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# **Stephens Family YMCA**

## **After School Child Care Program**

# Parent Handbook 2024-2025

## **Parent Handbook**

Welcome to the Stephens Family Y After School Program. We are so excited you have decided to join us this year.

This parent handbook is provided so you may have a written copy of all Y After School policies and procedures. You'll be asked to sign a form confirming your receipt and understanding of this handbook. We ask that you please keep this handbook for future reference. As you read, please familiarize yourself with the policies and procedures that govern the Y After School Program.

## **CONTACT**

For questions about Mahomet after school, please contact Shawn McCarthy at [shawn@ccymca.net](mailto:shawn@ccymca.net).

For questions about Champaign and Unity after school please contact Devin Brocksmith at [devin@ccymca.net](mailto:devin@ccymca.net).

## **Y Child Care**

Collectively, YMCAs are the largest non-governmental provider of school-age childcare for students, K through 5<sup>th</sup> grade. The Y After School Program provides children with a safe, fun and nurturing environment in a healthy and caring atmosphere.

Our Y After School Child Care Program is full of exciting things for your children to do. Carefully hired, trained, and qualified staff plan each day with enriching and age appropriate activities that focus on developing healthy spirits, minds, and bodies.

**The Stephens Family YMCA after school program is exempt from licensing through DCFS.**

## **The Stephens Family YMCA offers After School at the following locations:**

- Unity East Elementary (Philo)
- Unity West Elementary (Tolono)
- Middletown Prairie (Mahomet)
- Lincoln Trail (Mahomet)
- Stephens Family YMCA (Champaign)

## **Your Child Receives**

- ✓ Quality care
- ✓ Encouragement for developing to their fullest potential
- ✓ A light afternoon snack
- ✓ Assistance with homework
- ✓ Fun games and activities
- ✓ A safe and positive learning environment

## **Daily Activities May Include**

- Physical games
- Playground recreation
- Free choice activities
- Stories and skits
- Reading time
- Peer socialization
- Table games
- Arts and crafts
- Special events
- Study time
- Snack (Snacks provided by the Y)

## **Annual Scholarship Fund**

The policy at this YMCA is to provide financial assistance to the extent that funds are available to anyone who can demonstrate a financial need.

Advanced application and restrictions apply. To apply or for more information please contact our Scholarship Director at [mary@ccymca.net](mailto:mary@ccymca.net) or go online at [http://www.sf-ymca.net/join\\_today/assistance/](http://www.sf-ymca.net/join_today/assistance/)

## Registration Procedures

1. Parents must register their child by either completing an online registration at [www.sf-ymca.net](http://www.sf-ymca.net) or fill out a paper copy registration packet before their child may start attending. **Note that Mahomet registration will only be available online.**
2. A \$50 deposit is required to register for the month of August. The deposit will go towards the total fee of August.
3. **All fees are paid monthly and due on the 1<sup>st</sup> of every month.** Children are not allowed to attend the after school program if there is an outstanding balance from previous months. Please see the registration packet for our rates each month.
4. You may choose to register your child for either 2 days, 3 days, or 5 days a week for each month. If your child attends more days than registered for in a week the YMCA reserves the right to charge your account the difference in fees for the additional days.
5. Children registered for 2 days a week option may only attend on Tuesdays and Thursdays. Children registered for the 3 days a week option may only attend on Mondays, Wednesdays, and Fridays.
6. **Payment adjustments are not made for non-attendance.** Partial or full refunds will not be given for days missed due to illness, injury, suspension, expulsion, or dropping out. Please contact the After School Director for all payment adjustment requests.
7. A change in payment method must be made by the 1<sup>st</sup> of every month and sent to the After School Director at the Stephens Family YMCA Childcare Office, 2501 Fields South Drive, Champaign, IL 61822. Changes can be made via phone call or email but must be presented to the After School Director of the Stephens Family YMCA.
8. The Stephens Family YMCA does offer financial assistance for those who qualify. For scholarship information please contact our Scholarship Director, Mary Stauffer, at [mary@ccymca.net](mailto:mary@ccymca.net).
9. Payment must be made prior to attendance in the program. This includes any scholarship and third party payment arrangements (i.e., CCRS payments). Parents using CCRS must contact our Administrative Assistant at 217-239-4955 at least two weeks before needing care.
10. The Y does offer a School's Out Day Program that is located at the Y, but this is a separate program from the Y After School Program and only follows the Unit 4 School Calendar. A separate registration form and additional payments are required in order to participate in the School's Out Day Program.
11. The YMCA reserves the right to make changes in its program and program fees without advance notice. Also, the YMCA reserves the right to close sites that do not meet the minimum requirements for attendance.

