



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

2026

**Kankakee Area YMCA**  
**Enrichment Academy**  
**HANDBOOK**

**No Place Like This Place**

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**We're your Y.**

# TABLE OF CONTENTS

<b>WELCOME TO ENRICHMENT ACADEMY.....</b>	<b>3</b>
<b>GET IN THE KNOW - WHERE TO FIND INFORMATION.....</b>	<b>4</b>
<b>ACADEMY CONTENT.....</b>	<b>5-6</b>
Items to Bring to Enrichment Academy	
Sunscreen	
Swimming Guidelines	
Locker Room Rules	
<b>PAYMENT INFORMATION.....</b>	<b>8-9</b>
Past Due Accounts	
Cancellations & Program Withdrawal	
Registration Fees	
<b>ACADEMY FEES.....</b>	<b>10</b>
<b>ACADEMY INFORMATION AND PROCEDURES.....</b>	<b>12-17</b>
Academy Hours, Pick-up & Drop-off Information	
Brightwheel	
Participant Health Information	
<b>ACADEMY RULES AND SAFETY.....</b>	<b>18-23</b>
Expectations at Enrichment Academy	
Bullying Policy	
Discipline Policy	
Staffing	
<b>FREQUENTLY ASKED QUESTIONS.....</b>	<b>24-26</b>
<b>YMCA FACILITY MAPS.....</b>	<b>27-28</b>
<b>PARENT ACKNOWLEDGEMENT FORMS.....</b>	<b>29-31</b>

# WELCOME TO ENRICHMENT ACADEMY

Dear Parents and Guardians,

Welcome to the 2026 YMCA Enrichment Academy! We are excited to have your child participate in a program designed to help young learners grow through structured activities, skill development, and meaningful mentorship.

The Enrichment Academy provides participants with the opportunity to explore new interests, strengthen existing talents, and develop confidence through hands-on learning experiences. Each academy week focuses on a specific skill area where participants will receive guided instruction, practice techniques, collaborate with peers, and celebrate their progress through weekly showcases.

Our staff are committed to creating a safe, positive environment where every participant feels supported and encouraged. Through teamwork, creativity, and active engagement, participants will build friendships, strengthen character, and gain valuable life skills.

We look forward to partnering with you to make this a rewarding and memorable experience for your child.

If you have any questions, please contact us at (815) 933-1741 or email [cmiller@k3ymca.org](mailto:cmiller@k3ymca.org).

Warm regards,

Chance Miller  
Academy Director & Youth Development Coordinator

## Learn. Build. Compete. Create.

# ACADEMY INFORMATION

Website: [k3ymca.org](http://k3ymca.org)

Instagram: [@kankakee.area.ymca](https://www.instagram.com/kankakee.area.ymca)

Facebook: [facebook.com/KankakeeAreaYMCA](https://www.facebook.com/KankakeeAreaYMCA)

Email: [cmiller@k3ymca.org](mailto:cmiller@k3ymca.org)



## ACADEMY PHONE NUMBERS

### Enrichment Academy Phone:

**Chance Miller- Director: 815-933-1741 x 1214**

**Michael Curren-Youth Development Director: 815-933-1741 x 1214**

**Member Services: 815-933-1741**

**Brittaney Beck - Director of Operations: 815-933-1741 x 1235**

**Please note: Academy Phone is on-site and is only operable during program hours.**

**FOR BILLING QUESTIONS, PLEASE REACH OUT  
TO FINANCE COORDINATOR RACHAEL LANDREY AT:**

**P: (815)933-1741 X 1215**

**E: [RLANDREY@K3YMCA.ORG](mailto:RLANDREY@K3YMCA.ORG)**

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**FOR ANY OTHER QUESTIONS, PLEASE REACH OUT  
TO ACADEMY DIRECTOR CHANCE MILLER AT:**

**P: (815)933-1741 X 1214**

**E: [CMILLER@K3YMCA.ORG](mailto:CMILLER@K3YMCA.ORG)**

# ACADEMY CONTENT

## WHAT TO EXPECT AT ENRICHMENT ACADEMY

The YMCA Enrichment Academy is a structured summer learning program designed for participants ages 7–12. Unlike traditional summer day camps, the Academy focuses on skill development, mentorship, and guided instruction.

Each week, participants enroll in specialty tracks where they will learn and practice specific skills through interactive activities and instruction from trained YMCA staff.

Participants will:

- Develop new skills in athletics, STEM, creative arts, and leadership
- Practice teamwork and collaboration
- Strengthen confidence and independence
- Learn through hands-on projects and skill challenges
- Participate in weekly showcases to celebrate progress

The Academy environment encourages participants to explore their interests, challenge themselves, and grow both socially and personally.

## A TYPICAL DAY AT ENRICHMENT ACADEMY

Each academy day follows a structured schedule that balances instruction, skill practice, recreation, and collaboration.

