



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# Y CHILDCARE & E-LEARNING ACADEMY

## PARENT HANDBOOK

2020-2021 SCHOOL YEAR

PROGRAM BEGINS: AUGUST 24, 2020

### CAMPANELLI YMCA

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

## **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 can learn, grow, and thrive. Our strength is in community; 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 Y Childcare & E-Learning Academy provides services to all children. However, the Y Childcare & E-Learning Academy 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 & Description of Daily Program

The Y Childcare & E-Learning Academy is designed to assist working parents and their children, who will be utilizing E-learning this fall in local school districts. During this program, children will be supervised by YMCA childcare staff while they complete their E-learning assignments. In addition, children will have the opportunity to engage in active play, arts and crafts, and STEM projects.

## Program Operations

The full-day program follows strict IDHS childcare guidelines regarding group sizing. In addition, our program will adhere to stringent CDC and IDPH guidelines regarding cleaning, sanitization, mask use and social distancing.

## Program Hours

- Before care: 7:00 am – 8:30 am
- “Learning” hours: 8:30-3:00 pm
- After care: 3:00 pm – 6:00 pm

## Child’s Behavioral Expectations

The Campanelli YMCA works in partnership with School District 54 to improve the behavior outcomes of students in every grade through Positive Behavioral Interventions and Supports System (PBIS). PBIS teaches behavioral expectations by introducing, modeling, and reinforcing desired behavior in a positive manner where students learn to be responsible for their own behaviors. Typical expectations include:

### 1. Be Safe

Keep hands and feet to one’s self and use equipment appropriately.

### 2. Be Responsible

Play by the rules, listen to the staff, and respond appropriately; inform staff of issues, keep personal belongings neat and in the designated area, and clean-up after one’s self.

### 3. Be Respectful

Keep hands and feet to one’s self, use voice appropriately for the situation, use kind words, include everyone, and use good manners.



## E-Learning Support

All children are required to bring their own school-assigned devices and a pair of headphones. Children will be supported through their E-learning assignments by childcare staff, including reading directions, checking their assignments for completion and submission to their teachers, and providing time for direct interaction with their teachers via “Zoom” or Google Classroom meetings.

## **Program Contact Information**

Parents may contact the Program Director(s) at any time using the following contact information:

Sally Camposagrado  
(847) 891-9622 ext. 105  
[kasperprogram@gcfymca.org](mailto:kasperprogram@gcfymca.org)

Sheila Turek  
(847) 891-9622 ext. 106  
[sheilat@gcfymca.org](mailto:sheilat@gcfymca.org)



If a child needs to contact their parent/guardian, we will be happy to help them do so from the site phone. Please contact the Y directly to report absences prior to 8:00 am.

## **Personal Belongings**

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 the Y, staff will instruct the child to keep items in their backpack for the duration of the program.

Childcare 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.

## **Use of Cellphones & Electronics**

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

## **Use of Chromebooks & iPads (as assigned by the school/district)**

The use of Chromebooks that have been assigned by the school/district to students in the program is restricted to homework time ONLY. Students are encouraged to follow the district's Chromebook Usage Policy during the V-Learning Program and refrain from accessing websites or applications that are not approved by the school/district. The YMCA is not responsible for Chromebooks or iPads that are misused, broken, or misplaced/stolen during the program.

## **Morning & Afternoon Snack Policy**



### **Morning & Afternoon Snack**

The YMCA provides a healthy snack for both morning and afternoon for all children attending the program. Parents are asked to refrain from packing a snack from home unless a dietary/allergy restriction exists (see below).

### **Lunch**

Parents must provide a nut-free lunch for their children each day. Lunches must be “shelf stable”, or the parent can provide an ice pack to be kept in their lunch. Disposable lunches (i.e., “brown bag”) are preferred to prevent cross-contamination.

Peanut-free options, such as “sun butter” or other non-nut products are welcome!

### **Dietary/Allergy Restrictions**

The YMCA understands that children in our childcare 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 required to submit a note to the Program Director(s) notifying the program of these restrictions. Children with documented dietary/allergy restrictions will be allowed to bring a snack from home, if it is a healthy, nut-free snack.

*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 V-Learning Program.*



# REGISTRATION, TUITION, & CARE SCHEDULES



## **Registration Procedure**

Registration must be completed online at [www.gcfymca.org](http://www.gcfymca.org) at least 1 week in advance of the child's start date.

## **Release of Personal Information Policy**

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 Period**

The Y Childcare & E-Learning Academy begins on the first day of school (August 24<sup>th</sup>, 2020). If starting on a different date, the Campanelli YMCA requires a 2 week processing period to change the child's start date. Any requests received later than 2 weeks prior will not be refunded.