## Afternoon Pick-up/Dismissal

**Afternoon childcare hours are from school dismissal until 6 p.m.** The after school program will run on early dismissal and half days. The program will not run on days where there is no school or a school cancelation.

- Parents, guardians or other persons authorized are personally responsible for picking up their children each day. The Y after school program does not provide any transportation for children. YMCA child abuse prevention prohibits staff from transporting children in their vehicles.
- Y After School Program staff will only release children to persons who are authorized in writing on the childcare enrollment information packet. **If a person is not recognized by sight, he or she will be asked to present a valid photo ID for verification.** Anyone without prior authorization is prohibited from taking a child out of the Y After School Childcare Program. Additions to the authorized pick-up list must be made in person or in an email to the After School Director.
- When arriving to pick up your child you should park your car in the school parking lot and walk to the designated after school area (differs for each school). Some schools will not allow parents to enter the school, and so parents must call the after school site phone to alert staff they have arrived (After School site phone numbers will be sent to parents by email after they have registered).
- Please have photo ID ready for verification. The program may be outside or in a different room at any given time. Signage will be posted to let you know where the group is.
- If a child needs to be dismissed early from school, please email the after school director for your child's school. The school personnel are not responsible for notifying the YMCA staff.
- A **\$1.00 per minute late fee** will be assessed per child after 6:00 p.m. Late fees will be assessed according to after school site clocks. This fee is to be paid at the YMCA and not at the childcare site and may be taken without notice from the credit/debit card on file. Payment should be made before the child returns to the program.
- If inclement weather prevents a timely pick-up, no fee will be assessed if the child is picked up within a reasonable time frame.
- Staff will attempt to call the emergency numbers on file if your child is not picked up by 6:00pm. If no one can be reached within 30 minutes and no parental/guardian contact has occurred, staff are required to notify the local police department and place the child in their care.

## Early Dismissal

**The After School Program is only held on days when school is let out early, on pre-scheduled early dismissal days. There will not be Y childcare on days when school is let out early due to inclement weather or other emergency circumstances.**

## Program Participant Termination

The following circumstances may be reasonable cause for termination of participation in the Y After School Childcare Program:

1. Failure to pay fees for program.
2. Failure to observe rules relating to child's arrival / departure or an excessive amount of late pick-ups.
3. Any child who, after attempts have been made to meet that child's individual and developmental needs, demonstrates an inability to benefit from the type of care offered by the program or whose presence is detrimental to the group. (Please refer to the Discipline Policy.)
4. Failure to comply with the Y After School Program policies and procedures.
5. The YMCA reserves the right to suspend/terminate any child's participation in the program (please refer to the Discipline Policy).

## School's Out Days

School's Out Days, including holiday breaks and teacher institute days, will be accommodated through the Stephens Family YMCA's School's Out Day Program. This is completely separate from the after school program and parents must register their children separately and pay the School's Out Day Fee. This all-day alternative is offered at the YMCA for a daily fee. **School's Out days are based on Champaign Unit 4 School District Regular Calendar.** Due to limited space prior registration is required. Contact the Youth Director or visit our website for more information.

## Medical Information

The state of Illinois requires that an emergency contact and medication form be filled out completely for each child who is enrolled in the program (see registration packet).