8:30 – 9:00 AM – Participant Drop-Off

9:00 – 12:00 PM – Specialty Academy Instruction & Skill Development

12:00 – 12:30 PM – Lunch

12:30 – 1:00 PM – Recreation & Social Time

1:00 – 2:30 PM – Applied Skill Practice, Team Challenges, & Project Development

2:30 – 3:00 PM – Academy Wrap-Up & Pick-Up

\*Fridays include a participant showcase where participants demonstrate skills learned throughout the week.

## ACADEMY DATES/HOURS

**DATES:** MONDAY JUNE 15<sup>TH</sup> – FRIDAY, JULY 31<sup>ST</sup> **HOURS:** 9:00 AM – 3:00 PM

## 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 Enrichment Academy or other YMCA events and opportunities.

## PARENT VOLUNTEERS

There may be times when we will ask for parent volunteers during Enrichment Academy. If you are interested in volunteering at Enrichment Academy, please speak with our Academy Director, Chance Miller. It is the policy of the YMCA to complete a background check on all potential volunteers.

## 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.

# THE ENRICHMENT ACADEMY LEARNING MODEL

The YMCA Enrichment Academy is built around a skill-focused learning model designed to help participants build confidence and develop new abilities.

Each academy week includes:

**Instruction** – Participants learn new skills from YMCA staff through guided lessons.

**Practice** – Participants apply their skills through drills, challenges, and projects.

**Collaboration** – Participants work together in small groups to encourage teamwork and problem-solving.

**Reflection** – Staff help participants reflect on their progress and celebrate achievements.

**Showcase** – Each week concludes with a participant showcase demonstrating what was learned.

This structure ensures that every participant has the opportunity to grow, learn, and succeed in a supportive environment.

## FRIDAY SHOWCASES

At the end of each academy week, participants will take part in a Friday Showcase highlighting the skills and projects they developed throughout the week.

Showcases may include:

- Skill demonstrations
- Mini competitions or exhibitions
- Creative performances
- Group presentations
- Team challenges

The showcase allows participants to celebrate their progress, build confidence, and share their accomplishments with peers and staff.

### ENRICHMENT ACADEMY MISSION

**The mission of the YMCA Enrichment Academy is to provide youth with opportunities to explore interests, build skills, and develop confidence through structured learning, mentorship, and positive YMCA values.**

## CLOTHING & ITEMS TO BRING TO ACADEMY

To ensure your child has a comfortable and active experience at enrichment academy, please follow these guidelines for daily attire and necessary items:

### Clothing:

Children should wear comfortable, weather-appropriate clothing suitable for physical activity.

Required: T-shirts, shorts, gym shoes (NO sandals or flip-flops, crocs or slides outside of swim), and socks.

Not recommended: Tank tops.

### Swimming:

Participants will swim daily, so please send a bag with a swimsuit, towel, and a plastic bag each day.

### Other Essentials:

Sunscreen (to be applied before camp for outdoor activities and brought for reapplication).

Water bottle (labeled with your child's name).

### Labeling Items:

Clearly label all personal belongings with a black permanent marker using your child's first and last name.

### Enrichment Academy T-Shirts:

Each participant will receive one academy T-shirt during the first week of their experience.

Additional shirts are available for \$12 each.

## SUNSCREEN

To keep children safe from sun exposure, all children are required to bring sunscreen to camp. Please follow these guidelines:

- Label the sunscreen bottle with your child's first and last name using a black permanent marker.
- Apply sunscreen before arriving at the academy each morning for weeks outside.
- Children will have frequent opportunities to reapply sunscreen throughout the day.
- Spray sunscreen is recommended for easier application.
- Staff is not permitted to apply sunscreen to children. Children must apply it themselves.
- If your child requires assistance with applying sunscreen, a medical authorization form must be completed.

## SWIMMING GUIDELINES

Participants will swim every day and participate in weekly swim lessons. Please review the following guidelines to ensure a safe and enjoyable experience for all academy participants.

### Pool Assignments by Age

- Children age 7 and up will swim in the Large Pool (3.5 to 9-foot depth).
- Deep End Test: Participants must pass a daily deep end test before being allowed to swim in the deep end of the Large Pool. \*If you know your child is not able to swim in the deep end, please inform staff\*

## WHAT TO BRING

Children should come prepared with:

Swimsuit

Towel

Swim cap or ponytail holder (for hair past ear length)

If your child has any special needs or concerns related to swimming, please communicate with the Academy staff or the Director

## POOL & LOCKER ROOM RULES

### Pool Rules

Walk on the pool deck.

All swimmers must shower before entering the pool.

Children must sit on the bleachers during instructions and the deep-end test.

Jumping (if allowed by lifeguards) must be forward only—no twists, flips, or turns.

No pushing, especially pushing others underwater.

No excessive splashing.

No swinging or slapping pool noodles.

No spitting water.

No carrying or hanging on other swimmers.

No breath-holding games.

No swimming under or through lap lanes.

No diving in shallow water.

Noodles & flotation devices are for shallow areas only.

No hanging upside down on the wall.

Hair past ear length must be tied back or in a swim cap.

Listen to the lifeguards & have fun!

## LOCKER ROOM RULES

All clothing & personal items must be stored in a locker.

No gum or candy in the pool area.