Kindergarteners scheduled to start E-Learning on August 31<sup>st</sup>, 2020 may begin attending the program for a week of "camp" during the week of August 24<sup>th</sup>, 2020.

## **Registration Fee**

A one-time, non-refundable registration fee is due at the time of registration. The fee is \$25 per Child.

## **Tuition**

**Tuition is weekly, starting Monday, August 17<sup>th</sup>, 2020.** The cost of tuition varies and depends upon the care schedule selected.



## **Payments**

Tuition payments are accepted as autopayments ONLY, via EFT or credit card.

# PROGRAM FEES & SCHEDULE

Care Schedule*	Y Member Rate	Non-Member Rate
<b>2 Day</b>		
<b>Full-Day (7 am – 6 pm)</b>	<b>\$105/week</b>	<b>\$125/week</b>
<b>3 Day</b>		
<b>Full-Day (7 am – 6 pm)</b>	<b>\$165/week</b>	<b>\$185/week</b>
<b>5 Day</b>		
<b>Full-Day (7 am – 6 pm)</b>	<b>\$235/week</b>	<b>\$255/week</b>

### \*Care Schedule Selection Policy

The Y Childcare & E-Learning Academy is designed for consistency in attendance. Parents/Guardians must designate a CONSISTENT care schedule for their child to attend the program. The Y provides 2, 3, and 5 days per week care. Rotating schedules, “drop-in” schedules, or otherwise temporary schedules are not allowed and requests for such changes will be denied.



### Program Enrollment Schedule Change Policy

Parents must submit a Change and/or Drop Form to the Program Director(s) at least *two weeks prior to the start date of a planned change or drop*. Enrollment changes include drops, adds, or Program cancellation. Such changes are required to remain in effect for at least 1 month (30 calendar days) before a new change can be instituted. You will receive an email notification when the enrollment change has been processed.

# GENERAL PROGRAM PROCEDURES

## Drop Off:

While weather permits, we will be holding drop off outside near the Y pavilion (at the back of the Y parking lot). Parents will drive up with their child and remaining in the car. Once staff have checked their temperature and asked "health screener" questions (see below), the child will join their grade level "cohort".

## COVID-19 Health Screener Questions

***Have you or anyone in your family experienced ANY of the currently known symptoms of COVID-19 below in the past 24 hours?***

1. Fever (temperature over 100.4 degrees)?
2. Cough?
3. Shortness of breath/difficulty breathing?
4. Chills?
5. Fatigue?
6. Muscle/body aches?
7. Headache?
8. Sore throat?
9. New loss of taste/smell?
10. Congestion/runny nose?
11. Nausea?
12. Vomiting?
13. Diarrhea?
14. Close contact with, or cared for someone diagnosed with COVID-19, or that had experienced the above symptoms listed above?



***If you could answer "yes" to ANY of these questions, please keep your child at home until symptom-free for at least 72 hours!***

## Pick-Up:

Starting at 3:00 pm, staff will be available at the drop off/pick up location. Parents will drive up to pick up their child and notify staff. Staff will walk the child to their car and check ID to ensure safe pick up policies are followed. Children will ONLY be released to authorized adults designated as authorized pick-ups. Photo identification is REQUIRED.

If your child will be picked up prior to 3:00 pm please notify the Program Director(s) to schedule an early pick up time.

During inclement/cold weather, drop off/pick up will take place near the 15-minute parking area; signage will be provided outside to indicate the drop off/pick up area.

## Sign In/Out Procedure

To reduce the spread of germs during our program, staff will facilitate the checking in and out of children at drop off and pick up.



## **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 portion thereof, and an additional \$1.00 per minute thereafter will accrue and be charged to the payment method on file. 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 the Y immediately if you know you will be late. Staff will then reassure your child that you are on the way.

## **Reporting Absences**

If a child is sick or will not be attending the program for any reason, please call the Y to report the absence NO LATER THAN 8:00 am on the day of the absence. You may also email absences (before 8:00 am) to [kasperprogram@gcfymca.org](mailto:kasperprogram@gcfymca.org).

## **Parent Involvement**

The Y encourages building partnerships with parents throughout the school year to enhance your child's experience in KASPER. Please know that your comments, suggestions, and concerns are always welcomed. Due to IDPH guidelines, our program is designed for parent drop-off and pick-up of children only and does not allow for on-site visiting/interacting with children. The YMCA is committed to protecting the safety of all children.



## **Policy for Custody Disputes**

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 the adults listed as authorized to pick up the child. In the event of a custody dispute, we must rely on information provided by the enrolling parent.

