



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

KASPER Before & After School Program 2020–21 School Year



Campanelli YMCA

300 W. Wise Rd, Schaumburg, IL 60193 | 847.891.9622 | www.gcfymca.org



FOR YOUTH DEVELOPMENT®
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Dear Parents/Guardians,

WELCOME TO THE KASPER PROGRAM! My name is Sally Camposagrado, and I am the School Age Child Care Education Director, who manages the overall care, education, and well-being of all children in the Campanelli YMCA KASPER Before & After School Program. As a former educator with a life-long career working with children at the elementary school level, I appreciate your interest in our programs, and welcome you to the KASPER Program!

I have spent the last several years as part of the Campanelli YMCA family, and have the pleasure of beginning my 4th year as the KASPER Director. 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, having earned both my Bachelor's Degree from Northeastern Illinois University in Elementary Education and my Master's Degree from National Louis University in Curriculum & Instruction. 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. With this in mind, 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 child care program!

With Warm Regards,

Sally Camposagrado
School Age Child Care Education Director
Campanelli YMCA | 300 W. Wise Rd, Schaumburg, IL 60193
(847)891-9622 x105 | kasperprogram@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 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, reading support, 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

Anne Fox	1035 Parkview Dr	Hanover Park
Churchill	1520 N. Jones Rd	Schaumburg
Einstein	1100 Laurie Lane	Hanover Park
Hanover Highlands	1451 Cypress Ave	Hanover Park
Link	900 Glen Trail	Elk Grove Village
Stevenson	1414 Armstrong Lane	Elk Grove Village

****A minimum enrollment of 25 children is required to run the Campanelli YMCA KASPER Before & After School Program at KASPER sites. Maximum enrollment numbers vary, and depend upon space available at elementary schools.

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:

Anne Fox KASPER Phone	(847) 341-1127
Churchill KASPER Phone	(847) 341-9622
Einstein KASPER Phone	(847) 341-9623
Hanover Highlands KASPER Phone	(847) 257-2178
Link KASPER Phone	(847) 341-1513
Stevenson KASPER Phone	(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.

CHROMEBOOKS

District 54 has assigned the use of Chromebook laptops to children in grades 4-6. While attending the KASPER Program, **Chromebook 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 Chromebook for homework purposes only – general internet usage for other reasons is not allowed.

Chromebook 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 Chromebooks that are misused, broken, or misplaced/stolen during the program. Parents are encouraged to refer to the District's Chromebook Usage Policy for further information regarding their child's Chromebook device.

BREAKFAST/SNACK POLICIES

BYOB (BRING YOUR OWN BREAKFAST)

The YMCA KASPER Program does not provide a breakfast or morning snack. As such, KASPER parents are welcome to send a ready-made breakfast choice with their child in the mornings. We understand the mornings are a busy time and that it may be easier for your child to eat their breakfast at KASPER. However, we do ask parents to please bring nut-free food choices, as our program is peanut and tree-nut free. All children will be asked to wash their hands after eating any snack (per DCFS regulation Section 407.320 on hand washing).

Suggested examples of breakfasts-to-go for kids:

- Granola bar
- Breakfast bar
- Breakfast sandwich (scrambled egg & cheese)
- Fresh fruit
- Pre-packaged Fruit Cup
- Dry cereal
- Toasted frozen (plain, blueberry, or chocolate chip) waffles
- Breakfast Muffin
- Bagel (with a side of jam, jelly, or butter spread)
- Instant Oatmeal & berries
- Banana bread
- Boxed fruit juices

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. All registration forms are available at the YMCA Membership Services Desk. For your registration to be complete, you must submit the following documentation:

1. Registration & Consent Forms (complete and sign all necessary forms) -- **NOW ONLINE!**
2. Parent Handbook Acknowledgement Form (sign and submit last page with registration)
3. Please note "Parent of Record" information below
4. Pay Registration and tuition fees

REGISTRATION FEES

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

The fee is \$45 per Child | \$75.00 per Family.

