the YMCA

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KANKAKEE AREA YMCA
2026 - 2027

Y-Kids

Before & After School Parent

HANDBOOK

Find your Fun.

We're your Y.

You Belong Here.

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WELCOME TO Y KIDS

Dear Parents and Guardians,

Welcome to the YMCA's Before and After-School Program! We are thrilled to have you and your child join our community. At the Y, we are committed to nurturing your child's growth, fostering new friendships, and providing a safe and engaging environment where every child can thrive.

We are excited to partner with you in your child's growth and development. Together, we can ensure that this program is a positive and enriching experience for your family. Thank you for choosing the Y — we can't wait to start!

The Y is For...

Youth Development
The YMCA is where children can learn, play, and develop healthy habits that will last a lifetime. Our program encourages physical, social, and emotional growth, helping your child build confidence and skills that go far beyond the classroom.

Healthy Living
We care about your family's well-being. Through physical activity, nutrition education, and balanced programming, we aim to help your child and family live healthier lives while making connections with new friends.

Social Responsibility
The Y is committed to strengthening communities as part of a nationwide network. We work to support child welfare, education, and public health, and we couldn't do this without the generosity of volunteers and donors like you.

This handbook is provided to help answer questions regarding our program's policies and procedures. Your child's safety, well-being, and program enjoyment are our primary concerns. If you have any questions, please don't hesitate to call us at (815)933-1741 or email us at bbeck@k3ymca.org.

Warm regards,

Y-Kids School Age Childcare Team

Y KIDS INFORMATION

Website: k3ymca.org
Instagram: @kankakee.area.ymca
Facebook: facebook.com/KankakeeAreaYMCA
Email: bbeck@k3ymca.org

SITE PHONE NUMBERS

Bonfield: 815-401-8528

Bradley East: 815-348-0649

Bradley West: 815-348-0227

Shabonna: 815-348-0549

Liberty: 815-348-2999

Levasseur: 815-401-8529

Kennedy: 815-348-0438

St. George: 815-348-0453

Please note: Site phones are on-site and are only operable during program hours.

FOR BILLING | CCR&R QUESTIONS, PLEASE REACH OUT TO FINANCE COORDINATOR, RACHAEL LANDREY AT:

P: (815)933-1741 X 1215

E: RLANDREY@K3YMCA.ORG

FOR ANY OTHER QUESTIONS, PLEASE REACH OUT TO DIRECTOR OF OPERATIONS, BRITTANEY BECK AT:

P: (815)933-1741 X 1235

E: BBECK@K3YMCA.ORG

PROGRAM CONTENT

WHAT TO EXPECT

The school-age program aims to provide a safe and nurturing environment for children ages five through twelve before and after school. The program is designed to help children develop to their fullest potential, strengthen the family unit, and provide a safe, supportive environment. In cooperation with area schools, the Kankakee Area YMCA offers a before-and after-school program designed to meet the needs of children with working parents. This program includes supervised play, help with homework, arts and crafts, and afternoon snacks.

A TYPICAL DAY AT Y KIDS

Each site is unique but follows similar schedules. The following is a general outline:

6:30 am-School Starts: Before-School Care (board games, cards, field games, etc.)
School Ends - 6:00 pm-Sites Vary with scheduled times, but for general reference, these are included:

Learning Beyond the Bell Curriculum – Our after-school program now incorporates the Learning Beyond the Bell curriculum, providing structured, hands-on activities that promote academic enrichment, social-emotional learning, leadership, creativity, and teamwork.

Sign-in and bathroom breaks
Rotation 1 (Active Game)
Homework Support
Snack Time & Structured Choice
Rotation 2: (Arts & Crafts, STEM, Service Project, etc.)
Clean up, sign out, and choice time

SCHOOL SITES:

- Shabbona: Includes children from Shepard and Shabbona
- Liberty: Includes children from Liberty Intermediate School
- LeVasseur: Includes children from LeVasseur
- Bonfield: Includes children from Bonfield Grade School, Herscher Intermediate, and Limestone
- Bradley East: Includes children from Bradley East
- Bradley West: Includes children from Bradley West
- Kennedy: Includes children from Kankakee School District #111
- St. George: Includes children from St. George Elementary School

PARENT CENTER

When you sign your child out, please check the Parent Board next to the Brightwheel QR Code for program highlights, daily schedule, and student spotlight. There may be information regarding the program or other YMCA events and opportunities.

DECLARATION OF INCLUSION POLICY

All programs of the Kankakee Area YMCA are offered to everyone within age parameters, regardless of race, religion, national origin, or financial ability to pay.
The Kankakee Area YMCA supports, to the best of its resources, the intent and spirit of the Americans with Disabilities Act as a Title II Provider.

PERSONAL SCREEN-FREE ZONE

Y Kids is a personal screen-free and cell phone-free zone, except during designated "tech-time" days or when otherwise approved by the Site Lead/Director. Personal electronic devices, such as cell phones, tablets, video games, and iPads, can disrupt the afterschool program experience and detract from our mission of fostering engagement, learning, and connection. Children may bring personal electronic devices on designated School Out Days or other approved occasions. Upon arrival to SOD, all devices must be turned in at sign-in and placed in a secure, protected bin located in the Youth Office. Devices will only be accessible during designated tech-time periods or when a child needs to use their device to contact their parent/guardian. After use, devices must be returned to the secure bin and will remain there until pick-up time. Parents/guardians will sign out their child's device when picking them up. If a child brings a device outside of approved tech-time days or misuses their device during the program through inappropriate videos, pictures, calling without counselor knowledge, loud videos, inappropriate games or videos to name a few, it will be confiscated and stored in a locked cabinet until pick-up. Repeated misuse may result in additional measures or restricted permission to bring devices in the future. If parents/guardians need to contact their child, they should use the site phone number provided in the program handbook.

The YMCA is not responsible for lost, stolen, or damaged electronic devices.

This policy is designed to balance the use of personal electronics with the importance of maintaining a fun, screen-free environment for all participants.

OUTSIDE TIME

Outdoor play is an essential part of our daily Y-Kids schedule. The Illinois State Board of Education (ISBE) emphasizes the importance of daily playtime, recommending at least 30 minutes of recess for kindergarten through grade 5 students. We ask that you dress your children appropriately for the weather conditions. Closed-toed shoes and shoes without heels are preferred. Staff permitting, we may allow a child to stay inside due to illness or allergies. Please be advised this may not always be possible. Those attending the program will be expected to follow the planned schedule. We will not play outside if the "feels like" temperature is 35° or colder and 95° or warmer.

EARLY DISMISSAL

Based on the school-approved calendar, the Kankakee Area YMCA Y Kids program will provide care on planned early dismissal days. Children will remain at the school or be bussed to the school site for early dismissals.

SCHOOLS OUT DAYS

The YMCA offers full day care on days that area schools are closed, but the Y is open. Child care is available at the YMCA from 6:30 am-6:00 pm on these days. The YMCA provides lunch & a snack. Children will have the opportunity to swim (don't forget your suit and towel!), play in our Gym, and visit the Youth Lobby for Tech Time. Children will also spend time outdoors, weather permitting. A completed Y-Kids packet and pre-registration is required. On school-out days, children must be pre-registered for the date available/needed, dropped off at the Kankakee Area YMCA Youth Entrance, and signed in and out by a parent/guardian / authorized person through the Brightwheel App. For school-out days, we will not accept walk-ins or unregistered children. For these dates, please see the School Out Day Calendar located on the website at k3ymca.org

HOLIDAYS/ CLOSED DATES

We will be closed for the following Holidays:

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

*There will be no care at the YMCA or at school sites on these days.

