

# Leaning Tower YMCA School Age Child Care Edison Park Parent Handbook



## **Youth and Family Program Director**

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## **Youth and Family Program Coordinator**

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We build strong kids, strong families, strong communities

## **Welcome Parents and Children:**

We are so happy that your child will be attending our School Age Child Care Programs for the 2009-2010 school year! The Learning Tower Family YMCA School Age Child Care Program (SACC) is a safe, fun, and active place where children are given an opportunity to participate in many supervised activities. Our programs are designed to meet the needs of children in our community by enriching their lives. Also, supporting the school learning environment provides a well-balanced center for your children to attend and grow.

We offer a variety of activities that are age appropriate: educational activities, recreational, social skills, outside play, board games, gym time, arts & crafts, sports and assistance with homework. We follow all guidelines set by the Department of Family and Children Services, including serving snacks to the after school children.

Please read the following handbook in its entirety so you and your children are aware of the rules and policies of our program. If, after reading the handbook, you find you have questions, comments or concerns, regarding the Before and/or After School Program you may contact the Youth and Family Program Director Ashley Hansen at (847) 410-5124 or via email at [ashley\\_hansen@ymcachgo.org](mailto:ashley_hansen@ymcachgo.org) or Annie Droege Youth and Family Program Coordinator at (847) 410-5115 or via email at [anne\\_droege@ymcachgo.org](mailto:anne_droege@ymcachgo.org).



***THANK YOU FOR TAKING  
TIME TO BE AN INFORMED  
PARENT!! LET'S HAVE A  
GREAT SCHOOL YEAR!!***



*School Age Child Care Programs*

*Leaning Tower Family YMCA*

*6300 W. Touhy*

*Niles, IL 60714*

*Phone: 847-410-5115*

*Fax: 847-647-7736*

*[www.leaningtowerymca.org](http://www.leaningtowerymca.org)*

## **Our Mission**

The mission of the YMCA is to put Christian principals into practice through programs that build a healthy spirit, mind and body for all.

## **Positioning statement**

The YMCA of Metropolitan Chicago anchors neighborhoods – from the heart of central city to the furthest reaches of the suburbs. As a result, families come closer together, children learn and grow, young people lead, individuals become self sufficient and all people are healthier in spirit, mind and body.

## **Critical outcomes**

### Accessibility:

- The YMCA provides service within a convenient 10 minute commute for everyone in Chicagoland.

### Service:

- The YMCA engages every ten people in Chicagoland.

### Resource Capability:

- The YMCA generates ample resources to carry out growth strategies.

### Relevance:

- The YMCA provides the people, programs and places to address today's needs and anticipate tomorrow's.

## **Goals**

The School Age Child Care Programs at the Leaning Tower YMCA seek to help children:

1. Grow Personally
2. Appreciate diversity
3. Share and cooperate with others
4. Be better leaders
5. Practice the YMCA core values of Caring, Honesty, Respect and Responsibility
6. Be the BEST they can be
7. Have fun!

## Hours of Operation

September 8, 2009 through June 16, 2010: Monday – Friday.

The Before School Program will be held in the Cafeteria at Edison Park Elementary School and will start promptly at 7:00am. We will then walk the students out to the blacktop and to their teachers 10 minutes prior to the starting bell.

The After School Program will run from the afternoon bell until 6:00pm.

The Leaning Tower YMCA and/or all programs will be closed on:

Thanksgiving November 26 and 27, 2009

To Be Determined December 23, 2009

Christmas Day December 24 and 25, 2009

To Be Determined December 30, 2009

New Years Day January 1, 2010

M.L. King's Birthday January 18, 2010

Memorial Day May 31, 2010

<b>PROGRAMS</b>	<b>MEMBER</b>	<b>NON MEMBER</b>
Before School Per Day	<b>\$8</b>	<b>\$10</b>
After School Per Day	<b>\$14.50</b>	<b>\$16.50</b>
Before School 5 Days a week Monthly Rate	<b>\$8/day or \$150/mo</b>	<b>\$10/day or \$187/mo</b>
After School 5 Days a week Monthly Rate	<b>\$14.50/day or \$272/mo</b>	<b>\$16.50/day or \$328/mo</b>
Before and After School 5 Days a week Monthly Rate	<b>\$22.50/day or \$422.50/mo</b>	<b>\$26.50/day or \$497/mo</b>
School's Out Day	<b>\$40</b>	<b>\$60</b>

I have received and read the 2009-2010  
School Age Child Care PARENT HANDBOOK.

