



YMCA

School-Age

Child Care

Parent Handbook 2010 - 2011

YMCA of Southwest Illinois

CMT Branch

1 Town Center Drive, Maryville, IL 62062

618-346-5600



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PROGRAM SITES

*Henning Elementary
520 East Highway 40
Troy, Illinois*

*Silver Creek Elementary
201 North Dewey
Troy, Illinois*

*Marine Elementary
725 West Division
Marine, Illinois*

*Jefferson Elementary
152 Boskeydells
Collinsville, Illinois*

*Maryville Elementary
6900 West Main
Maryville, Illinois*

*Renfro Elementary
311 Camelot Drive
Collinsville, Illinois*

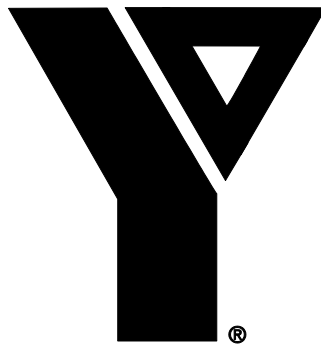
*Twin Echo Elementary
1937 South Morrison
Collinsville, Illinois*

*Webster Elementary
108 West Church
Collinsville, Illinois*

*Dorris Intermediate
1841 Vandalia
Collinsville, Illinois*

OUR GOALS

1. To provide quality care for children, regardless of socio/economic background.
2. To support and strengthen the family unit, focusing on:
 - Improving communication among family members.
 - Increasing their ability to work and play together.
 - Helping families to share their values with each other.
 - Increasing their sense of community with other families.
 - Helping families to improve their economic stability.
3. To help children develop their fullest potential.
 - Creating an atmosphere which provides love and understanding, child to child and staff to child.
 - Self-awareness, confidence and feeling of self-worth.
 - Interpersonal relationships.
 - Values are implemented in the Christian tradition. The four core values are Honesty, Respect, Caring and Responsibility.
 - Academic achievement.
 - Physical skills.
 - Health and nutrition.
4. To deliver the program in a positive YMCA environment of safety, support and care focusing on:
 - Having all children be safe and happy in the program.
 - Broadening the community, national and world understanding of children and parents including experiences that foster exposure to ethnic and cultural diversity.
 - Conducting the program in accordance with YMCA operating principles and philosophy.



YMCA PHILOSOPHY

The YMCA believes that child care should provide opportunities and experiences that stimulate a child's physical, social, intellectual, and emotional development.

The YMCA provides activities that involve parents in their child's development. Activities to strengthen the family unit will give the family and the YMCA the opportunity to work, play, and learn through a variety of experiences. Participation as a family in other YMCA programs will be encouraged by becoming a member.

The YMCA believes that the program should work in cooperation with other area institutions, i.e., schools, churches, social service agencies, etc. when possible.

The YMCA believes that communication with school personnel is essential to the quality of care your child(ren) receive.

Open communication and collaborations with the school about your child(ren) behavior and individual needs will be ongoing.

We will follow the daily sample schedule to implement our goals and philosophy

2:45-3:00 Children arrive and roll is taken

3:00-3:30 Outside play/Gym time for inclement weather

3:30-4:00 Bathroom/Snacks

4:00-4:30 Homework time/Quiet time

4:30-5:00 Planned Activity

5:00-5:30 Free play/Outside/gym

5:30-6:00 Table Games/Manipulative

A detailed daily schedule will be posted at each site

YMCA Values:

Caring-Red – The Heart to put others before yourself

Honesty-True Blue – To act in such a way that you are worthy of trust

Respect-Yellow – The Golden Rule to value the work of every person including yourself

Responsibility-Green – To be accountable for your behavior and obligations

YMCA – Our Promise:

We promise our children and families an exceptional experience with every interaction in all that we do:

- Every site and its contents will be meticulously clean and maintained
- Every staff member will enthusiastically serve you
- Every program will be exemplary

RESPONSIBILITIES

Children's Responsibilities Include:

1. Taking care of equipment
2. Cleaning up after themselves
3. Sharing equipment with others
4. Keeping hands to themselves
5. Using appropriate language
6. Treating staff with respect
7. Being responsible for all personal belongings