PAYMENT INFORMATION

PAYMENTS

PAYMENT SCHEDULES

Members must have an updated billing method on file. All payments will be scheduled to be drafted from the account on file at registration. The full-time plan payment draft occurs on the first month of service, and the weekly plan payment draft occurs on the Thursday prior to the week of service.

MULTIPLE BILLING PARTIES

The enrolling parent/guardian is responsible for all fees related to your child's participation in programming. This includes families receiving financial assistance through third-party agencies (CCR&R, DCFS) such as copays. Upon request and with the account holder's permission, we can accept payments from and share account balance details with others. However, please remember that the enrolling parent/guardian is still responsible for paying those fees in full. If your situation requires multiple parties to be billed from the same account, we will happily work with you to accommodate these requests. We may require written authorization in the event that multiple billing parties' accounts need to be arranged.

PAYMENT METHODS & ADMINISTRATIVE FEES

Automatic Draft (ACH) is the only option to pay for the before and after school child care program. You may select from the following payment methods: Credit Card, Debit Card, Checking, or Savings. There will be a service fee of $30.00 or $10.00 (depending on return type), and the draft will be presented again for payment. There are no deductions from the fee for days missed by your child. If you are having difficulty paying tuition, don't hesitate to contact Rachael Landrey at 815-933-1741 ext 1215. If you need to update your payment method, you can do so online or by stopping in at Member Services. You can add an additional bank account, debit, or credit card, or pay your balance with cash, card, or check.

If your payment method is lost, stolen, or expired, you must notify the Kankakee Area YMCA immediately to stop payments and avoid additional fees. You also need to provide a supplementary form of payment. The YMCA is not responsible for any overdraft, return, or late fees charged by your bank or financial institution. You are responsible for updating your bank information; we do not communicate with your bank. If you wish to stop a payment, you must call or submit an "Account Change Request" format at least 5 days before the Friday draft date to ensure proper cancellation. We will require you to reschedule the payment. A ten (10) business day written notice is required if you decide to leave the program. A ten (10) business day written notice is required to stop a draft payment.

PRO-RATING

The Full Time Monthly (Before & After School Care) is the ONLY payment option that includes School's Out Days. We do not prorate for sick days, vacations, non-use of holidays, emergency school closing, snow days, or when a child is out for behavior. We make every effort to provide full-day care at the YMCA on snow days or other unscheduled days off. The amount paid for the unscheduled school closing day will be applied to the School's Out $40/50 daily fee, so parents pay the difference if they need to choose to utilize the School's Out Day offered.

We will automatically pro-rate Full-Time Weekly plans only to align with the approved school calendar for the current year's holidays (ex, Labor Day). All Full-Time Weekly plans will automatically be pro-rated for holiday breaks depending on how the dates fall. Communication will be sent out ahead of time.

Pro-rates do not apply to any CCR&R or DCFS payment plans.

PAST DUE ACCOUNTS

Accounts with a past-due balance will be ineligible to register for additional YMCA programs until the balance is resolved. The YMCA reserves the right to remove a child from the program due to an outstanding balance.

RETURNED PAYMENTS

If a payment comes back returned, you will be contacted by the Kankakee Area YMCA and will need to provide an additional, reliable form of payment. The payment will be immediately accessed unless you advise us to schedule otherwise, and a minimum $25 returned payment fee will be added.

REMOVAL FROM PROGRAMS FOR NON-PAYMENT

Failure to pay program fees in a timely manner may result in suspension or termination from the program. If services are suspended, it is your responsibility to ensure alternative care is provided at the end of the school day. We will not be able to accept your child into the program and will escort them to the school's office.

A fee becomes past due once it is returned, and a late payment fee of $10 or $30 will be automatically added to your account. Any past-due balance will result in the child being removed from the program effective the following day after one failed attempt to collect the past-due balance. No further YMCA participation is allowed until the balance is paid in full. Three (3) removals for nonpayment will result in permanent removal from YMCA Before & After School program for the remainder of the school term. Re-enrollment may be limited, and your child may result in being placed on the waiting list.

We are committed to working with you should you experience financial challenges. You are encouraged to discuss payment issues by emailing our Finance Coordinator, Rachael Landrey, at rlandrey@k3ymca.org before services are suspended or terminated. Arrangements during times of unusual hardship or extraordinary circumstances may be considered.

CANCELLATIONS & PROGRAM WITHDRAWAL

In order to discontinue scheduled payments or services, you must notify the Kankakee Area YMCA 7 days prior to the beginning of the canceled week by completing a "Program Withdrawal" form, available on the Kankakee Area YMCA website or by stopping into Member Services to fill out in order to fully process your cancellation request. Any cancellation notifications later than 7 days prior to the beginning of the canceled week will not be refunded or credited.

REGISTRATION FEES

The registration fee is $50 per family. Registration fees are nonrefundable. If you remove your child for any reason from the SACC Y Kids program a new registration fee will be required upon re-enrollment in the SACC Y Kids program. The registration fee of $50 per family is due at time of registration.

The Full Time Monthly (Before & After School Care) is the ONLY payment option that includes School's Out Days.

PROGRAM FEES

Full-Time Payment Plan Options	Member Pricing	Prospective Member Pricing
Full Time Monthly (Before & After School)	**$360 per month** Drafted on the 1st of each month	**$460 per month** Drafted on the 1st of each month
Full Time Weekly (Before & After School)	**$100 per week**	**$125 per week**
Full Time Weekly (Before School Only)	**$68 per week**	**$85 per week**
Full Time Weekly (After School Only)	**$82 per week**	**$100 per week**

Flex Payment Plan Options	Member Pricing	Prospective Member Pricing
Daily (Before School Only)	**$22 per day**	**$28 per day**
Daily (After School Only)	**$32 per day**	**$40 per day**
Daily (Before & After School)	**$40 per day**	**$50 per day**
Early Release Day	**$23 per day**	**$30 per day**

School Day Out @YMCA 6:30 am - 6:00 pm Holidays and Pre-Planned Days off School	**$40 per Day**	**$50 per Day**

A 10% discount will be applied to the second child and any additional children registered , excluding CCR&R

TEACHER DISCOUNTS

Teachers from the school districts where we currently have the Y-Kids Before and After School programs (see page 5), can use our punch card system for Before and After Child care with the YMCA. One punch for each before and after care session their child(ren) attends. $300 for 20 punches. Punch cards can be purchased at Member Services. Proof of employment is required.

FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

At the Kankakee Area YMCA, we prioritize access to safe and reliable child care. We believe no one should be denied access to YMCA child care programs based on the ability to pay. The Kankakee Area YMCA offers a childcare financial aid option to help suit your family's needs. Every child in each of our programs receives the same quality of care, regardless of whether or not their family receives financial assistance or a program scholarship.