All band-aids must be removed before entering the pool.

Children must take a shower before & after swimming (and turn off the water when done).

Children with open wounds may not swim until the wound has fully healed.

# PAYMENT INFORMATION

## PAYMENTS

### **PAYMENT SCHEDULES**

Members & Prospective 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 Enrichment Academy weekly plan payment draft occurs on the Thursday prior to the week of service. If you wish to make a payment after Thursday, you will be assessed a \$10 late fee.

### **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. 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 Enrichment camp program unless you pay for camp in full with cash upfront. You may select from the following payment methods: Credit Card, Debit Card, Checking, or Savings. There will be a service fee of \$30.00, \$15.00 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.

## 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 academy 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 academy fees in a timely manner may result in suspension or termination from Enrichment Academy. If services are suspended, it is your responsibility to ensure alternative care the following day after being informed.

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 Enrichment Academy. 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](mailto: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. Refunds and credits will not be issued once camp begins on Monday morning. Your payment in full reserved a spot in camp and late changes might prevent another camper from being able to participate. If you have a medical note why a child may not be able to attend, special consideration will be given by the Camp Director.

## REGISTRATION FEES

The registration fee is \$10 per child. Registration fees are nonrefundable. If you remove your child from Enrichment Academy for any reason, a new registration fee will be required upon re-enrollment. The registration fee of \$10 per child is [due at the time of registration](#).

# ENRICHMENT ACADEMY FEES

## Choose the Academy Specialty for You!

Ages: (7-9) & (10-12)	Academy Track A	Academy Track B
<b>Week #1</b> 6/15-6/19	<b>Aquatics Skills</b>	<b>LEGO Engineering Lab</b>
<b>Week #2</b> 6/22-6/26	<b>Football Skills &amp; Game IQ</b>	<b>Strategic Thinking &amp; Game Design</b>
<b>Week #3</b> 6/29-7/3	<b>Soccer Development</b>	<b>STEM Discovery: Myth Busters</b>
<b>Week #4</b> 7/6-7/10	<b>Martial Arts Foundations</b>	<b>Science Innovation Lab</b>
<b>Week #5</b> 7/13-7/17	<b>Aquatic Adventure</b>	<b>Creative Movement &amp; Dance</b>
<b>Week #6</b> 7/20-7/24	<b>Baseball Skills &amp; Development</b>	<b>Olympic Challenges</b>
<b>Week #7</b> 7/27-7/31	<b>Pickleball Skills</b>	<b>Speed &amp; Agility Performance Training</b>
<b>Weekly Camp Cost:</b> Member/Prospective Member	\$250/\$300	\$250/\$300

A 10% discount will be applied to the second child and any additional children registered

All weekly camp fees are drafted on the Thursday prior to the attending week

# ACADEMY INFORMATION & PROCEDURES

## ACADEMY HOURS, PICK-UP & DROP-OFF INFORMATION

### ENRICHMENT ACADEMY

The Kankakee Area YMCA Enrichment Academy 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

Academy Hours: Monday – Friday

- Drop Off: 8:30 am–9:00 am
- Academy: 9:00 am–3:00 pm
- Pick Up: 2:30 pm – 3:00 pm

### DROP-OFF & PICK-UP PROCEDURES

Parents/guardians must sign their child in and out daily using the Brightwheel App.

- Authorized Pick-Ups: Everyone on the designated pick-up list must have the child's Brightwheel code and be prepared to show a picture ID at sign-out.
- Pick-Up & Drop-Off Location: The designated area is the northeast door of the YMCA (north side of the building, closest to the flagpole).

Drive-Through Service:

- Morning Drop-Off: Available from 8:30 AM – 9:00 AM. After 9:00 AM, you must park and bring your child inside to sign in.
- Afternoon Pick-Up: Available from 2:30 – 3:00 pm.

### 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 Academy 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 Enrichment Academy. While we thrive on building relationships with our families and getting to know them personally, we may sometimes have camp 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 Enrichment Camp. 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.

## LATE PICK-UP FEES

Our programming ends promptly at 3:00 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 3:00 pm, YMCA staff will attempt to contact all emergency & authorized contacts.

After 3:00 p.m., the fee is \$10 per child; after 3:35 p.m., it is \$1 per minute per child. 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:

3:00 pm: Lead Counselor begins calling parents/guardians/authorized pickups.

3:30 pm: Lead Counselor contacts their Director and local authorities to determine if a problem related to the parent/guardian has been reported.

4:00 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 Camp Staff (see page 4). If you cannot pick up your child, you must arrange for an authorized pick-up.

You risk dismissal from Enrichment Academy programming 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 child's responsibility to inform the YMCA of changes.

## PERSONAL SCREEN-FREE ZONE

At YMCA Enrichment Academy, we are dedicated to providing an immersive, engaging experience that encourages children to explore enrichment opportunities, develop new skills, and build lasting friendships. To maintain this enriching environment, we enforce a strict no-electronics policy.