If a child becomes ill prior to arriving in the program that day, it is best for that child to stay home for the sake of the other children's health as well as for the child's own comfort. Many communicable diseases begin with flu-like symptoms; reasonable measures need to be taken in assessing whether a child attends the program.

The Y After School Director should be notified immediately of any illness. If the child becomes ill during childcare hours, parents/guardians will be notified for immediate pick up.

## **Medication Policy**

Directions for prescription medication that needs to be administered at the after school site:

1. Medicine must be brought directly to the after school site coordinator by the parent/guardian in the **original** prescription container.
2. It must be accompanied by written instructions including the quantity, time when it needs administered, name and phone number of the doctor, the prescription number, and the name of the pharmacy along with any other pertinent instructions.
3. In addition to these things, written clearance must be given by filling out the "Medical and Medication Authorization" forms at registration.
4. All medication will be kept on the child's medication record at the after school site.

## **Injuries/Accidents**

Y staff are certified by Red Cross in First Aid and CPR. If a child is injured at the after school site, the staff will be following their training and take necessary steps to obtain emergency medical care.

**These steps may include, but are not limited to the following:**

1. Attempts to contact parent/guardian.
2. Attempts to contact the emergency contact listed.

**If parental / guardian contact is not made, the following will take place:**

1. Administer CPR, Band-Aids, or ice packs, if needed.
2. Call an ambulance or fire rescue.
3. Have the child taken to the hospital in the company of a staff person, if possible.

## **Inclement Weather**

On inclement weather days, (i.e., snow days), childcare program hours will be determined by the following:

- If school is canceled for any reason (snow days, etc.) the after school program will not be provided.
- If school closes during the regular school day, the after school program will not be provided.
- If weather becomes dangerous during the hours of the program, staff will call parents/guardians to arrange early pick up, if possible. Staff will stay with the children until they are picked up by the parent/guardian or authorized persons.
- After School Program sites will follow the established emergency protocol for each building.

## **Clothing**

Parents/guardians should send their children clothed for recreational activities each day, including tennis shoes. Children who struggle with bathroom accidents will be required to bring an extra pair of clothes in case of an accident. Appropriate

clothing is needed and will be determined by the weather. In the fall and spring, a jacket is needed for outdoor play. For winter months, a winter coat, hat, gloves/mittens, and boots should be worn for outdoor activity.

### **Snacks**

A light snack will be provided at the Y After School Program each day. If a child has any food restrictions or allergies, please indicate on the registration packet. If a child chooses not to eat the snack provided for that day, no other snack will be offered. Children are not allowed to share snack with others.

### **Parental Communication**

With regard to conflicts or behavioral concerns at home or at school, parents/guardians need to communicate anything that may affect the child's behavior at the after school site. It is necessary to keep the site coordinator informed of such issues in order to prepare the staff properly to respond to the child and to be sensitive to the child's needs. The childcare staff should be informed of any resolution strategies that have been arranged between the parents/guardians and the school personnel in order for the child to have consistency within the school and Y After School Programs.

Staff will communicate to parents if their child has had behavioral issues or incidents at the after school program. Parents need to take any incidents or concerns brought up by the staff seriously and discuss those with their children before returning the next day. The After School Director will contact parents in the case of extreme behavior or incidents.