CHILDCARE RESOURCE & REFERRAL (CCR&R)

The Kankakee Area YMCA does CCR&R for our before and after-school child care program. The application can take 30-60 days for approval. Until we receive the approval letter, you are responsible for 25% of the monthly fee or $50/ week. Once approved, you will receive a credit to your account if you overpaid during the waiting period. If your co-pay is greater than the 25%/ monthly or the $50/ weekly, you will owe the remaining balance from waiting period immediately. If you are denied, you will owe the entire balance immediately.

YOUR CHILD(REN) MUST ATTEND THE FOLLOWING:

- Full-time monthly- 15 days a month
- Weekly- 4 out of 5 days per week
- Daily- Attend the days registered

Failure to maintain attendance could result in losing CCR&R and/or being withdrawn from the program. The balance from co-pay to full pay will be due immediately. You are allowed one vacation week per year.

YMCA PROGRAM SCHOLARSHIP

We are grateful for the many generous supporters of the YMCA. Through their donations, we are able to offer fee assistance for families experiencing an extreme hardship or other situation that makes it difficult to afford quality child care. Award amounts vary and are based on information shared during the assistance request process. For more information about YMCA scholarships, please email us at bbeck@k3ymca.org

PROGRAM INFORMATION & PROCEDURES

Y KIDS HOURS, PICK-UP & DROP-OFF INFORMATION

PROGRAM

The Y KIDS before and after school program is a license-exempt childcare provider, meaning the program is not licensed or regulated by DCFS. The program remains in compliance for exempt licensing as defined in Public Act 099-0699, Section 2.09 (j) of the Child Care Act.

HOURS OF OPERATION

Y Kids will operate on days when in-person school is in session.
Before-School care will run from 6:30 am until the start of school.
After-School care will run from school dismissal until 6:00 pm.

SIGN- IN & SIGN-OUT

All grown-ups picking up and dropping off children to Y Kids Before and After School will be required to escort children to and from the building. Grown-ups must sign their children in/out on the Brightwheel app by scanning the QR code at the site. Children may not sign themselves in or out. These procedures help ensure your child's safety and allow staff to determine which children are present at any given time.

AUTHORIZED PICK-UP PERSONS & ID REQUIRED

For your child's safety, only authorized persons (18 years or older) may sign out and pick up a child (unless reauthorized by the Youth Director).
Only people listed as an Authorized Pick-up or Emergency Contact will be allowed to pick up a child.
Every person picking up a child should have a government-issued photo ID readily available for staff to check.
The ID requirement is in place for the duration of the school year. While we thrive on building relationships with our families and getting to know them personally, sites may sometimes have substitute site staff who will rely on ID checks to maintain the safety of our children.

You may add or edit authorized pick-ups by updating the Child Profile within your YMCA account or calling Member Services at (815)933-1741 during operating hours.

Without a government-issued picture ID, we cannot release your child. Adults not listed on the child's profile and/or without proper identification will not be permitted to remove a child from any Y Kids program. The parent/guardian is responsible for informing all adults of the photo ID requirement.
Additionally, any restricted or unauthorized pick-ups must be listed on your child's profile.

WEAPONS-FREE FACILITY POLICY

For the safety and well-being of all children, families, and staff, the YMCA strictly enforces a No Weapons Policy in all of our licensed and license-exempt program areas. IIn accordance with Illinois State Law (430 ILCS 66/65) and DCFS requirements for license-exempt child care programs, firearms, guns, or any other weapons are not permitted on YMCA property, in program facilities, parking lots, vehicles used for YMCA transportation, or during any YMCA-sponsored activities — even if an individual is licensed to carry a concealed firearm.This policy helps ensure that all YMCA environments remain welcoming, safe, and secure for the children and families we serve. Any individual found in violation of this policy will be asked to remove the weapon from the premises immediately and may be subject to further action as deemed necessary by YMCA administration or local authorities.

LATE PICK-UP FEES

Our programming ends promptly at 6:00 pm. It is your responsibility to have your child picked up by this time. We use Y Cell Phone time as our guideline.
If your child has not been picked up by 6:00 pm, YMCA staff will attempt to contact all emergency & authorized contacts.
After 6:00 p.m., the fee is $10 per child; after 6:05 p.m., it is $1 per minute per child. Parents receiving financial assistance or funding from third-party agencies are responsible for paying late fees. The late fee serves as a means to cover the staff expenses associated with late pick-up.
In instances where an authorized pickup is unable to be reached, the local police or children's service agency will be called. Parents who have not notified the site of their lateness can expect the following:

6:00 pm: Site Lead begins calling parents/guardians/authorized pickups.
6:30 pm: Site Lead contacts their Director and local authorities to determine if a problem related to the parent/guardian has been reported.
7:00 pm: The child is turned over to the Sheriff's Department or local police, and DCFS is contacted.

If you will be late picking up your child, you must contact the Site Lead of your school site (see page 4). If you cannot pick up your child, you must arrange for an authorized pick-up.

You risk dismissal from the program if you fail to pay the late fee or are late picking up your children 3 times within a 30-day period not exceeding (2) 30-day periods in a calendar year.
Please keep your child's profile updated with phone number changes for work, home, or emergency contacts. It is the parent/guardian's responsibility to keep the information up-to-date; it is not the school administration's responsibility to inform the YMCA of changes.

EXTRACURRICULAR ACTIVITIES

You are responsible for informing us in writing if your child will participate in an after-school activity, including school-sponsored events, sports, clubs, etc. Doing so ensures we only release your child to authorized school personnel or activity coaches. Please email Brittaney Beck at bbeck@k3ymca.org with the following information:

- Child's Name and School
- Schedule including;
  - Days of the week they will be attending the activity,
  - Time period (start and end) of the activity
- Type of activity (tutoring, sports, Girl Scouts, etc.)
- Start and end date of extracurricular program
- Name of authorized person (teacher, coach, etc.) to pick up/drop off your child

YMCA staff cannot release your child without the above information in writing if they come to our program first before the activity.

BRIGHTWHEEL

Y-Kids uses Brightwheel, a tool for easy sign-in/out, communication, photos, videos, and much more. A QR code for sign-in/out is provided at each school site and at the YMCA for School Out Days. You are required to sign your child in/out for safety purposes. Failure to sign your child in or out will result in a $1 per missed check-in/out per child fee. This fee will be deducted from your account at the beginning of the month for the month prior. *This is our MAIN form of communication with parents/guardians*

After registering your child for Y-Kids, you will receive an invitation via email or text from Brightwheel.

ABSENCE

If your child will be absent, you must call, email, or BrightWheel message to notify Y Kids staff so they have time to inform the Site Lead. You will be contacted if your child does not attend the program on their scheduled days. If your child leaves school for any reason (sickness, doctor's appt., etc.), you must notify the program site staff.

For the safety of your child, should your child not show up before or after school by school bus or other arranged transportation or not be at the pre-designed location for pick-up at the school by YMCA transport, we will follow the following procedure:

1. We will try to reach out to you right away by brightwheel message. In case we cannot get in touch with you within 5 minutes, we will call you by phone. If unable to connect with you, we will then;
2. Contact the people on the emergency contact list for your child. If those people cannot be reached, we will then;
3. Contact the people on your pick-up list. If those people cannot be reached, we will then;
4. Contact the police department.