Signature\_\_\_\_\_

Date\_\_\_\_\_

PLEASE TEAR THIS SHEET OUT AND RETURN IT,  
WITH OTHER PARENT PACK INFORMATION TO  
THE YOUTH AND FAMILY DIRECTOR.

THANK YOU!!!!

**YSCHOOL AGE**<sup>TM</sup>  
We build strong kids, strong families, strong communities.

## Daily Schedule

A copy of the daily schedule for each program, along with lesson plans are available to parents at all times. Our programs have structured activities, set up with specific boundaries and experience goals in mind. Children are free to make their own choices with clear limits to guide them. Active parent input helps the children, along with the teachers, make sure that program time is spent in a fun, yet constructive way. Each week is based in a different theme, so all activities will be planned according to themes.

### **BEFORE SCHOOL PROGRAM (BSP)**

**7:00 - 7:15am Arrival:** Hang personal belongings, use restroom, wash hands.

**7:15 - 8:20am Group Activities:** Students will engage in activities such Arts & Crafts, Circle Time, Gym Time, Structured Games, and more!

**8:20 - to the starting bell:** Clean Up

### **AFTER SCHOOL PROGRAM (ASP)**

**Arrival:** Hang personal belongings, use restroom, wash hands.

**4:00pm Snack:** Hands must be washed, all sit at tables while eating snack. Snack is put away after 4:15pm so we do not ruin dinnertime!

**4:15 - 5:45pm Homework Time:** Children will work on homework once snack is completed. If parents would like their child(ren) to finish their homework during ASP then their parents can put their child's name on the homework list.

**4:15 - 5:45pm Group Activities:** Students break into groups for the following activities: Circle Time, Arts & Crafts, Gym Time, and more!

**5:45 - 6:00pm - Clean Up and Departure!**

## Program Rules

1. We keep our hands, feet and all other objects to ourselves at all times.
2. Yelling, name calling, cursing and inappropriate language are not tolerated.
3. You are responsible for your own personal belongings.
4. You are responsible for cleaning up an area when you finish an activity.
5. We show respect to one another and the Edison Park Elementary School property at all times.
6. Cliques and clubs that are exclusive or hurtful to others are not permitted.
7. Stop, look and listen when staff are speaking.

## Guidance and Discipline

Key goals of our center are to help children: develop positive self-esteem, build trust in the world around them and develop autonomy and pride in their work. To attain these goals, a positive guidance approach is used. A supportive, nurturing environment with adults who model a caring demeanor is the first step for helping children learn inner control and appropriate behavior. In general, counselors work to help children see alternatives to "acting out" behaviors by helping them solve conflicts through problem solving techniques with the YMCA core values in mind!

# The ABC'S of ASP and BSP

**Absentees:** If your child(ren) is/are absent, or will not attend our program, **You must notify Ashley or Annie by 12:00pm that day or a Phone Fee will be assessed to your account.** Please call 847-410-5115 or 847-410-5124 to leave a message about your child's absence. **No refunds or credits will be given for absenteeism.**

**Admissions:** Children must be in good physical health and have a state health form completed by a physician on file. **No child will be accepted without all completed application forms and the state health forms.** Emergency information should be kept up-to-date! Always notify us of any changes in telephone numbers or extensions. All information will remain confidential and are the property of the YMCA. **\$20 non-refundable registration fee per child** is required before any child can start the program.

