for the 2023–24 school year program.

Families utilizing IDHS/CCAP or DCFS funding to help cover the cost of childcare should reach out to the Senior Program Director for registration forms, as the online portal will ask you to pay full price for the month at the time of registration. Please contact the Senior Program Director at [jenniferl@gcfymca.org](mailto:jenniferl@gcfymca.org) for more information. As a reminder, you must have proof of approval from the state to begin the program. Without approval, parents will be responsible for the full cost of the program until the approval is submitted.

## Parent of Record

Please note that the parent(s) who complete the enrollment registration forms for their children are defined as formally "Parent(s) of Record." These parents are recognized by the YMCA as the individuals who have authority to make changes, request payment information, or request copies of registration paperwork. ONLY parents who are noted as such in the online registrations system will be considered "Parents of Record."

## Release of Personal Information

The Golden Corridor Family YMCA will not release any personal information regarding any child or family unless the parent of record requests such release and has signed the Release of Information form. Please note that the photo release waiver is included in all paperwork upon sign up, and photos or videos taken during program hours may be used for YMCA publicity purposes. Request for exceptions should be sent directly to the Senior Program Director at [jenniferl@gcfymca.org](mailto:jenniferl@gcfymca.org).

## Registration Processing

The YMCA Before & After School Program begins on the first day of each month. If starting on a different date, the Taylor YMCA requires a minimum of two business days to accurately enroll the child and inform the school. Please contact the Senior Program Director via email if your child requires an alternate start date or if the registration deadline has passed.



# 2023-2024 SCHOOL YEAR PAYMENT INFORMATION

## Tuition Payment Information

Tuition is billed in equal payments and is due 15 days prior to the end of each month. The rate for each month is determined by the total number of in-school attendance days during the school year. Our team has determined the total yearly cost of attendance and split it into a monthly fee. This helps many families maintain consistency in their financial records. All payments are billed in equal installments and there are no prorated months.

<b><u>MONTH</u></b>	<b><u>DUE DATE</u></b>
August	July 17 <sup>th</sup>
September	August 17 <sup>th</sup>
October	September 16 <sup>th</sup>
November	October 17 <sup>th</sup>
December	November 16 <sup>th</sup>
January	December 17 <sup>th</sup>
February	January 17 <sup>th</sup>
March	February 15 <sup>th</sup>
April	March 17 <sup>th</sup>
May	April 16 <sup>th</sup>

## Late Registrations

Registrations received after the 15<sup>th</sup> of the month will be billed at the time of registration, including the \$25 registration fee. Automatic monthly payments are then set up for the amount remaining.

## Delinquent Fees

Before and After School Program payments are due on the 15<sup>th</sup> of each month. For any payments that are two weeks late or more, childcare services will be suspended until the balance is paid in full. If payment remains unpaid for three weeks, collection procedures will be initiated, and the child will be unenrolled from the program. Program payments that are more than 1 week late will be subject to a \$20 late fee.

## Declined Payments and Returned Checks

A non-refundable \$30.00 service fee will be assessed for any returned checks or payments declined by your bank or credit card provider. If a personal check is returned from the bank, parents are expected to pay using cash, credit card, or a money order. Please ensure your billing method is updated prior to each monthly charge date to avoid this fee.

## Refund Policy for Non-Attendance Days

We do NOT offer credits or refunds for days a child cannot attend the program due to illness. However, any extended absences due to illness lasting more than a week may be eligible for a system credit, provided that a note from the child's Primary Care Physician has been submitted. Refunds are also not issued for instances where any of our partner school districts cancel due to inclement weather, or for any other reason.

## Parent Notice of Cancellation

While we hope to maintain a strong partnership with each of our families throughout the duration of the school year, we do understand that things happen, and plans change! If you need to cancel your childcare for any reason, the Golden Corridor Family YMCA requires a 2-week written notice for all program cancellations, including the Before and After School Program. A written cancellation request must be on file with the Senior Program Director two weeks prior to the next scheduled billing date to receive a refund or a credit. You can send this via e-mail or stop at the Taylor Branch to fill out a form in person.

## Care Schedule Policy

The YMCA Before & After School Program is designed for consistency in attendance. Parents/Guardians must designate a consistent care schedule for their child to attend the program. Drop-in schedules and other temporary schedules will not be accommodated without special permission from the Senior Program Director.