Please be assured that this policy is implemented to guarantee the utmost safety and care for your child. You, the parent, or another indicated guardian or caregiver must provide information concerning your child's whereabouts. We cannot accept verbal verification or other information from a sibling or friend of your child.

REMOVAL FROM PROGRAM FOR NON-ATTENDANCE

To ensure program consistency and to accommodate families on our waiting list, if a child is absent from the program for 14 or more consecutive days without any communication from the parent/guardian, it will result in automatic withdrawal from the program. Families wishing to re-enroll after an automatic withdrawal due to non-attendance may be required to pay any applicable enrollment fees, subject to program availability. Parents/guardians are responsible for notifying program staff in advance of any planned absences or extended time away from the program. We understand that unforeseen circumstances may arise. If you are unable to communicate during the 14-day period due to an emergency, please get in touch with the program Site Lead/Youth Director as soon as possible to discuss your situation.

HOMEWORK

During academic reflection, all children will be allotted 30 minutes of time to work on homework and/or time for quiet academic reflection in a supervised setting. Staff will encourage children to tackle their most challenging assignments but cannot be expected to offer one-on-one tutorial assistance. Your child(ren) is responsible for knowing their homework assignments and bringing all necessary books, papers, etc. to the program each day. The YMCA is not responsible for the school supplies needed for your child(ren's) homework. It is the child's responsibility to be honest about homework. Counselors cannot make a child complete assignments and cannot search book bags for incomplete work. Children will need to complete assignments at home that are not finished within this time period.

PARTICIPANT HEALTH

MEDICATIONS

If your child needs to take medication during program hours, a medication authorization must be completed. Parents/guardians may give authorization by visiting Member Services to complete the form. Only prescription medicine (no over-the-counter medication) will be administered. The Medication Authorization form includes space for the staff to record the administration of the medicine.

Authorization must be filled out before medicine is dispensed to children. Parents must give medication to the Site Lead.

- Keep all medication in the original container with the prescription label/direction label attached.
- Medication must be labeled with the child's name, physician's name, name of medication, the dosage amount, and the time(s) to be given.
- Hand all medication (including inhalers, etc.) to the Site Lead.
- All medications will be locked up and given to your child at the prescribed time.

IMPORTANT NOTE: Children cannot keep medications on their person, backpacks, or lunch bags (over the counter included).

CHRONIC HEALTH ISSUES

We administer medications to children who have asthma, diabetes, who experience allergic reactions, or require blood-glucose tests. Any other substitute foods for raising blood sugar, such as honey, orange juice, or other food substances, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must be reachable by the YMCA staff the entire time the child is at the Y Kids program.

MANAGEMENT OF COMMUNICABLE DISEASES

If a child has any of the following signs or symptoms of illness, they shall be immediately isolated and discharged to their parent/guardian. If any of these symptoms occur before programming, please do not send your child for the well-being of all children:

- Diarrhea-3 or more watery stools in a 24-hour period
- Severe Coughing
- Nasal congestion
- Temperature of 100.4°F or higher
- Rash
- Shortness of breath
- Difficulty breathing
- Body Aches or fatigue
- Headache
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Vomiting on 2 or more occasions within the past 24 hours
- Evidence of lice, scabies or other parasitic infestation
- Pink or runny eyes
- Severe stomach or head pain

Parents will be called immediately and asked to pick up their child promptly. If the child has a communicable disease, a return note from the physician may be requested. Upon departure, parents/guardians will be notified verbally or by a written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

If you are contacted, you will need to make arrangements to pick up your child within 1 hour. The YMCA is not equipped to handle ill children beyond ensuring their immediate comfort. We utilize the Department of Early Care and Learning (DECAL) communicable disease chart as a guide.

Any child not attending school on any regular school day may not attend the YMCA program during that day.

If your child goes home from school due to an illness, call Member Services or Brightwheel message site staff to report their absence. The school does not notify Y Kids if your child goes home sick.

FIRST AID

All YMCA SACC staff are certified in CPR and First Aid. Any first aid administer will be documented by YMCA staff. The following procedures will be followed:

- First Aid will be provided, and the incident will be documented.
- The child will periodically be observed after First Aid has been applied.
- The parent will be notified through Brightwheel to communicate the incident.

INJURY/ MEDICAL EMERGENCY

All precautions will be taken to prevent serious health risks to all participants. If a child is injured, sick, or needs emergency medical attention, the parent or guardian will be notified immediately. If he or she cannot be reached, the YMCA will notify the emergency contact list. 911 will be contacted in any event requiring medical attention beyond basic First Aid.

In the event of a medical emergency, immediate action will be taken by the staff to ensure the safety of your child. In general, the following steps will be taken in the event of a major injury or health problem:

- Immediate First Aid will be administered by SACC staff until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the YMCA incident report.

Emergency information is essential to provide your children with the safest possible environment. Please ensure your child's profile stays updated with your best phone number and address. If your child is sick or injured, we need to be able to contact you right away. *The school is not responsible for updating your information with us.

The YMCA does not incur the cost of medical treatment, and you must indicate what type of health insurance you carry on your child's health history/registration form. The YMCA does not carry accident insurance on participants.

EMERGENCY PLAN

Each site will have a site-specific emergency plan, including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, locations of fire extinguishers and first aid kits, etc. Staff are trained and are expected to be well-versed in emergency procedures.

SCHOOL CLOSING- SEVERE OR INCLEMENT WEATHER

- If school releases early due to severe weather, parents should check with the school and/or the Y to determine if the Y-kids program is able to open. If the Y-Kids program is able to open, parents should make every effort to pick up their child early.
- If school is canceled due to inclement weather, the Y-Kids program will operate at the Kankakee Area YMCA unless notice is given otherwise.
- Severe Weather Policy when at a school site: Staff will stay with all children and we will follow the school's emergency plan.
- Severe Weather Policy when at the Kankakee Area YMCA: Staff will stay with all children and will be taken to the family locker room in the lower level.

*In any school closing or severe weather situation, we will contact parents/guardians through Brightwheel.

ALLERGIES

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other food/non-food items in our programs. For the protection and comfort of our participants, we are a peanut-free zone.

We try our best to accommodate participants without inconveniencing others. If you are aware that your child is severely allergic to something; it is your responsibility to notify the staff when filling out your child's registration information.

MEALS & SNACKS PROVIDED

Our YMCA SACC team is proud to be able to offer an afternoon snack and cold supper to all of our students through the Child and Adult Care Food Program with the Northern Illinois Food Bank. Meal menus will be available to families each month. Lunch and a snack will be served on the school's out days at the Y. The Kankakee Area YMCA is committed to serving healthy food and promoting healthy eating habits. A fruit or vegetable is typically served daily for snack both at school sites and at the Y. Water is always available and we encourage children to drink water. Students may bring their own snacks to meet their dietary needs or preferences. If a student will bring their own snacks, please ensure they are peanut-free and there are no glass containers. There are no microwaves or refrigerators available for student use.

FOOD DELIVERIES

To maintain a safe, equitable, and focused environment for all students and members, food deliveries from outside services such as Uber Eats, DoorDash, and other third-party delivery services to any school site or YMCA facility are not permitted at any time during regular operating hours.

- Parents or guardians can drop off food directly at the YMCA for their child. Food should be delivered to the designated drop-off area at the Youth Doors. Parents must send Brightwheel messages ahead of time when delivering food.