**Allergies:** It is your responsibility to let us know on the medical form if your child has any allergies, along with your child's possible reaction should he/she come in contact with the allergen. Please give us specific instructions on what we should do if your child should experience a problem with his/her allergies while at the program. All over-the-counter medicines must remain at home and will be removed from your child's possession if found. **If your child has any medication in his/her possession for medical reasons (i.e. inhaler, epi-pens, etc) Medication along with Metro of Chicago Medication Form must be submitted to YMCA staff with a doctor's note/prescription with a statement from a parent informing staff of the severity and claiming responsibility for the medicine.**

**Authorization:** In the parent packet, you filled out a section of persons authorized to pick up your child from the SACC programs. For the safety of your child, we will not release him/her to anyone who is not on this list, including Mom and Dad. You may add to the list later or send/fax a written note of consent for adults not on the list. Please fill out a blue form (Child Announcement Form) for alternative pickup if advance notice is available. **\*Please remember a photo id to verify your identity until the staff gets to know you better!**

**Babysitting:** YMCA SACC staff are **not permitted** to baby-sit for families involved in our YMCA programs at ANY time, whether or not they are currently employed by the YMCA. Please do not ask our staff to baby-sit for your children, you will be putting the staff member at risk along with the YMCA.

**Search and Seizure:** The Leaning Tower Family YMCA Before/After School staff reserve the right to search a staff or student's property, either by themselves or with the aid of law enforcement officials, if the BSP/ASP deems the search is necessary to maintain the integrity of the BSP/ASP environment and/or the protection of the other staff or students. The person in question will be invited to be present for the search when feasible. Any items found in violation of the law or BSP/ASP rules, will be confiscated and may be turned over to the appropriate law enforcement agency. These searches may or may not include the use of specially trained dogs.

**Staff Credentials:** The Leaning Tower YMCA School Age Program employs a diverse and qualified staff. All staff goes through trainings before starting the program. All staff are subject to criminal background check and reference check. They also are trained in CPR/First Aid, Child Abuse Prevention, Emergency Procedures, Bloodborne Pathogens, and Customer Service. The Y & F Director and Coordinator oversees the day-to-day operation of the School Age Program. Bus drivers are at least 21 years of age and have received training in driving the vehicle and had a background check on their license and driving history. In addition, staff attend monthly meetings to discuss any issues that arise.

**Suspension:** We reserve the right at any time to dismiss your child from the program immediately if we deem unsafe placement due to environment, physical, emotional or other harm to themselves, other children, staff and members. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility. In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities. **Refunds will not** be given for a child suspended from BSP/ASP. The amount of time suspended will be at the discretion of the Director.

**Vandalism:** Students involved in vandalism or malicious mischief either against BSP/ASP property or against another student or staff member will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the student's parent/guardian. Violation of this policy may result in the student being suspended from Before/After School Care.

**Vending Machines:** Students are NOT allowed to use the vending machines.

**School Year Monthly Rate:** With the School Year Monthly Rate this will secure your child(ren) a spot everyday the YMCA has an Before/After School Program (this does not include School's Out days). We will set up a draft with you and each month we will deduct the same amount from your credit card. This will give no worries to late fees or bills. This system is for 5 days a week and you will be charged for 5 days a week even if you do not attend all 5 days but with setting up this system you will guarantee a spot for your child everyday we hold the Before/After School Program.

**If you choose to stop taking advantage of this rate, you may not go back to it.**

**The first payment due before Sept 1st and the last payment due before May 1st.**

**School's Out Day's:** The YMCA will provide a School's Out Day for additional holidays and non-school days. The program will run from 7:00am to 6:00pm. **Registration is separate from the BSP/ASP** and the children must be **paid and registered at least ONE WEEK in advance. Space is limited any may close prior to the week before the date.** For these day's children must have correct forms on file, you can receive them forms from the Customer Service Desk. This program is held at the YMCA and occasionally field trips will be taken for an additional cost. Children should bring a lunch, 2 snacks, swim suit, towel and bathing cap for hair longer than the ear lobes. Fees for this program are **\$40 members** and **\$60 non-members**.

### 2009-2010 School Out Days

September 25

October: 12 & 23

November: 6, 11, 18

December 4, 21, 22, 28, 29   **\*\* 23 and 30-TBD**

January 29

February 11, 12, 15

March 1, 29, 30, 31

April 1, 2, 9, 21

June 17 & 18

**Snacks:** Under the guidelines provided by the Department of Children and Family Services we serve a nutritious snack everyday for kids. All snacks must be prepackaged and if children have allergies parents may bring snack from home for their child if they wish.