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 SIGN the KASPER Enrollment Registration Waiver 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** after receiving a COMPLETE registration packet and payment to accurately enroll a child and inform the school.

2020-2021 KASPER PAYMENT SCHEDULE

TUITION PAYMENT INFORMATION

Tuition is billed in 9 equal payments, and is due on the first of the month – August 1, 2020 through April 1, 2021. The cost of tuition varies, and depends upon the care schedule selected.

Please Note: Separate fees are charged for families requiring child care on Institute Days, School Holidays, Winter Break, or Spring Break. Please note these days off are NOT included in the scheduled monthly payments and are located at the YMCA, not at the school sites.

MONTH	DUE DATE
August	1st of the Month
September	1st of the Month
October	1st of the Month
November	1st of the Month
December	1st of the Month
January	1st of the Month
February	1st of the Month
March	1st of the Month
April	1st of the Month (last payment for the school year)

PAYMENT INFORMATION

Registrations received prior to August 1st will be billed on August 1st. Registrations received after the 1st of the month will be billed at registration.

Tuition payments are accepted in person at the YMCA Membership Services Desk in the form of cash, check, or credit card or online through the YMCA's website. We do prefer that you schedule automatic debits to a credit card or bank draft. Please contact the KASPER Director for assistance.



2020-2021 KASPER FEE SCHEDULE

CARE SCHEDULE POLICY

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 2, 3, 4, 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	Y MEMBER RATE	NON-MEMBER RATE
2 DAY		
AM ONLY	\$81.50	\$86.50
PM ONLY	\$116.25	\$121.25
BOTH AM & PM CARE	\$178.50	
3 DAY		
AM ONLY	\$116.25	\$121.25
PM ONLY	\$162.25	\$167.25
BOTH AM & PM CARE	\$241.50	
4 DAY		
AM ONLY	\$122.25	\$127.25
PM ONLY	\$214.75	\$219.75
BOTH AM & PM CARE	\$294	
5 DAY		
AM ONLY	\$145.25	\$150.50
PM ONLY	\$238	\$243
BOTH AM & PM CARE	\$357	

SCHEDULE CHANGES

Parents must submit a Change and/or Drop Form to the YMCA Director of School Age Child Care Education at least two weeks prior to the start date of a planned change or drop.

Enrollment changes include drops, vacation “holds”, additions to an existing schedule, or KASPER 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. **Please note all changes will incur a \$10 administrative change fee (which will be added to your next monthly statement).**

GENERAL PROGRAM PROCEDURES

DROP OFF/PICK UP INFORMATION

To drop-off or pick-up your child, please ring the KASPER door bell. The location for the doorbell is listed below. Please be prepared to show your photo I.D.

Link, Stevenson, & Churchill | Doorbell Location

The KASPER doorbell is located at the gymnasium door. Please ring the doorbell and have your photo I.D. ready.

Anne Fox, Einstein, & Hanover Highlands | Doorbell Location

The KASPER doorbell is located at the school front doors and is clearly labelled.

DISMISSAL INFORMATION

When the dismissal bell rings, kids are grouped by their classroom teacher as: bus riders, walkers, and KASPER kids. 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.

KASPER PROGRAM IDENTIFICATION

Children registered in the program will receive a YMCA backpack tag to help elementary school personnel identify their enrollment in the KASPER Before & After School Program. These tags are distributed on the child's first day of KASPER. Tags should be attached to a child's backpack, with the child's name clearly written on the backside of the tag.

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 sally@gcfymca.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 or in writing.