EXCEPTION: In cases of medical need or specific circumstances, parents or guardians may request approval for a food delivery. These requests must be submitted in advance and approved by Y Kids Leadership.

- Any food deliveries made by outside services will be returned or discarded. Staff members will remind students and parents of this policy if violations occur. Continued non-compliance may result in further actions.

Need More Information:

Contact Director of Operations, Brittaney Beck

(815) 768 - 6951 or bbeck@k3ymca.org

Y KIDS RULES AND SAFETY

EXPECTATIONS AT Y KIDS

EXPECTATIONS OF PARTICIPANTS

Participants are entitled to a pleasant and safe environment while participating in the Y Kids program. To keep the program safe, the Kankakee Area YMCA has the following expectations of all members enrolled in before & after-school care:

- Participants must be able to refrain from bullying, verbal outbursts, and physically aggressive behaviors. This includes but is not limited to inappropriate or degrading language, biting, scratching, hitting, kicking, and spitting.
- Participants must be able to stay near the group without wandering or running away.
- Participants must be able to comply with verbal and non-verbal instructions.
- Participants must be able to use the restroom independently.

We know everyone will not always get along or agree on things. However, we expect these disagreements will be handled in a non-violent and non-threatening manner. We want everyone to feel they are in a safe environment where they are valued. All participants should use their number one resource when an unexpected altercation happens: self-report to a counselor or site staff in charge right away.

If a parent or guardian discloses that a participant cannot comply with these requirements due to a disability, the SACC leadership team may request to meet with the parent/guardian to engage in an interactive process to determine reasonable accommodations based on an individual assessment.
Site Leads will routinely cover our YMCA Core Y- Values and explain student expectations and guidelines. Please review with your child the types of behaviors that we expect (outlined below) and their importance for your child to have a successful time in the program.

CHARACTER DEVELOPMENT POLICY:

CARING – to demonstrate a sincere concern for others, for their needs, and well-being. Symbolized by the red heart.

- **Please use appropriate language to avoid offending others.**
- **Avoid loud or boisterous behavior that could offend or disturb other people or programs.**
- **Seek to help or get assistance for those in need.**

HONESTY – to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my beliefs. Symbolized by the blue compass, signifies ones moral compass.

- **Do not take things that do not belong to you.**
- **Report any inappropriate or illegal conduct to YMCA personnel immediately.**
- **Return any lost or misplaced items to YMCA personnel. Refrain from passing or sharing your membership card with anyone else.**
- **Enter and exit YMCA programs and facilities honestly and appropriately.**

RESPECT – to treat others as I would want them to treat me, to value the worth of every person, including myself. Symbolized by the yellow sun, signifies the "golden" rule.

- **Respect other people's right to participate in the same area.**
- **Treat others the way you would like to be treated.**
- **Have fun, but not at the expense of others.**
- **The YMCA is a smoke-free environment.**

RESPONSIBILITY – to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises. Symbolized by green young sapling, signifies our responsibility to Earth and one another.

- **Follow the safety rules and other guidelines posted in and around the YMCA**
- **Avoid foul language, arguing, fighting or any other form of harassment, bullying or intimidation.**
- **Members are responsible for their own behavior and that of their guests.**
- **The YMCA is a "neutral zone". Displaying gang jewelry, clothing, symbols, hand signs, etc., is prohibited.**
- **Promptly report any illegal, suspicious or inappropriate behavior to YMCA personnel.**

FAITH – to have complete trust or confidence in someone or something. Symbolized by the purple closed eyes, signifies prayer or deeper thought.

At the Y, we honor the faith and values of all people.

- **When we talk about Faith at the Y, we're talking faith in yourself, others, the world around you, and whatever faith you believe in. When you close your eyes, whatever image of have in your mind, that's what we encourage you to believe.**

EXPECTATIONS OF FAMILIES

Our families are our partners and we believe every family is entitled to a safe, inclusive environment. Please be mindful of your actions towards staff and other participants. If a parent/guardian or authorized pick-up threatens, intimidates, abuses, harms, or speaks inappropriately towards a staff member or participant, they risk suspension and/or removal from the program.

A verbal warning will be issued for the first offense, and if the behavior persists, your child will be suspended from the program. The Site Lead will determine the length of your child's suspension based on the severity of the situation, which will be a period of one day to one week. If the behavior persists further, your child could risk being removed from the program for the duration of the school year.

LOST, STOLEN OR DAMAGED PROPERTY

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent property loss is to leave it at home! Each site location will have a designated 'Lost and Found.' Please check for your child's items. Valuable items like electronics, jewelry, toys, expensive shoes, or clothing should be left home. Children will also frequently play active games in the gymnasium or outside. The YMCA is not responsible for lost, stolen, or damaged possessions. Additionally, families may be held accountable for student damages made to school or YMCA property.

BULLYING POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the programs and be especially hurtful when persons are targeted with meanness and exclusion.

At YMCA Y Kids, bullying is inexcusable, and we have a firm policy against all types of bullying.

Our program philosophy is based on our mission statement, which ensures every child is accepted. We are open to all to develop their spirit, mind and body. We work together as a team to ensure children gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication between themselves and their participants. Both staff and children should be comfortable alerting us to any problems during their program experience. Every person has the right to have the best possible experience at Y Kids, and by working together as a team to identify and manage bullying, we can help ensure all participants and staff have a great school year.

DISCIPLINE POLICY

The YMCA teaches the core values of caring, honesty, respect, responsibility, and faith to promote a healthy, safe, and secure environment for all program participants. Children are expected to follow the behavior guidelines and to interact appropriately in a group setting. Ground rules are built around respect for self, others, and YMCA property.

This policy is meant to inform parents, staff, and participants of the actions in response to undesirable choices made by participants during their time in the program.

Participants are expected to treat fellow children and staff respectfully and abide by program rules. Y Kids is a safe place in spirit, mind, and body for all, and we expect our participants to strive for the same. Our policy is to follow a four-step system in response to breaking the rules, including disrespect, bullying, and physical violence.

SACC Y Kids staff will implement the following disciplinary steps fairly and consistently, considering the participant and the specific situation. Misbehavior will be addressed based on incidents occurring within the same day. However, if similar behaviors persist within the same week, the disciplinary process may take those occurrences into account to ensure a cohesive approach:

1. Reasoning and Redirection- Every effort will be made to help the child understand the inappropriateness of her/his actions and agree to an alternate form of behavior. Children may be redirected to alternative activities. When there is a child-to-child conflict, every effort will be made to have them reason together face-to-face with staff facilitating.

2. Removal from Specific Activity- When reasoning has been pursued, and behavior has not changed, removing the child from the activity involved for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior, and the removal should not exceed 10 minutes. The parent/guardian may be notified in Brightwheel.

3. Child/Site Lead Conference-When the counselor is not successful in correcting behavior, the Site Lead may meet with the child to redirect him/her to use of proper conflict resolution strategies. The parent/guardian will be notified in Brightwheel, and the situation will be explained at pick-up.

4. Parent Conference- If the child cannot comply with the behavior expectations after the above meeting, the Director will set up a conference with the parent/guardian and Site Lead. The child (if appropriate), parent/guardian, and Site Lead will establish and sign a behavior agreement.