**Behavior Policies:** You will find a copy of the **Character Contract** in the parent pack. The character contract is often used in behavior management for our program, and has recently been updated to better serve our children. **If your child's behavior becomes seriously inappropriate your child may be dismissed-- without a refund-- from the program.** This is at the discretion of the Director. In this event the parent or guardian of the child will be called and is responsible for picking up or sending an authorized pick up person as soon as possible. Behaviors that will result in immediate dismissal may include but are not limited to: physical altercations that cause injury, refusal to cooperate with staff in attempting to maintain safety and order in the group or program activity, inappropriate clothing, stealing, possession of drugs, alcohol, firearms pornographic material or cigarettes, gang related activity, destruction of property and bullying. **NO REFUND OR CREDIT WILL BE ISSUED FOR CHILDREN WHO ARE DISMISSED FROM THE PROGRAM FOR INAPPROPRIATE BEHAVIOR.**

**Cancellation of Services:** If you choose to no longer use the YMCA BSP and/or ASP, you must notify the Supervisor by the 10th of the month prior to when you would like to cancel from the program or 2 week prior to your child's last day of attendance. If these terms are not met, you will be responsible for the current bill you received.

**Character Development:** Leaning Tower Family YMCA has a focus on Caring, Honesty, Respect, and Responsibility as the four core values of the YMCA. We will work to develop these qualities with your children throughout the school year. Please address and encourage these values at home.

### **Child Abuse/Neglect Reporting Procedures:**

The Illinois "Abused and Neglected Child Reporting Act" states that:

"Any child care worker or other staff having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services Hotline # 1-800-252-2873. After reporting the incident of child abuse or neglect to DCFS, the employee must then notify the Program Director and the center Executive Director. The Executive Director and/or Program Director shall promptly notify the child's parents or guardian, and in instances of alleged sexual abuse, the appropriate law enforcement agency. In Illinois Abused and Neglected Child Care Reporting Act.

For additional procedures please refer to the YMCA Personnel Policies and Procedures. Policy 14:00 "STANDARDS OF ETHICAL BEHAVIOR/PREVENTION OF CHILD ABUSE".

**Chronic Health Condition:** If your child has a chronic health condition, it must be documented by a licensed health physician on the health history form provided for you by the BSP/ASP. You will also need to meet with the Supervisor to review necessary information. Any medication necessary for his/her health condition must be given to the director in the original container with physicians instructions for dosage on the label and a Metro of Chicago Medication Form must be filled out and filled with the child's paperwork.

**Dangerous Weapons:** Students who bring any item designed to cause bodily harm or any item not "designed" to cause bodily harm that is deemed potentially harmful will first have it confiscated and then the parents/guardians will be contacted. Bringing such items to BSP/ASP may result in students being sent home, suspended or terminated. All types of knives and dangerous items MUST be kept off of YMCA property. Once an item is confiscated by the director, it will not be returned to the students. Items will only be returned, upon request, to the parent or guardian

**Discipline Policy:** We have a "three strikes and you're out" policy. If a child is misbehaving in a manner which disagrees with the rules and guidelines outlined in the SACC programs, he/she will receive a "Strike" in the behavior file. Any child who receive 3 strikes in one month will not be able to participate in the maze or teen center and his/her parent will receive a notice of inappropriate behavior. After 3 parent notices are issued, a parent/teacher conference will be scheduled and the child may be suspended or terminated from the program. For severe, dangerous behaviors, immediate termination is possible.

**Discharge Policy:** The following situations will result in your child being discharged from the YMCA School Age Care Program without refund:

1. Habitual disregard of the center's policies and procedures as stated in the Parent Handbook.
2. Habitual disregard of the arrival and/or departure times agreed upon by the parent during initial enrollment.
3. Verbal or physical threats made to any child, or member of the staff.
4. Child continuously causes physical harm to self, other children or staff.

**Discrimination:** The YMCA prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other communication with the director.