**Children are prohibited from bringing personal electronic devices, including but not limited to:**  
Cell phones, Tablets, Smartwatches, Handheld gaming devices, and laptops

This policy ensures that all participants can fully engage in academy activities without the distractions of technology, allowing them to be their authentic selves and make the most of their academy experience. We believe that by disconnecting from electronic devices, campers can better connect with each other and the world around them.

If a child brings a device, it must remain in their bag and turned off during academy hours. The YMCA is not responsible for lost, stolen, or damaged electronics.

### **Exceptions:**

Medical devices (e.g., communication aids, glucose monitors)

Devices pre-approved by camp leadership for specific needs

## Enforcement & Consequences:

First Offense: Staff will remind the child of the policy and instruct them to store the device appropriately.

Second Offense: The device will be confiscated and held by academy staff until the end of the day, then returned to the parent/guardian at pickup.

Third Offense: A meeting will be arranged with the parent/guardian to discuss the repeated violations and potential further actions.

Parents needing to contact their child during academy hours should call the Academy Phone (Page 4) or Brightwheel. If a child needs to reach a parent, staff will facilitate the communication.

By adhering to this policy, we aim to create an atmosphere that emphasizes fun, physical activity, and meaningful connections.

## BRIGHTWHEEL

Enrichment Academy 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 the YMCA. 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 Enrichment Academy, you will receive an invitation via email or text from Brightwheel.

## ABSENCE

Our Academy days are packed with fun from start to finish! Please make every effort to arrive on time to ensure your child has the best possible experience.

- If your child will be absent or arriving late, please call the Academy Director at (815) 933-1741 ext. 1214 between 7:30 AM and 8:30 AM, or send a message via Brightwheel during this time.
- If a child has not arrived by 9:00 AM and no call has been received, the YMCA will assume they are not attending, and camp activities will begin as scheduled.

## REMOVAL FROM PROGRAM FOR NON-ATTENDANCE

To ensure program consistency and accommodate potential families on our waiting list, if a child is absent from Enrichment Academy for 14 or more consecutive days without any communication from the parent/guardian, the child will be automatically withdrawn from Enrichment Academy. 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 academy 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 contact the program Lead Staff/Academy Director as soon as possible to discuss your situation.

## DONATIONS

We are always in need of supplies for arts and crafts projects. If you have any materials or supplies that you believe could enhance the camp experience, we would be grateful to receive them. Please feel free to share any donations with us to help make Enrichment Academy an exciting and creative time for your child.

## PARENT VISITS

The YMCA values parent involvement and has an open-door policy for all participants' families. Parents are welcome and encouraged to visit the program at any time. To ensure a smooth visit and the best experience for you and your child, please speak with the Academy Director before arriving for the safety of all children; checking in before walking into academy is required.

# PARTICIPANT HEALTH

## MEDICATIONS

If your child needs to take medication during Enrichment Academy 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 Academy Director.

- 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 Academy Director.
- All medications will be locked up and given to your child at the prescribed time.

**IMPORTANT NOTE:** Children cannot keep medications on their person, in backpacks, or in 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 are present throughout the child's time in the Enrichment Academy 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.

## **IMMUNIZATION RECORDS**

As a condition of enrollment, parents must keep current on child immunizations, unless YMCA approved exceptions. Failure to do so may be grounds for termination from the program.

As an Illinois State Mandate, a separate physician's immunization verification must accompany all enrollment information prior to attendance.

## **FIRST AID**

All YMCA 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 YMCA 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 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**

The YMCA has 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.

# ACADEMY RULES AND SAFETY

## EXPECTATIONS AT ENRICHMENT ACADEMY

### EXPECTATIONS OF PARTICIPANTS

Participants are entitled to a pleasant and safe environment while participating in Enrichment Academy. To keep the program safe, the Kankakee Area YMCA has the following expectations of all enrolled:

- Participants must be able to refrain from bullying, verbal outbursts, inappropriate racial slurs/phrases, 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 do not offer one-on-one/hands-on toilet care.


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 Academy 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.


Staff 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 at Enrichment Academy.


### 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 Enrichment Academy.

A verbal warning will be issued for the first offense, and if the behavior persists, your child will be suspended from Enrichment Academy. The Lead Staff/Academy Director 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 Enrichment Academy for the remainder of the summer.

## 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! We will have a designated 'Lost and Found.' Please check for your child's items each day at pickup. Valuable items like electronics, jewelry, toys, expensive shoes, or clothing should be left home. Please do not send your child to Enrichment Academy in expensive clothing or shoes as 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 participants damages on or to YMCA property.

**We will keep found items on site for a period of 2 weeks.**

## 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 Enrichment Academy, 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 academy 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 Enrichment Academy, and by working together as a team to identify and manage bullying, we can help ensure all participants and staff have a great summer.

# 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 behavior choices made by children during their time in Enrichment Academy.

Children are expected to treat fellow children and staff respectfully and abide by program rules. Enrichment Academy 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.

Enrichment Academy 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. Academy Director Conference-**When the staff is not successful in correcting behavior, the Academy Director 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 Academy Staff Lead. The child (if appropriate), parent/guardian, and Staff 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 Academy Director required)

**Fourth Offense:** Expulsion from Enrichment Academy

Any act deemed dangerous to the child 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 Enrichment Academy 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 Enrichment Academy.