ARRIVAL/DEPARTURE PROCEDURES

SIGN IN/OUT PROCEDURES

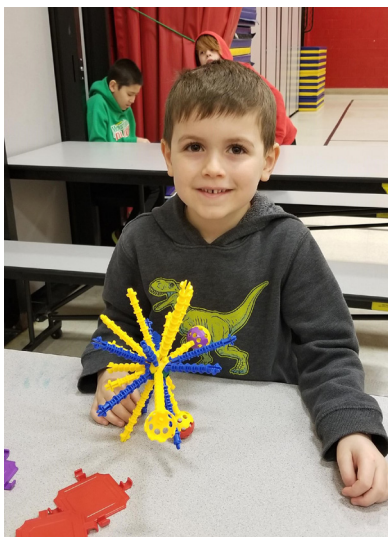
Each child **MUST** be signed in and/or out daily by a parent/guardian or authorized person 14 years of age or older. Children will **ONLY** be released to authorized people designated on the child's emergency form. Photo identification is **REQUIRED** for anyone picking up from the KASPER Program.

The KASPER registration packet for your child includes an Authorized Pick-Up form that allows us to release your child to someone other than yourself. Additions and/or changes to the child's authorized pick-up list can only be made by the primary parent of record and must be completed with notification to both the KASPER Program Director as well as the staff on-site, in writing with the new pick-up contact's full name, relation to the child, and their phone number. Persons listed on the authorized pick-up list are allowed to pick-up the child at any time, unless otherwise noted by the primary parent on record. It is the responsibility of the primary parent on record to notify both the KASPER Program Director as well as the staff on-site if any persons on the list must be changed or removed for any reason.

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
- 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 has signed the Registration Enrollment Form and/or the adults listed on the Release Authorization Form. In the event of a custody dispute, we must rely on information provided by the enrolling parent.

COMMUNICATION

Parent-Staff Conferences: Parents may request a conference with the KASPER Site Director or YMCA Director of School Age Program Child Education at any time. Please note parent conferences are strictly limited to include YMCA Staff and the Parent(s)/Guardian(s) only (extended family members, advisors, friends will be excluded from meeting with staff).

Monthly Parent Newsletters: Weekly newsletters will be available to parents at the sign-in table. The newsletter will include upcoming themes and activities, address common questions/concerns, or highlight any new procedures/policies.

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 camp 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 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**.

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 each month. For KASPER Program payments that are two weeks late, child care 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.

FINANCIAL ASSISTANCE

Campanelli YMCA is a non-profit, charitable organization, dedicated to social responsibility. As such, the YMCA's annual fundraising campaign provides funding for the Community Financial Assistance Program. Low to mid-income families are invited to apply for financial assistance.

The level of financial assistance is determined by: 1) Family size & income level as it rates on the Y's adjusted fee scale; and 2) Family circumstances or special needs that arise for families that do not qualify for government assistance.

Financial Assistance applications are available at Campanelli YMCA membership services area and online at www.campanellymca.org. ALL APPLICANTS MUST COMPLETE a KASPER Before & After School Program Registration Packet in addition to the Financial Assistance application.

Please note that funds are limited and available on a first-come, first serve basis. Parents who qualify will be notified within two weeks after submitting a financial assistance application. Parents are always responsible for FULL FEE PAYMENT unless they have been notified by a YMCA formal letter that financial assistance has been awarded.