Parents' Responsibilities Include:

1. Signing their child in and out
2. Picking their child up on time
3. Treating staff with respect
4. Paying their fees on time
5. Bringing their concerns to staff
6. Notifying staff of pick-up changes
7. Knowing about changes in policy
8. Informing staff of child's illness
9. Keeping child's record up to date
10. Providing complete and current child/ren information

Staffs' Responsibilities Include:

1. Treating children and parents with respect
2. Providing a safe, warm environment
3. Providing a variety of interesting activities
4. Keeping parents informed
5. Keeping accurate records
6. Being a positive role model for the children

RIGHTS

Children's Right include:

1. To be respected.
2. To have a choice of activities.
3. A safe and reliable environment.
4. Having equipment in working order with all pieces.
5. To express their creativity.
6. Expressing emotions in an appropriate manner.
7. Staff members that care about and enjoy them.

Parents' Rights include:

1. To be respected.
2. To know their children are safe.
3. To voice concerns about the program or activities.
4. To know if their child is misbehaving.
5. To know about field trips.
6. To have open communication with the Site Director/Coordinator.

Staffs' Rights Include:

1. To be respected by children, parents, and staff.
2. To give input into the program.
3. To express their creativity.
4. A safe, comfortable work environment.

REGISTRATION

- Registrations hold your child's space through the first week of school. Failure to notify your Branch Program Director on delayed start will terminate your registration and child's spot in the program, if terminated re-registration and fees will apply.

CHILDREN'S ENROLLMENT FORMS

- **Enrollment is not complete until all forms have been completed in full (no blank spaces) and returned.**
- **A copy of your child's current immunization must be on file to begin at the program.**
- **Immunizations must be kept up to date including Hepatitis vaccinations.**
- Notification of any changes in address, phone numbers, authorized pick-up etc. is pertinent for your child(ren)'s welfare.
- Legal documents **must be on file** at the SACC Site Location regarding divorce/custody arrangements, etc. i.e. original or notarized copy of custodian.
- A legal restraining order must be on file if biological/adoptive parent is not allowed to pick up the child.
- Per YMCA and Department of Health licensing regulations, children's enrollment files will be retained and remain property of the YMCA.
- All enrollment forms on each individual child are kept strictly confidential. They will only be shown to YMCA staff, Department of Health, Family Services, or Parents.
- Should the custodial parent wish to view or obtain copies of the child's enrollment file, a notarized written request must be submitted. See your Site Director/Coordinator for required forms.
- The YMCA reserves the right to require an official court ordered subpoena for release of records.
- **In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. NO EXCEPTIONS.**

WITHDRAWING YOUR CHILD FROM THE PROGRAM

Written notice your child is no longer attending the YMCA Program must be given to the Site Director. Re-admittance will be based upon space availability.

FEE INFORMATION

2010 – 2011 Weekly Fee Schedule Weekly Fee at Member Rates

	Before AND After	Before OR After
1 Child	\$79	\$55
2 Children	\$126	\$100
3 Children	\$177	\$132
4 Children	\$236	\$176

Weekly Fee at Non - Member Rates

	Before AND After	Before OR After
1 Child	\$87	\$61
2 Children	\$148	\$104
3 Children	\$210	\$147
4 Children	\$278	\$196

2010– 2011 Budget Billing Fee Schedule Budget Billing at Member Rates

	Before AND After	Before OR After
1 Child	\$280	\$198
2 Children	\$450	\$360
3 Children	\$636	\$477

Budget Billing at Non - Member Rates

	Before AND After	Before OR After
1 Child	\$313	\$219
2 Children	\$532	\$374
3 Children	\$756	\$528

Payment Records / Income Tax Information

You will need this information when preparing your tax forms:

Care Provider: YMCA of Southwest Illinois
424 Lebanon Avenue
Belleville, Illinois 62220
Federal Tax ID # 37-0673565

TUITION FEE AGREEMENT

Please read over the fee agreement carefully. **These guidelines are strictly enforced:**

