

# **Before & After School Child Care Parent Handbook**



Revised 07.08.2024

## 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.

### Our Purpose

The purpose of the school age program is to provide a safe and nurturing environment for children age 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.

### About the Program

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. Supervised play, help with homework, arts and crafts, and afternoon snacks are just a handful of activities included in this program.

### *(6:30am-School Begins and School Out-6:00pm)*

- *Shabbona: Site includes children from Shepard and Shabbona*
- *Liberty: Site includes children from Liberty Intermediate School*
- *LeVasseur: Site includes children from LeVasseur*
- *Bonfield: Site includes children from Bonfield grade school and Herscher Intermediate*
- *Bradley East: Site includes children from Bradley East and Bradley Central*
- *Bradley West: Site includes children from Bradley West*
- *Kennedy: Site includes children from Kankakee School District #111*
- *St. George: Site includes children from St. George elementary School*

### Fees

The registration fee is \$55 per family. Registration fees are nonrefundable. If you remove your child for any reason from the SACC program a new registration fee will be required upon re-enrollment in the SACC program. **If you apply for CCR&R, a \$55 registration fee is still required.** The registration fee of \$55 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. **We do not prorate for sick days, vacation, non-use of holidays, or snow days.** We do make every effort to provide all day childcare 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 \$37/48 daily fee, so parents pay the difference if they need the School's Out day.

Payment options:

Payment Options	Member Pricing	Prospective Member Pricing
Full Time Monthly <i>(Before &amp; After School)</i>	\$300/month <i>drafted on the 1st</i>	\$400/month <i>drafted on the 1st</i>
Full Time Weekly <i>(Before &amp; After School)</i>	\$80/week	\$103/week
3-4 days/week <i>(Before &amp; After School)</i>	\$65/week	\$85/week
1-2 days/week <i>(Before &amp; After School)</i>	\$38/week	\$49/week
5 days/week <i>(Before School Only)-AM</i>	\$53/week	\$58/week
3-4 days/week <i>(Before School Only)-AM</i>	\$44/week	\$49/week
1-2 days/week <i>(Before School Only)-AM</i>	\$28/week	\$30/week
5 days/week <i>(After School Only)-PM</i>	\$74/week	\$79/week
3-4 days/week <i>(After School Only)-PM</i>	\$60/week	\$52/week
1-2 days/week <i>(After School Only)-PM</i>	\$36/week	\$38/week
School Out Days (At the Y) 6:30AM-6:00PM <small>Holidays &amp; Pre-Planned Days off of School</small>	\$37/day	\$48/day

**10% discount on each additional child.**

**\*does not apply for CCR&R\***

Two missed payments will result in withdrawal from the program, balance is due immediately.

**CCR&R:**

We do offer 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 reasonable for 25% of the monthly fee or \$50/ week. Once approved, you will receive credit to your account if over paid during 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 full balance immediately.

Your child(ren) must attend the following:

- Full time monthly- 14 days a month
- 3-4 days a week- 10 or 11 days a month
- 2-3 days a week- 7 or 8 days a month
- 1-2 days a week- 4 or 5 days a month

Failure to maintain attendance could result in losing CCR&R and/or withdrawn from

program, balance from co-pay to full pay will be due immediately. You are allowed one vacation week per year.

#### **Teacher discount**

Teachers from the school districts where we currently have the Y-Kids Before and After School programs (see page 9 & 10), 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. \$150 for 10 punches. \$300 for 20 punches. Punch cards can be purchased at the Welcome Center. Proof of employment is required.

#### **Payment Policy**

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. The Full Time program payment fund transfer occurs on the first of the month of service. Weekly program payment draft occurs on the Thursday prior to the week of service. 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, please contact: Penny Greenlee at (815) 933-1741 ext. 1212.

A ten (10) business day written notice required if you decide to leave the program. A ten (10) business day written notice is required to stop a draft payment.

#### **Drop off / Pick up at school sites or Kankakee Area YMCA**

Parents / guardian / authorized persons must come into the school site to sign their child / children in before leaving the school site. This is a good time for counselors and parents to touch base and to assure the safety of the child.

#### **Brightwheel**

Y-Kids uses Brightwheel, a tool for easy sign in/out, communication, photos, videos, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for parents.