STATE OF ILLINOIS CHILD CARE ASSISTANCE

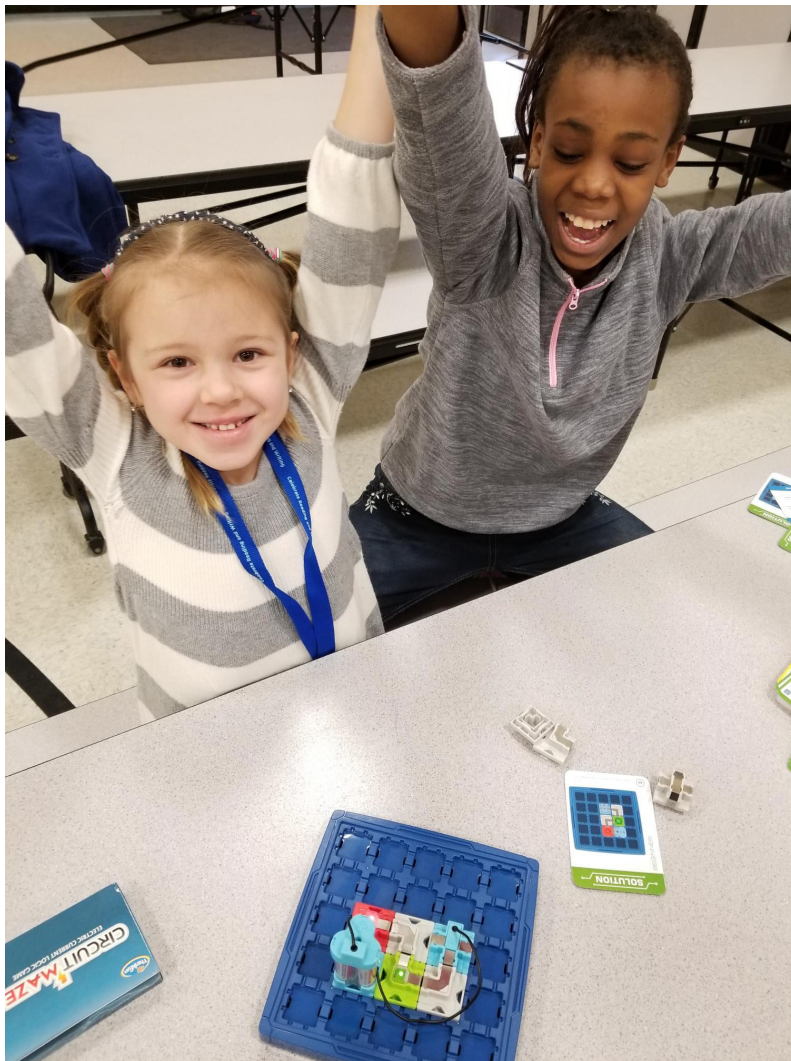
The YMCA now accepts Illinois Action for Children Child Care Assistance (CCAP)! Families receiving Action for Children/CCAP must provide the YMCA Billing Department with the "Approval of Request for Child Care Payment" provided from the Illinois Department of Human Services at the time of registration. 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 KASPER Program are the YMCA's first priority. If a child shows signs of illness while in the KASPER program, such as: vomiting or fever (100.4 degrees Fahrenheit or greater), diarrhea, signs of infection, lice or nits, the parent/guardian will be called and required to pick up the child within one hour. This policy is enforced to ensure that other children and staff have minimal exposure to infectious diseases. A sick child will be separated from others and allowed to rest until the Parent/Guardian arrives. The KASPER staff will also report the child's illness to the school nurse.

If your child contracts a COMMUNICATIVE DISEASE, IMMEDIATELY notify the YMCA Director of School Age Child Care Education at (847)891-9622 x105 or kasperprogram@gcfymca.org.

MEDICATION DISPENSATION

If medication is necessary during the KASPER Program, 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/over-the-counter medications are kept in a locked combination box out of the reach of children.

Prescription Medications: All medications must be submitted in the original container and labelled 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 school year.

Over-the-Counter (OTC) Medications: OTC medications will not be administered unless written consent is received from a physician including the dosage, purpose of the medication, and possible reactions/side effects.

INSURANCE

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

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 receives a minor injury, appropriate first aid will be rendered by KASPER staff. First Aid kits are available at each KASPER site and kept stocked with basic supplies. 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 KASPER 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.



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Adult Code of Conduct

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- Physical abuse/verbal abuse of any kind
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- Loitering
- Smoking on site
- Confronting/correcting other children enrolled in the program
- Confronting other parents in the program

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RECEIPT OF PARENT HANDBOOK

I have read and received the policies of the Campanelli YMCA 2020-21 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.

Child's Name

Camp

Parent/Guardian Signature

Date

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