- Payments will be made in advance of the week(or month) your child(ren) will be attending. For example, if you pay by the week and your child is scheduled to attend the week of December 18th, then your payment is due in full on December 15th. If you pay by the month and your child is scheduled to attend in January, then payment is due no later than the last day of the program in December.
- All bank drafts will be drafted on the “28th” of the month beginning in September 2009.
- The person that signs the enrollment form will be the designated person responsible for fee payments, will receive receipts, and be allowed to make inquires about billing information.
- Checks or money orders are made payable to the YMCA. **NO CASH WILL BE ACCEPTED AT THE SITE.**
- There will be a process fee for returned checks. After two (2) incidents, payments will only be accepted by money order. NO EXCEPTIONS.
- Fees will **not** be prorated for illness, holidays, inclement weather or scheduled school-out days without prior YMCA authorization.
- Monthly statements will be sent out ten working days before the end of the month.
- **Fees are subject to change.**

LATE TUITION FEE

If your payment is not received **within ten (10) working days** of the initial missed payment, **your child(ren)’s enrollment at the YMCA School Age Child Care Program will be terminated.**

Any weekly or monthly payment that is late will be administered a \$10 late fee.

FINANCIAL ASSISTANCE

It is the mission of the YMCA to provide services for any person who desires to participate in programs. YMCA scholarships are made available to those who qualify through the YMCA Partner with Youth Campaign. Please contact your YMCA branch office for an application and information. For an application contact the CMT YMCA.

CHILD SIGN-IN/SIGN-OUT PROCEDURES

- **It is required** that parents or an authorized person **sign your child in and out every day** with the correct date, time and signature.
- Please notify a staff member when your child arrives or leaves.
- If a child participates in another activity before or after school, the parent must provide written approval and state the time of arrival or departure from the program. See your Site Director/Coordinator to obtain a Release Form.
- In the event of a parent’s divorce or separation, we are required to release the child to either parent unless a court order states otherwise.
- Parents of divorced children should submit to the child care site a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pickup by the non-custodial parent. Documentation must be kept in the child’s file. This will be kept confidential and strictly enforced by the YMCA.
- In the case of divorce or child support matters, sign in and out sheets will only be released by court subpoena. A reasonable length of time (minimum 10 working days) to process the request must be given as each sign in/out sheet must be blacked out except for the requested child’s information, for confidentiality.

- Custodial parents may visit the site on occasion to see what your child(ren) are learning. Your visit will need to be limited to 5 to 10 minutes as to not disrupt the overall program, children's participation in the program and to ensure the safety of all of the children.
- Exceptions are planned, special events and planned family functions.

PERSON'S AUTHORIZED TO PICK-UP CHILD/REN

- A child will only be released to persons authorized by you on the child's enrollment form. Anyone not on your list or who is not authorized in writing will not be allowed to take your child(ren) from the YMCA School Age Child Care Site. **EVEN IF YOUR CHILD(REN) APPEAR TO KNOW THE PERSON.**
- Deviancies on child custody decrees will be followed as written. **NO EXCEPTIONS!**
- Permission for someone who is not on the list to pick up your child cannot be given over the phone; it must be in writing except in an emergency. In an emergency, a written note faxed to the site is acceptable and must include parent's/guardian signature.
- The person signing your child out of the program must be of driving age.
- Staff will ask for ID until they become familiar with persons picking up your child.
- If the authorized pick-up or parent or guardian appears intoxicated, the child(ren) will not be released from the School Age Child Care Program. Staff members will call the Program Director to assist in making other arrangements.
- **STAFF MEMBERS ARE NOT ALLOWED TO SIGN IN/OUT YOUR CHILD(REN).**

Unclaimed Child / Late Fee

The after school program ends at 6:00 p.m. From 6:01 to 6:15 p.m., a late fee of \$15.00 per child is charged. During this time, the YMCA staff will attempt to contact a parent or emergency contact person to pick up the child. After 6:15 p.m., an additional late fee of \$1.00 per minute per child is charged for the time that a YMCA staff member is supervising your child. If no one can be contacted by 6:30 p.m. and the child is still at the site, the local police will be contacted. DCFS will also be notified of the situation.