OUTCOMES

First Offense: If Steps 1 and 2 above are unsuccessful, a verbal warning will be given to the child with the parent's awareness (documented). Parents will be notified in Brightwheel. If the behavior continues, it will be a write-up.
Second Offense: First write-up given to parent documenting behaviors
Third Offense: Suspension/Expulsion for 1-5 Days depending on behavior violation (meeting with Youth Director required)
Fourth Offense: Expulsion from program

Any act deemed dangerous to the participant or staff is grounds for immediate suspension or expulsion. Depending on the severity of the rule violations, the steps for the "Offenses" may be skipped.

REMOVAL FROM PROGRAM

YMCA staff works as a team with you to develop the best care plan for your child. A teamwork approach is the only way to correct repeated inappropriate behavior. Your patience, support, and follow-through are not only appreciated but also necessary. However, removal from the program will be considered in extreme situations. If the above process has not resulted in corrected behavior, you will be required to remove your child from programming.

Immediate dismissal (including suspension or removal) will be decided at the discretion of the Site Lead, and Program Director if an adult or child exhibits one or more of the following behaviors:

- Any action that could pose a direct threat to the physical/emotional safety of the child, other children or staff (bullying, eloping, or biting)
- Physical or verbal altercations (includes fighting, shoving, pushing, and/or any intimidating act towards a staff or program participant)
- Flagrant disobedience
- Verbal abuse (this includes any derogatory slurs/phrases, racial slurs/phrases, sexist stereotypes slurs/phrases)
- Profanity of any kind, and exposing oneself or exhibiting inappropriate sexual behaviors to other children
- Possession of a weapon of any kind or use of alcohol/controlled substances
- Possession of nicotine or nicotine-related products (cigarettes, vaping devices, lighters, etc.)
- Vandalism or destruction of YMCA property or property of others
- Stealing
- Inappropriate sexual conduct

The YMCA follows all school rules and policies. If your child is suspended from school, they will not be allowed to attend Y Kids during the suspension. For the safety and well-being of all children, families, and staff, the YMCA strictly enforces a No Weapons Policy in all of our licensed and license-exempt program areas.

A meeting between the child, parent, Site Lead, and Youth Director is mandatory for the child to return from a school suspension or removal and be considered for re-enrollment.

SUSPENSION FROM PROGRAM

If your child has a serious discipline problem, they may be suspended for 1-5 days, depending on the severity of the problem. As stated above, some actions will warrant immediate suspension or removal. No refunds or credits will be given if your child is suspended or removed from the program.

BEHAVIOR-RELATED ISSUES

Please be aware:

- No staff member may ever strike, swear, abuse, or threaten with physical intimidation either a parent or child
- No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the vicinity of the program
- No child will be allowed to continue in the program who becomes a safety hazard to themselves or others
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child
- No parent or guardian will be allowed to harass, threaten, or display violent/intimidating behavior towards staff, participants or other members
- Any abrasive behavior displayed by a parent/guardian or individual associated with your child towards YMCA staff may result in suspension or termination from the program.
- Weapons and firearms are prohibited on the premises at all times

BEHAVIOR MANAGEMENT AND AGREEMENTS

If your child has a serious discipline problem, you may be called and requested to pick up your child within an hour. Examples of these serious discipline problems include (but are not limited to):
Hitting, threatening or intimidating others, injuring another child or staff member, leaving program site or refusing to remain with their group, using foul language or being repeatedly disrespectful, defacing YMCA or school property, or stealing.
A Behavior Agreement will be completed by your child, our staff and you to ensure the necessary steps are taken.

GRIEVANCE POLICY

If you wish to report a grievance, you may email it to the Director of Operations at bbeck@k3ymca.org, and they will respond promptly.

STAFFING

STAFF TRAINING

Our comprehensive training and development program includes behavior management, conflict resolution, inclusive support, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the Kankakee Area YMCA, our staff are CPR and First Aid certified. They explore techniques to better interact with children, build others' self-esteem and confidence, and become experts in songs, games, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with participants.

WHO TO SEE WHEN

Site Leads will be able to assist you with most questions regarding behavior concerns and curriculum. The Assistant Youth Specialists and then the Youth Director will be able to assist you with questions regarding staffing concerns, serious disciplinary actions, and other matters the SL is unable to attend to. The Billing Coordinator will be able to assist you with concerns regarding scheduling, payments, and information changes.

SUPERVISION

The State of Illinois ratio requirement of staff to children with school-age children when kindergartners are present is 1:20.
Our Y Kids program strives to operate on a ratio of 1 staff to 15 students.

BATHROOM PROCEDURES

No child is ever by themselves or alone with a staff member. All children will take trips to the bathroom with the entire group and/or groups of children escorted by staff. Children will only use bathrooms inspected for safety by staff. We do not offer any one-on-one assistance for bathroom trips.

CHILD ABUSE PREVENTION

The YMCA maintains a policy of Child Abuse Prevention practices, which include procedures related to:
- Employee background checks
- Training and supervision requirements for staff
- Staff relationships with children
- Unscheduled site evaluations by YMCA leadership staff

According to the Illinois Mandated Reporter Code, members of the general public may report suspected child abuse and neglect if they choose. However, state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. The YMCA adheres to the State of Illinois Mandated Reporter code.

CHILD ABUSE REPORTING REQUIREMENTS

Child abuse is defined as "the physical injury or death inflicted upon a child by a parent or caretaker by other than accidental means." Neglect and exploitation of a child are considered child abuse as well. The YMCA Y Kids program and its staff are mandated reporters of child abuse and neglect. Each staff member receives training to recognize the signs of abuse or neglect and is given explicit instructions to follow if they suspect the maltreatment of a child. Should anyone in our facility suspect or witness child abuse, the employee will notify the Program Director. The Program Director will notify the YMCA Director of Operations & CEO immediately, followed by the Illinois Department of Human Resources.

WHAT CAN I EXPECT FROM THE STAFF IN THE BEFORE-AND-AFTER-SCHOOL PROGRAM?

At our before-and-after-school program, we are committed to providing a safe, engaging, and positive environment for your child. Here's what you can expect from our staff:

- Qualified and Caring Staff: Our staff members are trained to work with the children in our program ages 5-12 years. They are trained in child safety protocols, behavior management, and activity planning.
- A Focus on Safety and Well-Being: Your child's safety is our top priority. Staff are always present to supervise and guide children, ensuring a secure and structured environment.
- Engaging and Fun Activities: Staff will provide a variety of activities that promote creativity, learning, physical activity, and social connection. From arts and crafts to STEM projects and group games, we aim to make every day exciting and enriching.
- Positive Role Models: Our staff strives to model respect, empathy, and inclusion, fostering a supportive environment where all children feel valued.
- Open and Honest Communication: Staff will communicate with parents about your child's experiences, successes, and any challenges that may arise.
- We're Human Too: While our team is dedicated and professional, we are also human. Occasionally, we may reflect on an approach or choice of words and recognize opportunities to improve. We ask for the same grace that we extend to your child. If you have concerns, we welcome respectful, constructive communication. Please speak with the staff member directly or reach out to the Youth Director for support.
- Support for Individual Needs: We are committed to creating an inclusive environment where every child can thrive. Staff are trained to adapt activities and approaches to meet a range of needs and abilities.
- Consistency and Reliability: Our team works hard to maintain a structured, dependable program where children feel safe and supported every day.