**\*Firearms are prohibited on all after school site premises\***

## General Childcare Safety

- No child may leave the after school site without an authorized adult who will sign the child out at departure time.
- Children must remain in the presence of after school staff at all times while in the program.
- Permission must be given by the childcare staff to leave the immediate group.
- If a child needs to go to an After School club or other event, parents / guardians need to report the child's whereabouts and return time to the site coordinator or after school director.
- Fighting, hitting, pinching, biting, kicking, spitting, or any other physical harm to others will not be tolerated and may result in the immediate expulsion of the child in the program.
- Theft and foul language will not be tolerated.
- Children and parents/guardians need to follow the school and childcare program rules.
- All school and childcare property is to be respected at all times.
- The group needs to clean up food, garbage, and activity messes with staff supervision before going on to another activity. Before children leave for home, they should clean up any mess they have made.
- No food is to be shared with other children in the program.
- Indoor voices will be encouraged at a moderate level in the childcare room(s). Gym and outdoor play areas are provided for "louder level" activity.
- All clothing, book bags, lunch boxes, etc., should be clearly marked with the child's name.
- **The YMCA and childcare staff are not responsible for personal items lost, stolen, or broken. Any toys, electronics, or other personal items are solely the responsibility of the child.**
- Parents/guardians are responsible for the discipline of his or her child only and are not allowed to attempt to approach or discipline other children in the program.
- Respect for the rights of others is required at all times.
- Discrimination, intolerance, or bullying of others is not tolerated by children or adults and may lead to an expulsion from the program
- **We do not allow any electronics (phones, games, etc.) at the afterschool program unless it is a Chromebook or laptop used for homework only.**
- **Children may NOT attend the YMCA's after school program if they did not attend school (for any reason).**

## Childcare Staff Expectations

- All childcare staff will complete Child Abuse Prevention, First Aid and CPR training.
- No physical punishment, verbal abuse, or inappropriate language towards children from staff will be tolerated.
- Withholding snacks will not be used as a discipline tool.
- Daily problems will be relayed to parents as necessary at pick up or by phone.



- Children’s behavioral problems will not be pointed out or used as examples to others.
- Children’s discipline will be discussed with the parents/guardians and relayed to school personnel if necessary.
- Children’s self-control and self-esteem will be promoted at all times.

### **Behavior Policy**

With regards to children’s behavior, every effort will be made to redirect bad behavior using positive techniques. However, with children who exhibit bad behavior and do not respond to redirection by changing their behavior will be subject to appropriate consequences. **Any child who, after attempts have been made to meet the child’s individual and developmental needs, demonstrates inability to benefit from the type of care offered by the program, or whose presence is detrimental to the group shall be discharged from the program immediately.**

For more details on our behavior policy please view the “YMCA After School Program Behavior Policy” on the next page.

### **Childcare Tax Records**

The YMCA does not issue an end-of-the-year payment statement. The YMCA tax number is 37-0673564 and records of drafts are available on request.

### **Questions Regarding Childcare**

The first person to contact is the site coordinator in person at the after school site. For more assistance regarding curriculum, feedback, staff, or program fees contact the After School Director for your school. Mahomet schools should contact Shawn McCarthy at [shawn@ccymca.net](mailto:shawn@ccymca.net). Champaign and Unity schools should contact Devin Brocksmith at 217-239-2811 or [devin@ccycma.net](mailto:devin@ccycma.net).

### **Frequently Asked Questions**

1. Does the YMCA provide any financial assistance?
  - a. Yes! You may apply for financial assistance by filling out an application online at [http://www.sf-ymca.net/join\\_today/assistance/](http://www.sf-ymca.net/join_today/assistance/) or email [mary@ccymca.net](mailto:mary@ccymca.net).
2. Is there after school on Holidays, breaks, or other days off?
  - a. No. However, the YMCA does provide *School’s Out Days* at the YMCA based on the Unit 4 school calendar. School’s out days are not connected with after school and an additional fee must be paid.
3. Is there after school on snow days or other school cancelations?
  - a. No. After school does not run on any days the school is not in session. The Y does not offer any emergency care on these days as well.
4. If I want to cancel my child’s registration half way through the month will I get refunded?

- a. No. All payments are made for the month regardless of how many days the child attends. All cancelations need to be made before the 1<sup>st</sup> of each month.
5. How do I add someone to the authorized pickup list for my child?
- a. You may add someone to the authorized pickup list by emailing the After School Director for your child's school or writing it in the after school binder ahead of time.

## YMCA After School Program Behavior Policy

Any child who, after attempts have been made to meet the child's individual and developmental needs, demonstrates inability to benefit from the type of care offered by the program, or whose presence is detrimental to the group shall be discharged from the program immediately. The YMCA staff reserves the right to supersede consequences based on severity of behavior and number of offenses.