Immediate dismissal (including suspension or removal) will be decided at the discretion of the Lead Staff and Academy 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, running away, 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

## **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 Enrichment Academy.

## 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 Enrichment camp
- 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 Enrichment camp.
- 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. A parent/guardian will be notified immediately when a child displays any of the above issues and is required to be picked up. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The child will be isolated from the other children. Child must be picked up within one hour of the call. The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. Sign-out is required.

## GRIEVANCE POLICY

If you wish to report a grievance, you may email it to the Academy Director at [cmiller@k3ymca.org](mailto:cmiller@k3ymca.org), and they will respond promptly. You may also call to speak with the Youth Development Director (see page 4).

# 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 the specific skill-based enrichment, games, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with children in the Academy.

## WHO TO SEE WHEN

Lead Staff will be able to assist you with most questions regarding behavior concerns and curriculum. The Academy Director and then the Youth Development Director will be able to assist you with questions regarding staffing concerns, serious disciplinary actions, and other matters that the LS is unable to address. The Finance Coordinator will be able to assist you with concerns regarding scheduling, payments, and information changes.

## SUPERVISION

Our program follows all Illinois state guidelines for staff-to-child supervision to ensure a safe and supportive environment for every child.

For school-age children (ages 7–12), the State of Illinois allows a ratio of 1 staff member for every 20 children. However, to provide a higher quality experience, stronger supervision, and more individualized attention, our program maintains a reduced ratio of 1 staff member for every 10 participants.

## 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.

## 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 Youth Development 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 Academy Director. The Academy 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 FOR ENRICHMENT ACADEMY?

At Enrichment Academy, 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 7-12 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 Academy 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 ENRICHMENT ACADEMY? LUNCH | SWIM TIMES?

Enrichment Camp hours are 9:00 am – 3:00 pm. Lunch: 12:00 am– 1:00 pm Swimming: 12:30 pm–2:15 pm

## HOW DOES ACADEMY PICK-UP & DROP-OFF WORK?

We offer a rolling car line for easy drop-off and pick-up—no need to leave your car! Our staff will come to you.

Rolling Drop-Off & Pick-Up Hours:

Morning: 8:30 AM – 9:00 AM

Afternoon: 2:30 PM – 3:00 PM

Outside of these hours – Parents must park and come inside to check their child(ren) in or out. A sign-in/out area will be available for those who prefer to come inside at any time.

Important Pick-Up Reminders:

- Only authorized individuals listed in your registration packet or Brightwheel may pick up your child.
- You must sign your full name in Brightwheel at drop-off and pick-up.
- If someone else is picking up, update Brightwheel with their full name—they will need to show photo ID.

More details can be found in our Parent Handbook.

## WHAT HAPPENS IF THE WEATHER GETS BAD?

Rainy Days: Campers will move indoors and enjoy alternative activities in different areas of the YMCA.

Severe Weather: The YMCA has written emergency weather procedures in place. Staff will follow specific protocols based on the type of weather emergency to ensure camper safety.

We closely monitor weather conditions and will communicate any necessary updates to parents. Your child's safety is our top priority!

## 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.

## HOW DO YOU MANAGE ALLERGIES & MEDICAL NEEDS?

We take the health and safety of children in our care seriously. Here's how we manage medications and allergies at Enrichment Academy:

### Medication Policy:

- Only prescription medications will be administered (no over-the-counter medications).
- A Medication Authorization Form must be completed before any medication can be given.
- Medications must be handed directly to a staff member by a parent; do not send medications with your child.
- All medications are stored in a locked medicine box and cannot be kept by a child.
- Prescription medication must be in its original container, labeled with:
  - Child's name
  - Dosage instructions (times & amounts)
  - Physician's name

If your child has allergies or medical needs, please notify us in advance so we can ensure their safety and well-being at camp.

## WHAT IF MY CHILD HAS AN IEP OR 504 PLAN?

At the Y, we strive to support each child's individual needs and help them reach their goals. We understand that some children may require additional support and accommodations to have a successful camp experience.

If your child has an IEP or 504 Plan, please share it with the Academy Director so we can work together to ensure a smooth transition and the best possible experience for your child at Enrichment Academy.

## WHAT IF MY CHILD LOSES SOMETHING AT ENRICHMENT ACADEMY?

We understand that things can get lost from time to time. Here's what you can do:

**Label Everything:** The best way to avoid lost items is to label all of your child's belongings.

**Lost & Found:** Each site will have a designated Lost and Found area. Be sure to check for any missing items.

**YMCA Not Responsible:** The YMCA is not responsible for lost, stolen, or damaged belongings.

**Holding Period:** Found items will be kept on-site for 2 weeks before being donated or disposed of.

For the best chance of finding your child's belongings, please make sure everything is labeled and check the Lost and Found regularly!