If you have additional questions or specific concerns, we are here to listen and work with you to create the best possible experience for your child.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE HOURS OF THE PROGRAM?

The before-school program begins at 6:30 AM and ends once school starts.
The after-school program is held from the time school ends until 6:00 PM.

WHAT IF I AM LATE PICKING UP MY CHILD?

If you will be late picking up your child and need to contact our Y Kids staff, please get in touch with your respective school's site phone. If your child has not been picked up by 6:00 pm, If your child has not been picked up by 6:00 pm, YMCA staff will attempt to contact all emergency & authorized contacts. After 6:00 p.m., the fee is $10 per child; after 6:05 p.m., it is $1 per minute per child. Parents receiving financial assistance or funding from third-party agencies are responsible for paying late fees. The late fee serves as a means to cover the staff expenses associated with late pick-up.
In instances where an authorized pickup is unable to be reached, the local police or children's service agency will be called. The parent will be shown a late pickup form for their total fees and must sign to authorize payment the next business day. When an authorized pickup cannot be reached, the local police or children's service agency will be called.

HOW DO I ADD SOMEONE TO THE PICK-UP LIST?

You may add or edit authorized pick-ups by updating the Child Profile within your YMCA account or calling Member Services at (815)933-1741 during operating hours. The authorized adult should bring a state-issued photo ID with them when they come to pick up your child.

WHAT IF MY SCHEDULE CHANGES AND I NO LONGER NEED CARE?

In order to discontinue scheduled payments or services, you must notify the Kankakee Area YMCA 7 days prior to the beginning of the canceled week by completing a "Program Withdrawal" form, available on the Kankakee Area YMCA website or by stopping into Member Services to fill out in order to fully process your cancellation request. Any cancellation notifications later than 7 days prior to the beginning of the canceled week will not be refunded or credited. Parents/guardians are responsible for paying any balance prior to withdrawal. After 30 days, unpaid accounts may be submitted to a collection service.

WHAT IF MY CHILD LOSES SOMETHING AT Y KIDS?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home. There will be a designated Lost and Found at each site location. Please check for your child's items. The YMCA is not responsible for possessions that are lost, stolen, or damaged.

WHAT DOES THE STAFF NEED TO KNOW ABOUT MY CHILD?

Please make sure to fully complete and return the enrollment form and information sheet included in this packet. Helpful information includes allergies, attention disorders, learning disabilities, asthma, difficulty relating to peers, explosive episodes, runner, extreme shyness, and medications, any IEP or 504 plans.

DOES THE YMCA OFFER FINANCIAL ASSISTANCE FOR THIS PROGRAM?

State funding is available through CCR&R. You must send the forms directly to CCR&R. YMCA financial assistance is only available with proof of CCR&R denial. Parents/Guardians are responsible for bringing in approved CCR&R documents. Child cannot start program without proof of acceptance.

WHAT DO I DO IF MY CHILD REQUIRES MEDICATION?

If medication must be administered to your child, you should: 1) Bring medication in its original container, placed in a zip lock bag with the child's name on it, 2) provide written instructions as to the quantity, time to be given, your name and phone number, 3) provide additional written clearance from the child's physician, and 4) complete and return to the YMCA SACC staff the Permission to "Administer Medication" form prior to treatment. If medicine is to be given out on a regular basis, you must still complete this form.

WHAT IF MY CHILD GETS HURT?

All staff members are trained and certified in First Aid, CPR, AED, and Child Abuse Recognition and Prevention. The state mandates that we report any suspicion of abuse. In the case of injury, the parent is responsible for providing primary accident insurance for the child. The child's information forms must include an emergency contact person and phone number other than the parent's home or work number. Should an emergency arise, every effort will be made to reach you or the contact persons listed on your information sheets. If no one can be reached, we will take the necessary actions for the health of your child. Please notify us immediately if there are any changes in the emergency contact phone numbers.

WHAT IS EXPECTED OF CHILDREN AND THEIR PARENTS?

- Support and responsibility in addressing your child's behavior
- Input and assistance through the completion of written evaluations
- Interest in your child's YMCA before and after-school activities
- Awareness of and cooperation with the policies of the program

WHAT CAN I EXPECT FROM THE YMCA AS A Y SACC KIDS PARENT?

- Caring, enthusiastic, and trained staff
- Open communication with the YMCA staff
- Opportunity for parent feedback

WHEN ARE WRITTEN COMMUNICATIONS REQUIRED?

Parents should provide written communication to staff if:

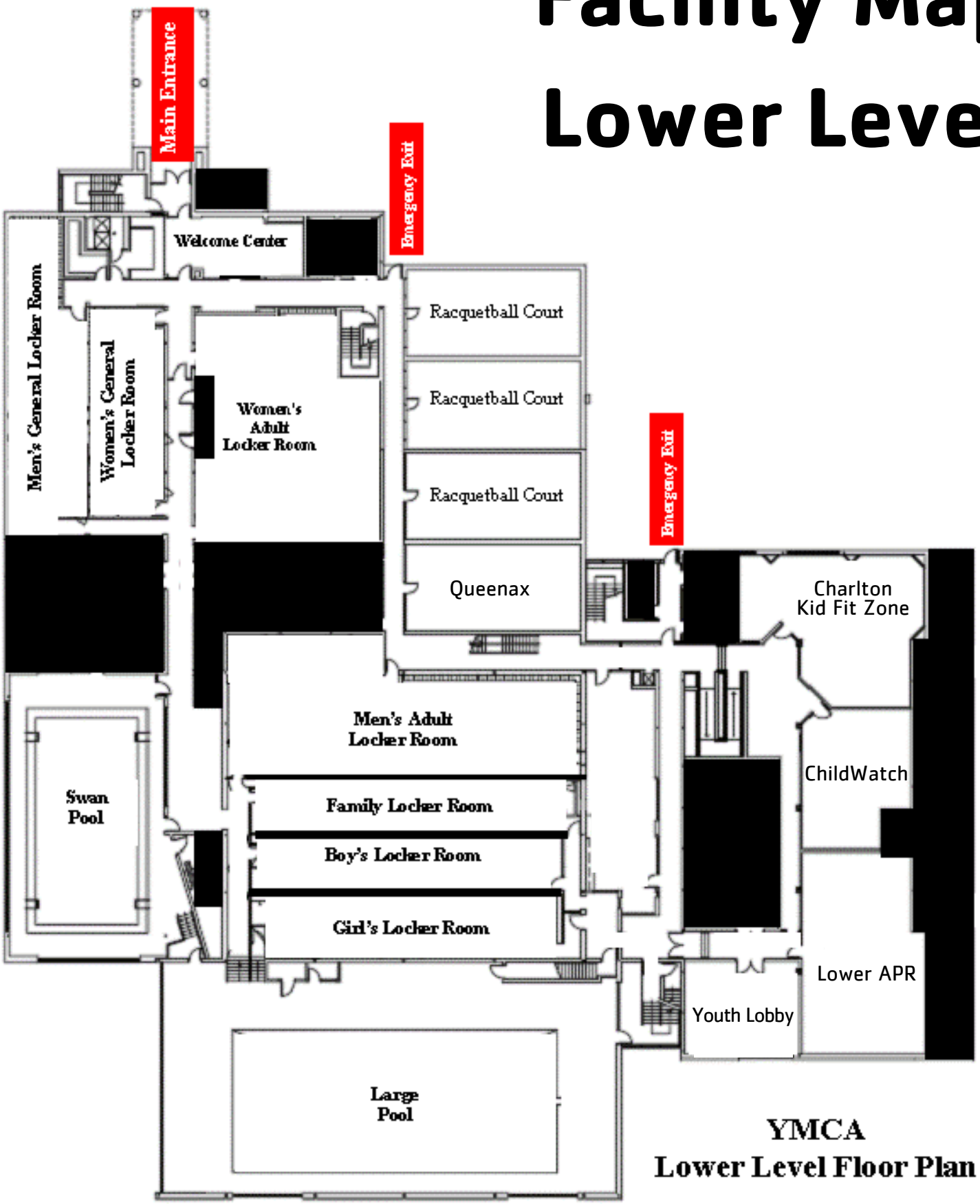
- The child is leaving early that day
- The child will be absent the following day
- The child needs medication
- The child has special needs on that day