**Phone Fee:** If your child will not be participating I BSP/ASP **you must notify Ashley (847) 410-5124 or Annie (847) 410-5115 by 12:00pm that day.** If you do not call to give notice and we go and look for him at school, a finders fee of \$10 will be applied to your bill. If we have to go and try to locate a child that we have on our list this causes a staff to leave the designated area for our program causing a safety issues for the children in the program where then ratios may not be met.

**Reason for Dismissal:**

There are several reasons that it might be necessary to dismiss a child from services:

- \*Aggressive behavior toward staff or children
- \*Destruction of property
- \*Use of obscene language
- \*Non-payment of fees
- \*Inappropriate behavior on bus
- \*Refusal to follow rules
- \*Direct disregard of YMCA staff
- \*Leaving the secured area without permission

**If a child needs to be dismissed from the program for any of the above reasons, no refund will be issued, and all fees will still need to be paid.**

**Schedules:** Staff write lesson plans prior to the sessions. Activities will vary from day to day and may include, but are not limited to: sports, character development, arts and crafts, games, skits, songs, teambuilding, swimming and more.

**Scholarships:** Scholarships are made available through contributions from YMCA Families. "It is the goal of the YMCA to provide educational, social and physical development services to people regardless of their ability to pay. Waiver reduction of fees is available, subject to ability and program capacity and demonstrated need, without regard to race, color, religion, sex, national origin, age or physical or mental handicap."



**Payments/Refunds/Transfers::** Parents will be billed monthly. Bills will be given out on the 15<sup>th</sup> of each month. **THE FULL PAYMENT IS DUE THE LAST DAY OF EACH MONTH PRIOR TO THE MONTH YOU ARE BEING CHARGED FOR.** (Example: September's payment is due by August 31st). If bills are not paid by the last day of the month, there will be a \$25 late fee added to your next month's bill. If payments are not received by the 15<sup>th</sup> of the month, your child will automatically be dropped from the program and will not be able to return until full payment has been made and spot is available. If bills are chronically paid late, you will be asked to leave the program. Bills are due for the days indicated on your form **regardless of attendance.** Bills are not adjusted for missed days. We will credit your next month's bill if your child is sick for five or more consecutive days with proof of a doctor's note. **Our maximum capacity is 75 children. We cannot make any exceptions. Spaces will be secured with a \$20.00 non-transferable, non-refundable registration fee on a first-come first-serve basis.** Payments can be made by check, credit card, or cash paid only at **the customer service desk. PAYMENT CAN ONLY BE MADE AT THE CUSTOMER SERVICE DESK, NO BSP/ASP STAFF CAN RECEIVE PAYMENTS.**

To be a part of our program, parents must confirm with us their child's monthly schedule between the 1st and the 10th of each month prior. (November's days must be confirmed between October 1st and the 10th.) We will continue with the previous schedule until it is changed and we will only accommodate changes by the 10th of the month only if there are spots available for those particular days.

If there are less than 4 children scheduled for any program time, that program time will not run for that day and parents will not be charged. (Example: if 2 children request October 7th BSP and 12 request ASP, there will be an ASP but no BSP) As long as there are 4 or more children scheduled for a given time period, the program will run.

If you chose to change your days, you must notify Ashley or Annie between the 1st and the 10th of the month prior to the month with the changes. This ensures that the change is possible due to spacing and to ensure the bill for the upcoming month is correct. If you chose to change your days after the 10th, there will be a \$10 transfer fee applied to your account. **There is no guarantee that there will be space available for changes to be made.**

**Personal Belongings:** Children are NOT allowed to bring personal belongings to the YMCA Edison Park BSP/ASP. This includes but is not limited to: money, trading cards of any kind, jewelry, game boys, electronics toys, radios, walkmans, Discman, iPods, cell phones, unnecessary toys/sport equipment, and inappropriate behavior/ language/ clothing **The YMCA will not be responsible for lost, damaged or stolen items.**

**Drop Off and Pick-Up:** If you, or someone else is going to pick-up/drop-off your child(ren), they must sign him/her in/out at the parents table. Please fill out a blue form (Child Announcement Form) for alternative pickup if advance notice is available. No child will be allowed to enter the program on their own. Each child has a folder that will be filled with special flyers, important newsletters, handouts, bills, ect. Please make sure you check it every day. **YOU MAY NOT PICK UP YOUR CHILD WITHOUT SIGNING THEM OUT. ONLY AUTHORIZED PERSONS** may sign a child in or out of the program. If someone else is picking up your child(ren), please make sure they are listed on your emergency pick-up form. It is your responsibility to list each person you have authorized to pick up your child. Please notify us when you have arrived to pick your child up. Your child(ren) will not be released to another adult without prior consent.