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

#### **Late Fee/Daily Tardiness**

There will be a late fee if your child is not picked up by 6:00 p.m. The fee is \$10.00 for the first five (5) minutes and after 6:05 p.m. \$1.00 per minute per child for every minute you are late. The late fee serves as a means to cover the staff expenses associated with late pick-up. We will begin calling emergency contacts to pick up

children remaining after 6:30 p.m. The Late Policy will be strictly enforced.

### **Failure to Pick Up Child**

In the event that you or someone else fails to pick up your child, the following will happen:

- 1) All phone numbers we have on file for your child will be called.
- 2) If no contact can be made at those numbers, we will continually assure the child that everything is okay.
- 3) After one hour, two YMCA staff persons will transport your child to the branch. Your child will never be left alone with only one YMCA staff person in attendance.
- 4) We will then notify the Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling police and/or social services.

### **Holidays/ closed dates**

We will be closed for the following Holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

There will be no care at the YMCA or at school sites on these days. **We do not prorate for these weeks.**

### **Absentee Policy**

Should your child, for any reason, not be attending our SACC program, you must notify us prior to the time your child will normally arrive at school or be picked up by YMCA transport. This information may be provided by a phone call to our Program Director or one of the site phone, or in writing.

For the safety of your child, should your child not show up at 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 attempt to contact you immediately by phone. In the case we cannot contact 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. Information concerning the whereabouts of your child must be provided by you the parent, or other indicated guardian or caregiver. We cannot accept verbal verification or other information from a sibling or friend of your child.

#### Practices concerning a sick child

If your child feels ill and cannot participate in the program, he / she will be allowed to rest and you will be notified. At the joint discretion of parent and site leader, your child may be cared for during minor illness. Children who have a fever or any contagious illness will not be allowed to remain at the site. You will be asked to pick up your child. The following are examples of symptoms that might indicate the need for your child's exclusion from the program:

- Fever of 100.4 degrees F or higher
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea – 3 or more watery stools in a 24-hour period
- Draining rash or a rash that may be contracted by other children
- Eye discharge or pink eye
- Too tired or sick to participate in daily activities
- Lice or nits
- Positive COVID-19 test, or been in contact with someone who has tested positive

#### Homework Policy

Children will have an opportunity to start/complete homework daily. The day's schedule includes 15 minutes for 5 & 6 year olds, 20 minutes for 7 & 8 year olds, 30 minutes for 9-13 year olds of supervised time to work on assignments. Children without homework will enjoy a rotation of activities. 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.

#### Snack

A snack or meal is served after school at each site on days school is in session. On school's out days held at the Y, lunch and a snack will be served. The Y is committed to

servicing healthy food and promoting healthy eating habits. A fruit or vegetable is served daily for snack both at school sites and at the Y. Water is always available and we encourage children to drink water.

### **Outside Time**

All children will go outside daily weather permitting. State guidelines recommend 30 minutes or more of daily outdoor time on days the temperature (with wind chill) is 40 degrees or higher. 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.

### **Inclement Weather Policy**

- **School Closing early due to 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.
- **School cancellation due to inclement weather**  
If school is canceled due to inclement weather, 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.

### **Fire Drills / Evacuation Procedures**

Tornado and fire drills will be conducted once a month. Staff will follow school procedures and the Kankakee Area YMCA emergency procedures.

### **Illinois State Police "No Firearms" Policy**

"No Firearms" signs are posted at entrances to all Y-Kids' sites. No weapons are allowed at any site. Police will be called immediately upon discovery of any weapon.

### **Discipline Policy**

The philosophy of the program is based on respect to all. We relate to children on an individual basis. At times, discipline procedures may become necessary. Effective discipline permits a child to learn appropriate behavior through consequences. The YMCA tries to set limits, help children understand rules, and give clear definitions of acceptable and unacceptable behavior. The Kankakee Area YMCA SACC program does enforce a three-strike policy. However, your child will receive additional warnings before being given a strike. These actions include time-outs no longer than one minute

for each year of your child's age or writing a letter explaining his or her actions to parent.

Strikes will automatically be given to children for the following reasons: Fist fighting of any kind, verbal or physical abuse to a counselor, stealing, destruction of program property, profanity of any kind, and exposing oneself or exhibiting inappropriate sexual behaviors to other children. Counselors will focus on rewarding positive behavior. In the event that discipline is required, we will follow a progressive discipline plan.