WOULD MY CHILD BE ALLOWED TO BRING AN ACTIVITY FROM HOME TO SHARE WITH FRIENDS?

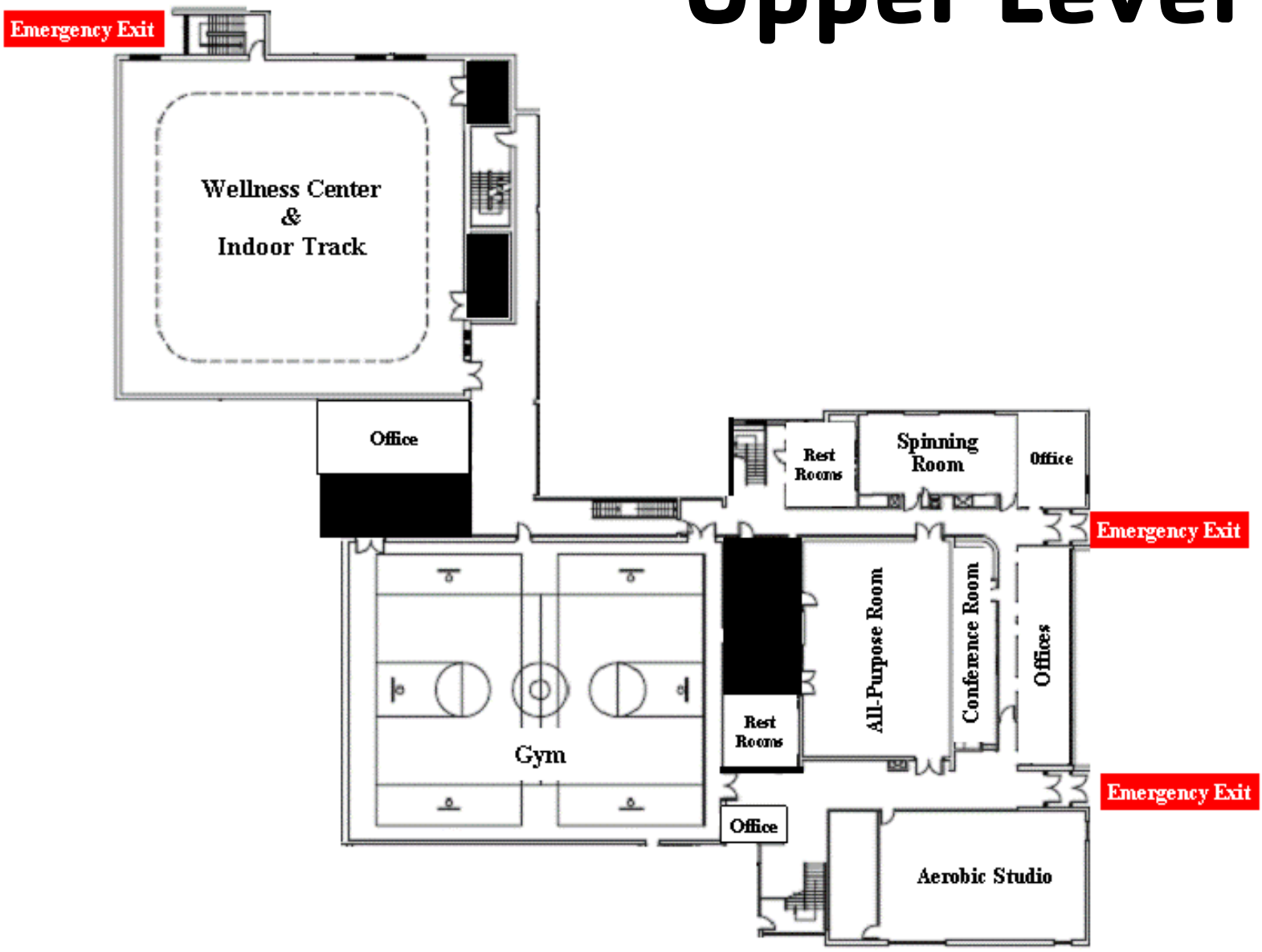
We allow any activities from home except electronic devices such as: Cell phones, I Pods, game boys, CD players, DVD, phones, video games, etc. No toys resembling weapons of any kind. For the safety and well-being of all children, families, and staff, the YMCA strictly enforces a No Weapons Policy in all of our licensed and license-exempt program areas.

Please be aware that your child must take full responsibility for his/her belongings. Kankakee Area YMCA will not be responsible for any lost or damaged items

Facility Map
Lower Level



Facility Map
Upper Level



YMCA
Upper Level Floor Plan

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FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Parent/Guardian Acknowledgment of Receipt and Review

KANKAKEE AREA YMCA
SACC Y KIDS BEFORE AND AFTER SCHOOL PROGRAM
2026-2027

Dear Parent/Guardian,

The Parent Handbook serves as a comprehensive guide to our policies, procedures, and expectations for the SACC Before and After School Program. It is important for us to work together to ensure the best experience for your child. Please take the time to review the handbook thoroughly.

By signing this form, you acknowledge the following:

- I have received a copy of the Y Kids Before and After School Parent Handbook.
- I understand it is my responsibility to read and become familiar with the policies and procedures outlined in the handbook.
- I agree to abide by the policies outlined in the handbook and to support my child's adherence to these guidelines.
- I understand that the policies and procedures outlined in the handbook may be subject to change at any time to meet the evolving needs of the program. In such cases, I will be notified of updates.
- I recognize that some situations may not be explicitly covered in the handbook and that there may be areas open to interpretation. In these instances, I will reach out to program staff or management for clarification.
- I understand that any questions or concerns about the handbook can be addressed with program staff or management.
- I understand that the YMCA operates its programs in facilities designated as No Weapons / No Guns Allowed areas in accordance with Illinois state law and DCFS regulations for license-exempt child care programs.
- I understand that there may be changes/updates made to this handbook at any time.

Child's Name: _____
Site Location: _____
Parent/Guardian Name: _____
Signature: _____
Date: _____

Thank you for your cooperation and partnership in ensuring a safe and enriching environment for all participants.