Before School Only	2-Day Monthly Rate	3-Day Monthly Rate	4-Day Monthly Rate	5-Day Monthly Rate
Member	\$133	\$165	\$201	\$217
Non-Member	\$173	\$205	\$241	\$257

After School Only	2-Day Monthly Rate	3-Day Monthly Rate	4-Day Monthly Rate	5-Day Monthly Rate
Member	\$201	\$228	\$270	\$322
Non-Member	\$241	\$268	\$310	\$362

Before and After School	2-Day Monthly Rate	3-Day Monthly Rate	4-Day Monthly Rate	5-Day Monthly Rate
Member	\$259	\$306	\$348	\$411
Non-Member	\$299	\$346	\$388	\$451

# PARENT CONDUCT AND 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 each of the Y's core values. The following behaviors are NOT allowed:

1. Being disrespectful
2. Physical or verbal abuse of any kind
3. Being under the influence of alcohol or drugs
4. Loitering at the program site
5. Smoking on site
6. Confronting or correcting other children enrolled in the program
7. Confronting other parents or 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 their children out and leave. The YMCA's first responsibility is the safety of every child.

## Parent Custody Policy

YMCA staff and management make every effort to communicate effectively with parents. For those parents who are 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 parents, guardians, or other adults 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.

## Camera/Video Policy

Video recorders, cameras, or other visual recording devices are not allowed on the premises without the consent of YMCA management. Please see our front desk staff for specific details. The Golden Corridor Family 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.

## No Firearms Policy

It is the policy of Golden Corridor Family YMCA to maintain an environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the YMCA is committed to a strong stand against firearms and weapons wherever Y programs are held, including buildings, grounds, and schools. It is the Golden Corridor Family YMCA's policy to maintain a firearms and weapons free environment and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The Golden Corridor Family YMCA will strictly enforce this policy.

## 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 childcare 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 or alcohol, or if they witness an act of child abuse.

## Childcare Tax Statements

Yearly childcare tax statements can be obtained by contacting the Senior Program Director via email at [jenniferl@gcfymca.org](mailto:jenniferl@gcfymca.org).

## Discipline and Guidance

A positive guidance approach is used to help children develop positive self-esteem, build trust in the world around them and develop autonomy and pride in their work. A supportive, nurturing environment with caring adults is the first step in the development of inner control and appropriate behavior. Our staff set limits by using a set curriculum, which provides structured choices for children. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. Consequences (logical and natural) developmentally related to the child's behavior might include reinforcing positive behavior, modeling appropriate behavior, and assisting children with finding words to describe how they are feeling.





# PROGRAM PARTICIPANT CONDUCT

## Participant Character Contract

The goal of our program is to provide a safe and healthy atmosphere for children to develop a variety of skills and relationships while participating in activities. Throughout the year, we utilize our Character Development Mission to emphasize the core values of the YMCA and develop respect, responsibility, caring, and honesty among each participant. Please review the character contract as a family.

### YMCA Program Expectations:

1. No foul language
2. No threats to staff or peers
3. Keep our hands to ourselves
4. Respect staff & other peers
5. Follow through with activity expectations
6. Cannot leave designated group area without notifying staff
7. When attending trips, must adhere to the location's rules & regulations
8. Will follow along with daily schedule of groups

The goal at the YMCA is to maintain a safe and fun environment for all staff and program participants. For our programs to be successful for all students, cooperation, respect, and self-control must be our expectations for every child. Our team is more than willing to work with you and your child(ren) to provide appropriate interventions within reason. When a child demonstrates that they have not followed the rules/expectations of the YMCA, the following will take place:

- 1. First Violation** – a staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as swimming, free time, etc. Parents will be contacted during the day depending on the time of the incident. Parents must sign the character contract at the time of pick-up.
- 2. Second Violation** – a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and may be asked to pick up their child within the hour. The child is subject to a 1 or 3-Day suspension period, depending on the severity of the behavior. Parents must meet with program leadership to discuss a behavior plan before their child is welcome back.
- 3. Third Violation** – a staff member will address and document the issue directly with the child. Parents may be contacted immediately to pick up their child from the program. The child will be subject to a 5-day suspension period. Parents must sign the character contract at the time of pickup. Parents must meet with program leadership to discuss a behavior plan before their child is welcomed back.
- 4. Final Violation** – the child will be dismissed from the program for the duration of the program.