	<b>Mild</b>	<b>Moderate</b>	<b>Severe</b>
<b>Physical</b>	<ul style="list-style-type: none"> <li>- Pushing/shoving</li> <li>- Spitting</li> <li>- Throwing Objects</li> <li>- Cutting in line</li> <li>- Running indoors</li> </ul>	<ul style="list-style-type: none"> <li>- Hitting, slapping, or kicking other members or staff</li> <li>- Tripping</li> <li>- Biting</li> <li>- Locking self in a room</li> </ul>	<ul style="list-style-type: none"> <li>- Threatening with weapon</li> <li>- Severe fighting or aggression</li> <li>- Inflicting bodily harm</li> <li>- Inappropriate sexual contact</li> <li>- Self-harming</li> <li>- Inappropriate exhibiting of body</li> </ul>
<b>Emotional</b>	<ul style="list-style-type: none"> <li>- Excluding others from activities</li> <li>- Excluding from a sitting area</li> <li>- Mean or hurtful comments</li> <li>- Dirty looks</li> <li>- Minor gossiping</li> <li>- Mild spreading of rumors</li> </ul>	<ul style="list-style-type: none"> <li>- Embarrassing others</li> <li>- Threatening to reveal embarrassing information</li> <li>- Placing blame on others</li> <li>- Inappropriate daring or provoking of others</li> </ul>	<ul style="list-style-type: none"> <li>- Bullying</li> <li>- Discrimination</li> <li>- Revealing embarrassing and personal information</li> <li>- Completely isolating others</li> <li>- Threatening others for reporting bullying</li> </ul>
<b>Verbal</b>	<ul style="list-style-type: none"> <li>- Poking fun at others</li> <li>- Inappropriate language</li> <li>- Name calling</li> <li>- Using inappropriate nicknames</li> <li>- Screaming/yelling</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal threats of aggression</li> <li>- Excessive inappropriate language</li> <li>- Taunting</li> <li>- Intimidating others</li> </ul>	<ul style="list-style-type: none"> <li>- Constant and severe verbal threats</li> <li>- Verbal threats of self-harm</li> <li>- Sexual harassment</li> <li>- Use of racial or ethnic slurs</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>- Refusing to participate in activities</li> <li>- Rudeness toward staff</li> <li>- Improper use of YMCA property and equipment</li> <li>- Use of electronics outside of designated times</li> </ul>	<ul style="list-style-type: none"> <li>- Blatant disrespect towards staff</li> <li>- Hiding or running from staff</li> <li>- Refusing to follow or stay with the group</li> <li>- Constant refusal to follow rules</li> <li>- <i>Persistent mild behavior</i></li> </ul>	<ul style="list-style-type: none"> <li>- Defacing property</li> <li>- Drawing inappropriate images</li> <li>- Severe disrespect to staff</li> <li>- Destruction of property and equipment</li> <li>- <i>Persistent mild or moderate behavior</i></li> </ul>
<b>Possible Consequences</b>	<ul style="list-style-type: none"> <li>- Verbal Warning</li> <li>- Removal of activities (games, crafts, etc.)</li> <li>- Period of removal from group</li> <li>- Loss of privileges (Outside, electronics, etc.)</li> <li>- Given chore to do (sweeping, cleaning, etc.)</li> <li>- Parents may be notified at end of day</li> </ul>	<p><i>Consequences include the same for mild behavior plus the additional:</i></p> <ul style="list-style-type: none"> <li>- Written warning</li> <li>- Extended removal from group</li> <li>- Parents notified</li> <li>- Parents <i>may</i> be requested to pick up child</li> <li>- Discussion with coordinator or director</li> </ul>	<p><i>Consequences include the same for mild or moderate behavior plus the additional:</i></p> <ul style="list-style-type: none"> <li>- Parents immediately notified and will be required to pick-up the child immediately.</li> <li>- Parents and child must meet with director before re-entry to YMCA</li> <li>- Severe behavior may result in suspension or expulsion</li> </ul>

**Any child causing severe harm to another child or to a staff member will be dismissed immediately.**