- Late fees must be paid within two days of the incident in order for the child to return to the program. Fees must be paid by check, money order, or cashier's check made payable to the YMCA of Southwest Illinois at the school to the site coordinator.
- If police intervention is required, the child may be dismissed from the program immediately.
- ***After two(2) occurrences of picking your child up late, your child may be dismissed from the program.***

The official time will be determined by the clock located at the SACC site.

ABSENCES

Please call the YMCA if your child will be absent. **There is no change in fees for absence or illness.**

UNUSUAL SCHEDULES

There may be days you change your child's schedule. Please notify your Site Director/Coordinator in writing of those occurrences.

HEALTH AND MEDICAL

HEALTH CHECKS

- **Staff members are required to check your child(ren) for illness or injury upon arrival and authorized to deny care for the day if needed. Your child will not be accepted into the site if s/he has symptoms of a contagious disease, illness or injury that might require medical attention.**

MEDICATION ADMINISTRATION:

Medicine must be given to a staff member by the parent. **Do not send medication with the child.** Only prescription medication (no over the counter medication) will be administered. A Medication Authorization form must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the YMCA School Age Child Care Site (forms are available at your site).

Staff members may dispense only prescribed drugs in the original container, which bears the original label displaying legible information stating the following:

- Prescription number
- Prescription name
- Strength and quantity of the prescription
- Expiration date of any time-date prescription
- Directions for use
- Child's name
- Physician's name
- Date of original issue, or with refill, most recent date of issue
- Name and address of licensed pharmacy issuing the medication
- Each time the medication is given to the child the Site Director/Coordinator will complete the information on the medication form. When the child is no longer taking the medication, the medication will be returned to the parents and the medication form placed in the child's file. All medications must be stored in a designated area out of reach of the children or in locked box.
- Chronic Health Procedures: If medication is requested to be kept on hand "for emergencies only", i.e. asthma attacks, severe allergies, seizures etc. special instructions must be given in writing from parent(s) and physicians designated prior to enrollment into the program. Chronic health forms can be obtained from your Program Director.
- Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.
- The YMCA program is separate from the school. We cannot accept or assume instruction concerning medication from the school.

EXCLUSION OF ILL CHILDREN:

Any staff person may evaluate a child exhibiting any of the following symptoms per State Health Communicable Disease Guidelines before being accepted or continuing in the program (i.e. health check):

- Fever When a child becomes ill at the Site (i.e., fever of 100° and above, vomiting, diarrhea, behavioral change or undiagnosed rash). they will be isolated from the rest of the children. There will be a designated area for the ill child.
- Respiratory Symptoms Wheezing that occurs suddenly and is unexplained. Congestion that is severe.

- Vomiting If child vomits and has any other symptoms such as fever, behavioral change, abdominal pain or diarrhea.
- Diarrhea Loose, watery stool, if it is not food related, if it is accompanied by symptoms such as fever, abdominal pain, or vomiting.
- **Other Symptoms Such as fever, rash, swollen glands, vomiting, or stomach ache accompanies sore throat or possible strep throat.**
- The parent will be notified to pick up the child as soon as possible.
- If the parent cannot be reached, the emergency contact persons listed on child enrollment form will be called until someone is reached to pick up the child. If this cannot be accomplished within ONE hour, to ensure the safety of the child, it is the parents' responsibility to make alternate arrangements.
- Child must be fever free for 24 hours before returning to the program.
- Children will be re-admitted into the program after they have been re-admitted by the school.

The Site Director/Coordinator will evaluate any unusual symptoms and have final authority if child should be excluded from care.

CONTAGIOUS DISEASE GUIDELINES

If a child is sent home from school or the YMCA School Age Child Care program with a communicable disease, the child will not be readmitted without a written physician's note. When a child is known to have a communicable disease, all the parents at that site will be notified so that they can watch their child closely for symptoms.