**All authorized persons must be 18 years of age and listed on the Authorized Pick Form and they must bring Picture ID to confirm identification before we will release the child(red) to the adult.** Please do not be offended when we ask to see a ID, this is for the safety of your child(ren) and others in our center.

**We will never accept a change in pick-up over the phone. If you need to add a name to the authorized pick-up list, it must be done in writing or faxed with confirmation with the supervisor.**

If we have any reason to suspect that an adult might be under the influence of alcohol or drugs when they come to pick up the child, the child will not be permitted to leave Edison Park Elementary School with that person.

**E-mail:** Please provide your e-mail address on the registration form for possible communication . With question or concerns you may e-mail Ashley Hansen at [ashley\\_hansen@ymcachgo.org](mailto:ashley_hansen@ymcachgo.org) or Annie Droege at [Anne\\_Droege@ymcachgo.org](mailto:Anne_Droege@ymcachgo.org)

**Emergency Evacuation:** In case of fire, or when the fire alarm is sounded, children and staff will evacuate the building using the nearest exit and remain in a group away from the building. Fire drills are practiced each month so the children and counselors are familiar with our procedures. In case of a tornado, or when a tornado announcement is made over the public announcement system, children and counselors will be directed where to go.

**Emergency, Medical, and Health Policy:** The Leaning Tower YMCA will always try to provide a safe environment for your child(ren) at Edison Park Elementary. If your child(ren) becomes injured while in the Before/After School Age Program, we will take whatever steps are necessary to obtain medical care.

The staff will follow the following procedures:

- Call 911/paramedics in serious accidents
- Parent/Guardian will be called. If a parent/guardian cannot be reached,
- Emergency contacts will be called.

If your child becomes ill while in the care of the Leaning Tower YMCA Before and/or After School Program, we will call to inform you of the situation. If your child is running a fever, vomiting, or experiencing diarrhea, he/she must be picked up as soon as possible. For the BSP, if your child(ren) has/have been sick at home prior to leaving for the program, please make arrangements for their care until they are well. This policy is not only for the protection of your child(ren), but for the staff and the other children.

If medication needs to be administered to your child while in our program, a written note must be submitted by the child's physician, along with a the Metropolitan YMCA medication form by the parent . We will not let your child take any medication without both written authorizations being on file!

If your child(ren) has/have any insect or food allergies, **PLEASE NOTIFY US** so that we can be prepared for any reactions.

Any child absent from the program due to a serious or contagious illness/disease must notify the YMCA and have a doctor's note to return.

**Field Trips:** On occasion we may possibly take field trips outside of Edison Park Elementary School. We will notify you with a permission form if we do so.

**Fighting:** The Leaning Tower Family YMCA does not tolerate students who harm other students or students who harm staff. This includes but is not limited to: degrading, demeaning, threatening, other students or staff OR physically harming another child or staff person. Any student or group of students found to be harassing, making fun of, or intimidating another student will be subject to disciplinary actions including being sent home or suspended or terminated from SACC Programs.

**Medication/Medical Form:** All students must have a physical exam form completed. YOUR CHILD WILL NOT BE ALLOWED TO ATTEND BSP/ASP UNLESS THESE FORMS ARE COMPLETE. If your child needs to take medication for any reason while in our program, you will be asked to fill out the proper form before medication can be administered. You can receive the form from the Supervisor. All prescription drugs and other medications must be in the original bottle with child's name, medication name, and dispensing instructions. Prescription drugs and over-the-counter medications will not be administered unless written consent is received from the parent/legal guardian. Medications will be kept in a locked box and administered only by supervisor or lead aid who is 21 years of age or older. Please send written notes if your child is not to participate in a scheduled activity. Example: Ruth has an ear infection and is unable to swim. It is your responsibility to pick up the medication at the end of the program. If it is not picked by 1 month after the end of a program. It will be disposed on.