## IS A YMCA MEMBERSHIP REQUIRED FOR ACADEMY REGISTRATION?

**Short Answer:** No, a YMCA membership is not required to register for academy.

**Long Answer:** If you have a child in any of our child care programs, you qualify for a Family Child Care Membership at \$48/month with a \$0 enrollment fee. Having a membership offers benefits like:

- Preferred program registration (for some programs).
- Reduced rates on programs, including camp!

## HOW ARE PAYMENTS SET UP FOR ENRICHMENT ACADEMY?

**Full Pay:** Camp payments will be automatically deducted from your credit or debit card on the Thursday before each week of care.

## CAN I MAKE A PAYMENT PRIOR TO THE DUE DATE?

Yes! You can make a payment in person at the YMCA by noon on the Wednesday before the payment is due.

## WHEN IS THE DEADLINE TO REGISTER FOR NEXT WEEK'S ACADEMY?

As long as spaces are available, we accept registrations. However, we do not pro-rate for missed days of academy.

## WHAT SHOULD MY CHILD BRING TO ENRICHMENT ACADEMY?

Please label all items with your child's name.

### Daily Essentials:

#### Wear Every Day:

- Tennis shoes/sneakers with socks
- Weather-appropriate play clothes

#### Pack in Their Bag:

- Swimsuit & towel
- Plastic bag (for wet swimsuit/towel)
- Sunscreen (Medication Authorization required if assistance is needed)
- Shower shoes (flip-flops/sandals)
- Water bottle
- Lunch/snack
- Any required hygienic supplies
- Change of clothes
- A great attitude!

### Items NOT Allowed:

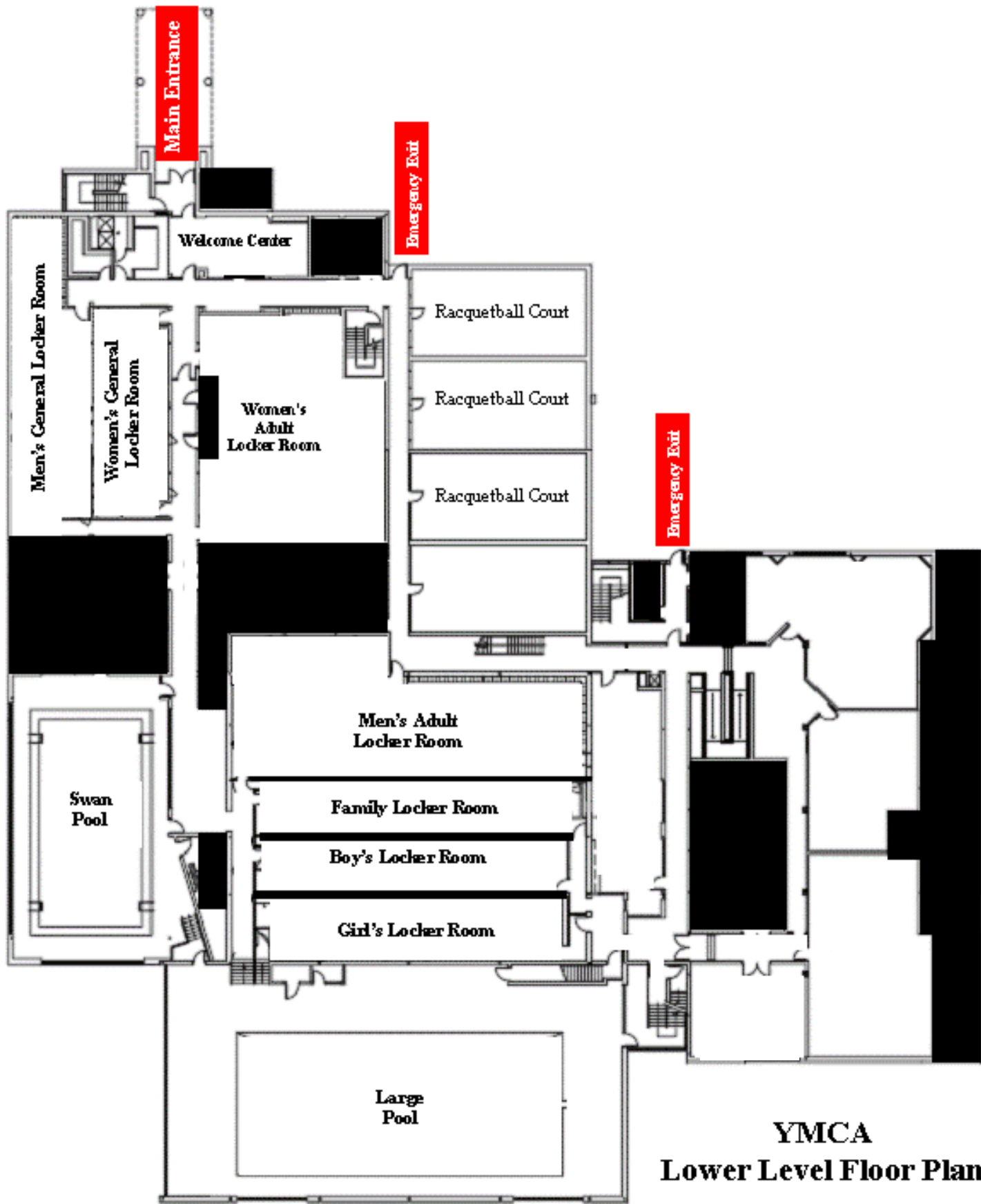
Electronics (phones, iPads, etc.)