**\*\*Interventions are cumulative and may not reset, depending on the severity and/or nature of each individual situation, disciplinary actions from prior programs and/or school years may be taken into consideration when making determinations for disciplinary action/dismissal.**

**The following actions may result in a student's immediate dismissal from the program:**

1. Physical attack or assault of a staff member
2. Threat to a staff member or to a staff member's property
3. Running from assigned group and staff members
4. Extreme violence towards another program participant

Please note that the YMCA will NOT share information regarding disciplinary action taken against any child outside of the child's immediate parent/guardian for safety reasons and privacy purposes.

**The following is prohibited conduct, behavior, or activity at the Golden Corridor Family YMCA:**

1. Insubordination is defined as failure to comply with requests from any staff member. This includes all YMCA staff, first student personnel, and non-YMCA staff members such as school district personnel and staff responsible for any field trip sites.
2. Bringing weapons, or look-alike weapons, such as guns, clubs, chains, knives, brass knuckles, spears, and any other device that could be used to hurt or harm a student, staff member, or anyone on YMCA property is strictly prohibited.
3. Intimidating or attempting to intimidate (threaten) students or YMCA personnel.
4. Bullying is severe or pervasive physical or verbal conduct, including written or electronic communications, directed to a student or students that can reasonably be expected to:
  - a. Place them in reasonable fear of harm to their person or property
  - b. Cause a substantial detrimental effect on their physical or mental health
5. Vandalism is the intentional damage to, or destruction of YMCA property, school district property, or the property of any field trip sites.
6. Theft: Stealing or possession of stolen YMCA, student, or faculty property.
7. Electronic Devices/Cell Phones: To maintain a safe and healthy environment in our programs, students are not allowed to use or have turned on any electronic signaling and cellular telecommunication devices during program hours, unless authorized by the YMCA leadership team.
  - a. Electronic signaling devices include but are not limited to cellular telephones, Personal Assistant Devices, iPods or mp3 players, laptop computers, and devices that can communicate by voice or text communication.
  - b. The YMCA is NOT responsible for a lost or stolen cell phone. YMCA staff will confiscate electronic devices that are visible or in use during program hours.
8. Fighting or any other type of physical abuse will not be tolerated at the YMCA. The YMCA views this as an unacceptable means to solve a conflict, no matter what the circumstance. Students are prohibited from involving themselves in a fight for any reason.
9. Acts which directly or indirectly jeopardize the health, safety, and welfare of students and/or YMCA personnel are strictly prohibited. This includes willfully obstructing an investigation by giving the YMCA program Director and/or Coordinator by giving false information or withholding information in response to questions.
10. Sexual Harassment: Sexual harassment is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Such conduct is a violation of procedures and will be handled through disciplinary action. Any student who believes that they have been subject to sexual harassment or any person who believes that they have witnessed an incident of sexual harassment should make a complaint. The initiation of a complaint of sexual harassment will not result in retaliation, bias, or intimidation against the complainant. All complainants shall immediately be referred to the Human Resources Director for investigation.
11. Acts of intolerance for diversity, either physical or verbal, which may include, but are not limited to, race, ethnicity, sexual orientation, religious belief, gender, disability, etc. All students should have respect for one another and all staff.
12. Use of inappropriate or offensive language will lead to disciplinary action. This language includes, but is not limited to, profanity.

**\*We reserve the right to dismiss your child from the program at any time if we deem unsafe placement due to environment, physical, emotional, or other harm to themselves, other children, staff, and members.**

**\*Refunds will not be provided for any days missed due to suspension from programs.**

**\*The YMCA obtains the right to modify and/or add policies and procedures to this contract throughout the program session. Parents will be notified of any changes prior to them taking effect.**

# HEALTH AND WELLBEING

## Children Presenting Illness

The wellbeing and safety of children in the YMCA childcare programs is the YMCA's first priority. If a child show signs of illness while in the program such as vomiting, fever, temperature of 100.3 degrees or higher, diarrhea, or symptoms of Covid-19 or any other illness, the parent or 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 their parent or guardian arrives. Children showing symptoms of illness or fever may return to the program after they have gone 24 hours fever and vomit-free without the aid of medication.

As a childcare program providing care during the ongoing pandemic, we rely on the communication of our families to keep everyone safe. It is REQUIRED that parents notify the Senior Program Director if someone in your home has tested positive for Covid-19. If a positive case of Covid-19 is detected within our program, the YMCA will notify all parents of exposed children.

## 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 incident, appropriate program staff will render first aid. Parents will be given an "ouch" report for these injuries as needed. Parents will be notified immediately of any moderate or severe injuries. If the parent or guardian cannot be reached, the program staff will begin to contact the child's emergency contacts. For critical injuries, staff will call 911 and have the child transported by ambulance to the local hospital if deemed necessary by paramedics.