The following diseases are communicable:

- Impetigo If infected sores or lesions are oozing and/or crusting. It is contagious and must be treated for 24 hours before a child may return.
- Head Lice If lice or nits are found in the child's hair. The program site will be carefully cleaned (the rugs, furniture, stuffed toys, hats, etc.). **The child may return after they have been treated and are free of lice and nits and have been readmitted by the school.**
- Roseolla Child has a high fever for 48 hours followed by small red spots for a few days.
- Scabies If child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it also itches at night.
- Measles If child has a rash accompanied by flu symptoms.
- Pinworm or Ringworm If child is itching in rectal area, especially at night (pinworm). If child has a raised itchy spot resembling a hoop (ringworm).
- Rash If the cause of the rash is unknown.
- Chicken Pox If child has skin eruptions that are not yet scabbed over and with or without a fever. Please let us know immediately if your child comes down with chicken pox so that we may inform other parents to watch their child(ren) for symptoms.
- Conjunctivitis (Pink Eye) If the eye is red or swollen and has drainage or is oozing. It is highly contagious and must be medically treated for at least 24 hours before returning.
- Strep or Possible Strep Maybe no more than sore throat or fever, sore throat, tonsils, swollen neck glands, lack of appetite or tiredness.

PROCEDURES

A parent/guardian will be notified by phone when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The ill child will be isolated from the other children. **Prompt pick-up and sign-out is required.**

Communication between the YMCA and families is the best communicable disease prevention. Please notify the Director immediately of any communicable diseases and the YMCA School Age Child Care Site will do likewise.

CHILD INJURY

- If a child is injured, an Accident Report will be completed the same day with a copy to the YMCA office and one retained in the child's file.
- Minor Injuries: Minor injuries will be treated as needed: washing, band-aid, ice pack. Parents will be given notification of the injury at pick-up time.
- Major Injuries: If a major injury occurs, the Site Director/Coordinator, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention.

This may include the following options:

1. Call 911
 2. Contact the parent.
 3. Contact the emergency contacts
 4. Transport the injured child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the Site Director/Coordinator will notify the parents and the YMCA Child Care Program Director and Executive Director as soon as possible. A staff member will ride with the child. The staff will stay with the child until the parent/guardian arrives at the hospital.
 - If a child is exempt from medical care on religious grounds a plan from the parent to access the services of a certified practitioner should be provided.
 - The YMCA does not provide accident insurance for your child. This will be the responsibility of the parent.
 - Accidents will be upsetting and traumatic for the other children. Staff who are not needed to deal with the injured child will move the other children to another area. Children will be allowed to ask questions and express their feelings about what has happened. Staff will not alarm the children with opinions of the outcome of the accident, but will be reassuring to the children.
 - Please be assured all children will be appropriately cared for should an emergency occur.

STAFF

Each program site has a staff team consisting of a Site Director/Coordinator, workers, and assistants. Volunteers are also an integral part of our program. Our staff appreciates adults committed to the well-being of the children and the support of families. They must meet and maintain stringent requirements to be a part of the YMCA School Age Child Care Program.

IMPORTANT INFORMATION

STAFF SUPERVISION OF CHILDREN

- Children in YMCA programs will be supervised at all times.
- Staff members and volunteers are prohibited from relating to children in non-YMCA activities, such as baby-sitting or weekend trips.
- Staff providing direct care for children will be identified by a YMCA badge.
- Staff and volunteers should be alert to the physical and emotional state of all children and any sign of injury or suspected child abuse.

OUTDOOR PLAY

Children will be encouraged to play outdoors each day weather permitting. Parents are responsible for sending children with appropriate clothing. On cool days children will be asked to wear jackets or coats. A written note should be provided by the parent if the child is not to go outside for any reason.

All children will go outside. Please dress your child appropriately during winter weather (HEAVY SOCKS, COAT, BOOTS, GLOVES OR MITTENS AND HAT). Please mark all items with your child's name.

If you feel your child's health does not permit them to go outside, please do not send them to the SACC program.

SCHOOLS RULES

The YMCA will adhere and follow all school's policies and rules.

Emergency School Closing Procedures

Notices of emergency school closings schedules are coordinated between the school district and area radio and TV stations. The YMCA School Age Child Care programs will not operate if the school districts dismiss early or cancel classes. Information about school schedules and/or closings is available on radio stations and most TV stations. It is the parents' responsibility to be aware of school closings. School's Out Club may be held at the CMT YMCA during school closings. Call the CMT YMCA (346-5600) to confirm availability.