Trading cards (Pokémon, Yu-Gi-Oh, etc.)

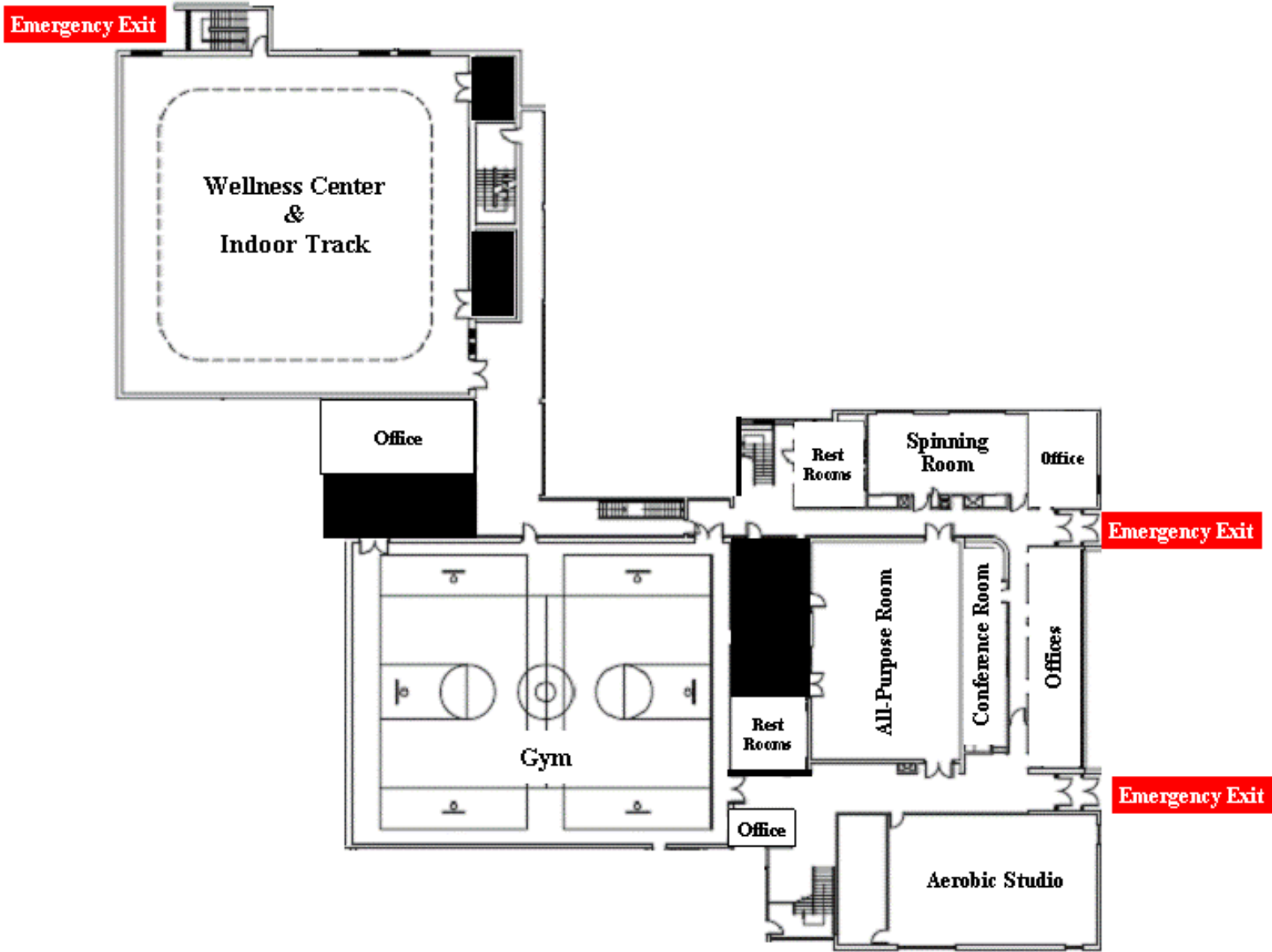
Toys or stuffed animals

Jewelry, makeup, or nail polish

If any prohibited items are brought to the academy, they will be held in the Academy Director's office until pick-up.



**YMCA  
Lower Level Floor Plan**



**YMCA  
Upper Level Floor Plan**



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Academy Behavior Guidelines & Expectations**

At the Kankakee Area YMCA, we strive to provide a safe, inclusive, and fun environment for all children. To ensure a positive experience, all children and their families must understand and follow these guidelines.

### **Personal Belongings & Electronics**

- Children may not bring personal items from home, including but not limited to:
- Electronic devices (phones, tablets, gaming systems, etc.)
- Sharp objects, weapons, firearms, explosives
- Toys, trading cards, or any other non-essential items

The YMCA is not responsible for lost, stolen, or damaged items. If a child brings a prohibited item, staff reserves the right to confiscate it.