**Newsletters and Communications:** Newsletters & Bills will be available every month. Please read them to keep informed about BSP/ASP issues and information. From time to time we may send out a flyer with additional information. Your child will have a folder at the sign-in/out table, please make sure you check it each day for these important information.

**Obscenity:** Obscene, profane, or vulgar language that is written, oral, or expressed by symbols will not be tolerated from students, staff or parents. Being respectful of students and staff is expected.

**Parent Involvement:** At any time during the program hours you may come and visit, participate in activities, or join in parties with your child. During these great events/activities, please call Ashley at 847-410-5124 or Annie at 847-410-5115 for more information.



**Illness/Injury:** Parents will be notified if their child has not been feeling well for a period of time. Moderate injuries will be communicated to parents once proper first aid procedures have been followed. If the illness or injury occurs later in the day and is moderate you may be notified at the end of the day when you pick up your child. In case of severe injury, parents will be contacted immediately.

**Inclusion/Special Needs:** All individuals and families, including those with special needs, are welcome at the YMCA. Please inquire about how and if we can accommodate to your needs and/or the integration of your children into our YMCA programs.

**Information Forms:** The packet of forms included in this handbook is required to be on file. ALL FORMS MUST BE FILLED OUT COMPLETELY BEFORE WE CAN EXCEPT YOUR CHILD INTO OUR PROGRAMS. We cannot enroll any child into the program without the proper forms filled out. Please give the proper forms to Ashley Hansen or Annie Droege. Parents may make changes to paperwork at any time. The names on the Parent/Guardian lines on the Emergency Information/Pick up Form will have access to all information regarding YMCA programs. **Please keep all forms up to date with physician name, addresses, phone numbers, pick up people, ect.**

**Late Pick Up:** The After School Program ends at 6:00pm. At 6:01pm, you are considered late. There is a \$1 per minute late fee which will be added to your LTY account and will be due by the end of the month. If parents are consistently late in picking up their child(ren), they will be asked to leave the program. Please contact us if you know you will be late picking up your child. Every attempt will be made to contact you and your designated emergency contact. If we cannot contact within one hour, the police will be called. They will then take on the responsibility of finding you and DCFS may be called.

**Lost and Found:** Please label your child's clothing and articles. Clothing, sweatshirts, jackets, and water bottles are some of the most common lost items. We will have a lost and found and periodically will have it at sign-out for you to rummage through. At the beginning of each month, the Y&F lost and found will be moved to the LTY lost and found. **The YMCA is not responsible for lost or broken items.**

**Gambling:** No games of chance may be played during BSP/ASP, or on YMCA property. Students who violate this policy will be subject to disciplinary action.

**Gangs:** Students will refrain from any gang related activity while at BSP/ASP. No student shall: 1.) Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items which are evidence of membership or affiliation in a gang. 2.) Commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, draw pictures, etc.) showing membership or affiliation in a gang. Any student who violates this policy will be subject to disciplinary action and or parent/guardian will be contacted.

**Groups and Ratios:** Children are put into groups based on their age. Each group has a 1-10 ratio. WE DO NOT GUARANTEE placement with friends or relatives in groups.

**Guidance and Discipline:** Key goals of our center are to help children: develop positive self-esteem, build trust in the world around them and develop autonomy and pride in their work. To attain these goals, a positive guidance approach is used. A supportive, nurturing environment with adults who model a caring demeanor is the first step for helping children learn inner controls and appropriate behavior. In general, counselors work to help children see alternatives to "acting out" behaviors by helping them solve conflicts with problem solving techniques.

**Healthy Kids ASP:** In 2002, doctors from the University of Illinois approached the YMCA to partner in a program to fight skyrocketing rates of obesity among young people. The result was a Healthy Kids Camp Pilot. Following the pilot the YMCA of Metropolitan Chicago developed several minimum requirements for our after school programs to endorse a Healthy Kids Lifestyle. This means that your child will be offered structured activities that are fitness orientated with character building. They also will have health related workshops, journals and integration of healthy games, activities, and education.