The YMCA SACC staff want all of our participants to enjoy their experience. Children responsible for actions potentially injurious to self or others, willful destruction of property, flagrant disobedience, and verbal abuse will be removed from their group immediately. Severe or repeated incidents may result in immediate removal from the program with a follow-up required parent meeting before children are allowed to return. Parents will then be responsible for childcare for that day. Repeated offenses will result in children being unenrolled from the program in full. **No refunds will be given for a child removed due to disciplinary reasons.**

A child who exhibits behavior deemed inappropriate or disruptive to the program more than twice in one day will be disciplined according to the following guidelines:

- **First Incident:**
  - Child will be given a 5 minute time out from activity.
- **Second Incident:**
  - Parents will be contacted and notified that any additional incidents will result in dismissal for the next day.
- **Third Incident:**
  - Parents will be contacted and child will be dismissed for a week. A meeting with Program Director is required before returning.
- **Fourth Incident:**
  - Parents will be contacted and child will be dismissed from the program.

#### School's Out/Early Dismissal Dates

The Kankakee Area YMCA SACC program will provide care on planned School's Out and Early Dismissal days. For early dismissals Children will remain at the/ be bussed over to the school site. On School's Out Days children must be dropped off at the Kankakee Area YMCA and must be signed in and out by a parent / guardian / authorized person.



## Common Questions and Answers

### *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, and difficulty relating to peers, extreme shyness, and medications.

### *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 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 weekly.

### *What if my child gets hurt?*

All staff members are trained and certified in First Aid, CPR, AED, and Child Abuse Recognition and Prevention. We are mandated by the state to report any suspicion of abuse.

In the case of injury, the parent is responsible for providing primary accident insurance for the child. An emergency contact person and phone number other than the parents' home or work number must be included on the child's information forms. 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. Should there be any changes in the emergency contact phone numbers, please notify us immediately.

### *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 after school activities
- Awareness of and cooperation with the policies of the program

***What can I as a SACC parent expect from the YMCA?***

- 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, iPods, game boys, CD players, DVD, phones, video games, etc.
- 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

## **Site Locations and Phone Numbers**

**Bourbonnais District:**

***Shabbona Elementary School (Serving Bourbonnais District #53)***  
***321 N. Convent***  
***Bourbonnais, Illinois 60914***  
***Childcare Site Phone: 815-348-0549***

***Liberty Intermediate School (Serving Bourbonnais District #53)***  
***1690 Career Center Rd.***  
***Bourbonnais, Illinois 60914***  
***Childcare Site Phone: 815-348-2999***

***Noel LeVasseur Elementary School (Serving Bourbonnais District #53)***  
***601 W. Bethel Dr.***  
***Bourbonnais, Illinois 60914***  
***Childcare Site Phone: 815-401-8529***

**Kankakee District:**

***Kennedy Middle Grade School (Serving Kankakee District #111)***  
***1550 W. Calista St.***  
***Kankakee, Illinois 60901***  
***Childcare Site Phone: 815-348-0438***

**Herscher District:**

***Bonfield Grade School (Serving Herscher District CUSD #2)***  
***522 E. Smith St.***  
***Bonfield, IL 60913***  
***Childcare Site Phone: 815-401-8528***

**Bradley District:**

***Bradley East Elementary School (Serving Bradley East and Bradley Central)***  
***610 Liberty St.***  
***Bradley, IL 60915***  
***Childcare Site Phone: 815-348-0649***

***Bradley West Elementary School (Serving Bradley West)***  
***200 W. State St.***  
***Bradley, IL 60915***  
***Childcare Site Phone: 815-3348-0227***

**St. George District:**

***St. George Elementary School (Serving St George district CCSD # 258)***  
***5200 E. Center St.***  
***Bourbonnais, IL 60914***  
***Childcare Site Phone: 815-348-0453***

**I have read and hereby agree to the terms this contract. I understand and I am aware of all the policies and procedures of the Kankakee Area YMCA School Age Child Care Program and have received the SACC Parent Handbook.**

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Email for Communication

**Child(ren)'s names:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Y-Kids site:**

**Bonfield    Bradley East    Bradley West    Kennedy**

**LeVasseur    Liberty    Shabonna    St. George**