## Insurance

Medical, dental, and accident insurance for each child are the responsibility of the parent or guardian. The Golden Corridor Family YMCA DOES NOT provide individual insurance coverage.



## Medications

YMCA staff cannot administer any non-prescription drugs such as aspirin, Tylenol, cough syrup, etc. Medication prescribed by a physician may be administered by the staff only, if in the prescription bottle. Each parent must fill out a medication distribution form before medication can be administered.

Prescribed medication must be in its original bottle and be marked LEGIBLY with:

1. child's full name
2. name of medication
3. dosage/directions for administering
4. name of physician

The staff **MUST** hold medication of any kind. We store all medication in a locked box or in a unit leader's first aid kit when necessary. Trained staff administer all medication.

**Inhalers:** If your child requires an inhaler and you wish for them to self-administer **ONLY** inhaler medication, **you still must fill out the medication form and note that the child is permitted to self-administer.**

**\*\* It is no longer necessary to provide immunization records to attend YMCA programs.**

## Allergies

It is your responsibility to let us know on the medical form if your child has any allergies along with your child's reaction should they come in contact with the allergen. **Due to the high number of Golden Corridor Family YMCA keeps programs nut-free. Nut products are not permitted, including peanut butter sandwiches and Nutella.**

## Staff Requirements & Qualifications

All Golden Corridor Family YMCA Program staff are thoroughly screened before hiring by background check, interviews, as well as professional and personal reference checks. Background checks include criminal and sex offender registry searches.

Our staff also meet or exceed program requirements set by the YMCA of the USA. Childcare staff are chosen based on maturity, patience, leadership qualities, education, and experience.

All staff are age 16 or over. Most are in college, studying to be in education, family/social services, or recreation-related fields. Throughout the year, childcare staff participate in various trainings including:

CPR/First Aid/AED	Blood Borne Pathogens	Child Abuse Prevention
DCFS Mandated Reporter	Aquatics Safety	Field Trip/Bus Safety
Behavior Management	Emergency Procedures	YMCA Mission/Values
Character Development	Bullying Prevention	Active Shooter Preparation
Working with Special Needs	Curriculum Planning	Relationship Building
... and more!		



## Field Trips

This year, one of our program goals is to incorporate field trips into our monthly curriculum! All field trips will be first come first serve, as there is a total capacity of twenty-eight students per trip. Field trips will be completely optional. Details, registration, and permission slips will be sent to parents digitally prior to the trip taking place. Some field trips may require you to pick your child up at the destination, and others may return to the care site closer to the end time of the program at 6pm. All details regarding the schedule will be shared at the time of trip sign-up.

## Transportation

Students at the Taylor site and students attending field trips from all sites will be transported to and from scheduled activities in a YMCA-owned vehicle. The YMCA owns two non-CDL buses that are driven by trained staff and are fully insured. Please note that our drivers are required to have a valid Illinois driver's license and be of a certain age but are NOT CDL-licensed. We abide by all safety rules and regulations provided by the YMCA of the USA and maintain our own extra safety regulations.

## Newsletters & Communication

**Newsletters:** will be emailed weekly. Please read them to keep informed about schedules and information. From time to time, we may send out a flyer or letter with additional information. The check-in/check-out staff person will have the most recent communications that were sent home so you may check with them if you feel you have missed a flyer or newsletter. **We obtain the right to add or change rules and regulations throughout the season. You will be notified of all changes before they take effect.** These changes will also be included in the newsletters.

**Remind Text Alerts:** Sign up for text alerts! We will use the Remind App to push out reminders and informative information. Text @taylorba23 to 81010. Please make sure to turn on notifications!

**Photographs:** As a program participant of the Golden Corridor Family YMCA, your child may be photographed during his/her activities here. The Golden Corridor Family YMCA may use their photos periodically in our brochure or other publications.

**Social Media:** Please follow the Golden Corridor Family YMCA on Facebook for updates and pictures of the fun!

**Keep Staff Informed:** We strongly request that you keep us informed about changes in emergency numbers, addresses, work numbers, etc. If you plan to be out of town, or in a place other than our information indicates, it is your responsibility to inform us where to reach you in case of an emergency.

Please keep our team informed of any changes in your child's world that may affect him/her (school problems, sickness of a family member, separation/divorce of parents, etc.). The staff is sensitive to your child's needs and feelings, but notification of large events in the child's life is extremely useful to determine a proper procedure.