DAYS OFF PROGRAM

The "School's Out Club" is available on some school holidays from 6:30 a.m. to 6:00 p.m. at the CMT YMCA in Maryville. Parents must bring their children to the School's Out Club location and provide a sack lunch along with swim gear. Early registration (3 days prior) is required and there is a separate fee. A late fee of \$5.00 will be assessed if registering the same day. CHASI participants need to pay a \$5.00 fee unless waived by the Program Director.

TOILET TRAINING

All students enrolled in the YMCA School-Age Child Care program must be completely toilet trained due to insurance, hygiene, and legal requirements, unless a specific documented medical/developmental reason exists. The YMCA understands that any child may have an accident; however, if any child has more than one accident, they will be suspended from the program and not permitted to re-enter the program until they have been completely toilet trained.

CHILD ABUSE PREVENTION AND REPORTING

YMCA CHILD ABUSE PREVENTION STANDARDS – Child abuse is damage to a child for which there is no “reasonable” explanation. Child abuse includes non-accidental physical injury, neglect, sexual abuse and emotional abuse.

The increasing incidence of reported child abuse has become a critical national concern. It is a special concern of the YMCA of Southwest Illinois because of our organization’s role as an advocate for children and our responsibility for enhancing the personal growth and development of both children and adults in all YMCA programs. Based upon our concern for children, parents, and YMCA staff, the following standards related to identifying signs of child abuse, reporting procedures, staff hiring practices, and a code of conduct for parents and children have been developed.

DEFINITION OF CHILD ABUSE - Child abuse is mistreatment or neglect of a child by another person, resulting in injury or harm to the child. Child abuse may be physical, verbal, emotional, or sexual.

REPORTING PROCEDURES - At the first report of suspicion of child abuse, the staff or volunteer observing the abuse or to whom it has been reported, shall inform the YMCA Program Director responsible for the program. The Executive Director will then be informed immediately.

As a mandated reporter the YMCA will make a report to the *Child Abuse and Neglect Hot Line at 1-800-392-3738*.

A call is made in “good faith” only reporting a suspicion. It is the Department of Family Services’ responsibility to investigate the case.

BASIC DEPARTMENT OF HEALTH (DHSS) LICENSING RULES

- The YMCA School Age Child Care program operates under the guidelines of the Illinois Department of Children and Family Services (DCFS). Child enrollment and health forms must be filled out completely. (There should be no blank spaces or missing addresses or phone numbers on the forms.)
- The YMCA School Age Child Care must have one enrollment and health form on each child registered in the program. This includes current immunization records with the doctor's signature. (It is not the responsibility of YMCA staff to obtain immunization records from school nurse.) Information must be kept current and new forms completed annually.
- Fire and Tornado drills are performed monthly. Evacuation plan for fire and tornado will be posted.
- There will be documentation of training events attended by staff...DCFS requires 15 hours of child care training per year.
- There is no smoking allowed on or near the school grounds.
- Staff will make sure children are washing their hands after using the bathroom and before snack time.
- Snack menus must be posted. A snack from two nutritious food groups are served daily. For safety reasons NO OUTSIDE food can be brought in. Please do not send morning or afternoon snacks with your children.
- Children's belongings must be hung or stored neatly on a table or in a basket, not on the floor.
- A first-aid kit and cold packs must be available at all times, stored out of reach of the children.
- The Department of Health requires 40 approved items for every 10 children (based on licensed capacity). The 40 items shall include at least four items from the eight categories in the licensing rule book.
- A telephone must be available in working order inside the room or right outside the door (it cannot be down the hall). Emergency phone numbers 911, YMCA contact persons; Poison Control should be posted near the phone.
- Address and phone number of the licensing representative will be posted near the license.
- Lesson plans and daily schedules are posted.
- The staff to child ratio is 1 to 20.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior of any student toward any other student or staff member is strictly prohibited in the YMCA School Age Child Care Program. A student is any person enrolled in the YMCA School Age Child Care Program. Inappropriate behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any student toward another student.