### **Behavior Expectations**

Children are expected to demonstrate the YMCA Core Values:

**Caring, Honesty, Respect, Responsibility, and Faith.**

### **Academy Conduct**

Treat fellow academy participants, staff, and property with respect.

Follow directions from staff the first time they are given.

Stay with the group and ask permission before leaving an area.

Use appropriate language and kind words.

Participate in activities with a positive attitude.

Practice self-control and problem-solving in conflicts.

### **Unacceptable Behavior**

Bullying, verbal outbursts, or physical aggression (hitting, kicking, biting, spitting, scratching).

Running away from the group or refusing to follow instructions.

Destruction of property or stealing.

Threatening, intimidating, or disrespecting staff or campers.

Any actions that pose a danger to self or others.

### **Behavior Management & Discipline Process**

Positive reinforcement is a key part of our discipline approach. However, if discipline is required, we follow a progressive discipline plan to ensure fairness and consistency.

**Redirection & Reminder** – Staff will explain why the behavior is inappropriate and guide the camper to an alternative choice. If the issue is between two children, staff will help them resolve the conflict peacefully.

**Removal from Activity** – If redirection does not resolve the behavior, the child may be removed from the activity for a short period (up to 10 minutes). Age-appropriate consequences will be applied.

**Behavior Report & Parent Notification** – If behavior continues, staff will complete a written Behavior Report requiring a parent's signature. If a child receives three behavior-related write-ups, a parent conference will be scheduled.

**Parent Conference & Behavior Agreement** – If repeated misbehavior occurs, a formal Behavior Agreement will be established between the child, parent/guardian, and staff.

### **Consequences for Severe or Repeated Behavior Issues**

- **Suspension from Activities** – Children may lose privileges.
- **Temporary Suspension from Academy** – Depending on the severity of the incident, children may be suspended for 1-5 days.
- **Expulsion from Academy** – If behavior continues to be disruptive or harmful, the child may be removed from the program without a refund.



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Academy Behavior Guidelines & Expectations Cont'd**

### **Immediate Suspension or Expulsion:**

Any behavior that poses a threat of bodily harm to self, staff, or other academy participants may result in immediate suspension or expulsion. This includes but is not limited to:

- Physical violence (hitting, kicking, biting, scratching)
- Threats, profanity, or extreme verbal abuse
- Running away from the group
- Property damage or theft
- Malicious or violent acts toward another child or staff member

The YMCA reserves the right to suspend or expel a child while an incident is under investigation.

### **Parent & Family Expectations**

We value our families and expect parents/guardians to model respectful behavior toward staff and children.

If a parent or guardian threatens, intimidates, or speaks inappropriately to staff or children, it may result in suspension or removal from the academy.

### **Parental Consequences**

- First Offense: Verbal warning.
- Second Offense: Temporary suspension from program participation.
- Third Offense: Permanent removal from the academy.

## **Acknowledgment & Agreement**

**I have read and understand the YMCA Enrichment Academy Behavior Contract. I agree to follow these guidelines to ensure a safe and enjoyable experience for all.**

**Academy Participant Name:** \_\_\_\_\_

**Academy Participant Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Parent/Guardian Acknowledgment of Receipt and Review**

**KANKAKEE AREA YMCA ENRICHMENT ACADEMY 2026**

Dear Parent/Guardian,

The Parent Handbook is an important resource that provides detailed information about our policies, procedures, and expectations for the Enrichment Academy. We value working together to ensure the best experience for your child, and we ask that you thoroughly review the handbook.

By signing this form, you acknowledge the following:

- I have received and read a copy of the Enrichment Academy Parent Handbook.
- I understand that it is my responsibility to familiarize myself with the policies and procedures outlined in the handbook.
- I agree to abide by the policies in the handbook and support my child in following these guidelines.
- I understand that the policies and procedures in the handbook may be updated as necessary, and I will be notified of any changes.
- I acknowledge that some situations may not be explicitly covered in the handbook. In such cases, 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.

Additionally, I understand the following:

- I have read and hereby agree to the terms outlined in this contract.
- I have received the Enrichment Academy Parent Handbook and am familiar with all the policies and procedures.
- If my child engages in behavior that may be harmful to themselves or others, or if there is willful destruction of property, flagrant disobedience, or verbal abuse (including racial slurs/phrases toward staff or others, my child will be immediately removed from academy activities. A meeting with me will be required before my child can return.
- No refunds will be issued if a child is removed due to behavior issues.
- I understand the Withdrawal Policy, including that no refund will be issued for withdrawals submitted later than one week (Monday) before the planned withdrawal date.
- I am aware of the Late Pickup Policy and the associated fees for late pickups.
- A \$30 or \$10 NSF fee (depending on return type) will be applied for any returned payments.
- I understand that all academy registration fees must be paid in full before my child can attend the academy.

Child's Name: \_\_\_\_\_

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

Email for Receiving Academy News: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_