## **Parent/Guardian Code of Conduct**

Parents must ensure to be respectful of the site and staff members. You are encouraged to contact the Program Director(s) with any immediate or critical concerns regarding the E-Learning Academy at 847.891.9622.

Parents or guardians who display any of the following behaviors will be asked to leave the site:

- Disrespecting, confronting, intimidating, or yelling at staff
- Physical or verbal abuse of any kind
- Approaching, confronting, or correcting other children in the program
- Under the influence
- Smoking at the site

If a YMCA staff person suspects a Parent/Guardian is under the influence of alcohol/substance abuse, or observes child abuse, staff are instructed to call police. At

that time, the child will NOT be released to the Parent/Guardian suspected of being under the influence. The YMCA's first responsibility is to ensure the safety of each child.

### **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.

### **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. In extreme circumstances, immediate dismissal can occur at the discretion of the YMCA Executive Director. Prior to disenrollment, the YMCA Childcare 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**

#### **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 is 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.**



# GENERAL PROGRAM SCHEDULE

## District 54 Schedule

As most of our participants attend Schaumburg District 54 schools, our schedule will follow their V-Learning Schedule as provided to us by the parent. It is essential that parents share with us their child's schedule so we can be prepared to support their learning. The rest of our day will be designed around the school's requirements and the teacher's assignments. Please see the example schedule below:



<b>7:00-8:00 am</b>	"Before" care (active outdoor/indoor play; large motor activities)
<b>8:00-8:30 am</b>	Getting ready to learn (bathroom breaks, etc)
<b>8:30-9:00 am</b>	Morning Meeting & Schedule Overview (with their teachers online)
<b>9:00-10:15 am</b>	Reading (online)
<b>10:15-10:30 am</b>	Morning Break (morning snack)
<b>10:30-11:30 am</b>	Math
<b>11:15-12:30</b>	Lunch/Recess **Actual lunch times TBD by each school/teacher**
<b>12:30-1:30 pm</b>	Special/SEL (online)
<b>1:30-2:00 pm</b>	Science/SS/Writing (online)
<b>2:00-2:30 pm</b>	Math Acceleration (online)
<b>2:30-3:00 pm</b>	Literacy Acceleration (online)
<b>3:00-6:00 pm</b>	"After" care (active outdoor/indoor play, large motor activities, crafts, snack, etc)

*Note: "online" refers to programming provided virtually through the child's Chromebook/iPad.*

# FINANCIAL POLICIES

## **Tuition Due Dates**

Childcare Program payments are due each week, on the Monday prior to the week of attendance. The payment schedule will be set up as auto-draft at the time of registration.

For Program payments that are 1 week late, childcare services will be suspended until the balance is paid in full. If payment remains unpaid for two weeks, collection procedures will also be initiated, and the child will be dis-enrolled from the program.



## **Returned Checks & Declined Bank, Credit Card Payment Service Fee**

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 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.

## **School Reopening Policy**

Should schools reopen for in-person learning in District 54, autopayments will be stopped, and any payments made for attendance weeks AFTER school is scheduled to reopen will be refunded or credited.

Should schools reopen, but parents are given the option to continue their child's learning remotely, the E-Learning Program will remain open and autopayments will continue.

The parent/guardian will be responsible for notifying the YMCA if care is no longer needed, for any reason.

# 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 14 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 Program Director(s) to arrange for medical dispensation. Please note that all prescription/over-the-counter medications are kept in a locked combination box out of the reach of children.

# CLEANING/SANITIZATION/SAFETY



## **Handwashing/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 handwashing procedures will be followed throughout the day.

## **Face Masks**

All children will be required to wear a face mask when indoors, except when eating or drinking, or when outdoors AND able to social distance effectively.

Please make sure your child has a well-fitting mask that can be washed daily to reduce the spread of germs. We also recommend that parents keep a "spare" mask in their backpacks in case one is broken or lost. Staff will wear face masks at all times.

## **Water Bottles**

Due to IDPH guidelines, all water fountains in the YMCA have been turned off or otherwise made unavailable. Children participating in the E-Learning Program must bring a labelled water bottle each day. Staff will assist in refilling their water bottles at water coolers stationed throughout the YMCA.

## **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 "classroom" 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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## 2020-21 PARENT HANDBOOK RECEIPT & WAIVER

I have received and read the policies of the Campanelli YMCA Child Care Program Parent Handbook. I understand and agree to follow these policies. Failure to follow these policies may result in termination of childcare services.

Parent/Guardian PRINTED Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Child(ren)'s First & Last Name in the Y Childcare & E-Learning Academy:**

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_