Students who believe they have been victims of, or have witnessed, inappropriate behavior must report the incident(s) to any YMCA Child Care Program staff person or administrator immediately. Parents of a student who believe their child has been a victim of inappropriate behavior or witnessed such an incident must also report the incident(s) to any YMCA Child Care Program staff person and administrator immediately. The staff member who receives the complaint shall promptly inform the administrator who is designated to address such reports at the site. The administrator must investigate the incident.

Any student accused of inappropriate behavior must be immediately suspended pending the outcome of the investigation. Any student found to have violated this policy by committing an act of inappropriate behavior shall be subject to disciplinary action, up to and including expulsion.

Confidentiality will be preserved consistent with applicable laws. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with the YMCA Child Abuse Policies and state law.

DISCIPLINE:

There are three specific rules at the YMCA School Age Child Care Program.

- Act in ways to keep yourself safe and unharmed.
- Act in ways to keep others safe and unharmed.
- Act in ways to keep property safe and unharmed.

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise. Our methods of discipline are:

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Redirecting behavior by giving choices.
- Encouraging group consensus on problem solving.
- Discussing problems to discover causes and guiding the child or group of children to find ways to resolve it.
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor, snack helper).
- Reflecting children's successes and accomplishments.
- The "Thinking About It" area is a place that a child can choose to get away, be alone, or take time out from activities. This is also a space where children can think about what happened and what to do next time. The child chooses to leave this space when s/he feels ready to rejoin the activities or talk.
- **See under separate copy "YMCA Behavior Management Guidelines".**
- Should a child be endangering themselves or others they will be promptly and appropriately guided away from the situation. The YMCA reserves the right to suspend or dismiss the child.
- **THE USE OF PHYSICAL PUNISHMENT IS NEVER PERMITTED.**

TERMINATION

The YMCA reserves the right to release or restrict children, families and/or parents/guardians from the program should rules, policies and situations warrant.

COMMUNICATION

NEWSLETTER

A site newsletter is sent out to each family monthly. They only take a few minutes to read, but they are a wealth of information about the site and what your child experienced that month.

PARTICIPANTS INFORMATION MAILBOXES

- Information Boards are important communication areas. Here you will find children's art, photographs of YMCA Site activities, community resources, articles, calendar of events, lesson plans, event notices, etc.
- We encourage parents to bring in articles, community event notices, etc. to be shared with other participants.

PARENT ADVISORY COMMITTEE

PURPOSE: The YMCA recognizes the need for a consistent method of input and support by parents, school officials, interested community officials and volunteers. To fill this need, a Parent Advisory Committee was commissioned by branches with school-age child care programs with the following purposes and objectives:

- To increase community support for the YMCA School Age Child Care Program.
- To enhance the quality of the program through recommendations and feedback.
- To assist in implementation of YMCA School Age Child Care fund-raisers and special events.
- To assist in identification of community resources.

Please contact your Program Director or Site Director if you would like to participate.

YMCA of Southwest Illinois Behavior Management Policy

It is the goal of the YMCA of Southwest Illinois to guide children in becoming caring, honest, responsible, and cooperative participants in our program. The YMCA uses only positive behavior management techniques to increase participants self esteem by helping them to become responsible for their own actions. It is important for participants to grow to respect themselves as well as the rights and feelings of others.

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession of inappropriate toys (i.e. play guns, swords, or other weapons), a participant may be suspended or expelled from the program. The following procedures will (unless severity or repetition of incident requires other action) be followed concerning suspension and/or expulsion:

1. Daily verbal communication.
2. A written warning will be given.
3. The participant will be suspended immediately and parents notified.
4. The Program Director will be notified and review the situation.
5. A parent conference will be scheduled with Center/Program Director, Teacher, Parents or Guardian and any other YMCA designated resource person.
6. At the Parent Conference a written Disciplinary Action Plan will be developed. The participant will not re-enter the Program until Parents and staff have agreed upon the Disciplinary Action Plan.

Any participant who is determined at the sole discretion of the YMCA to have intentionally harmed or attempted to harm another participant, staff member or themselves will be immediately suspended from the program and subject to termination from all YMCA programs after review of the incident by the Program Director and approval by the Executive Director of the YMCA.

If the participant/s are terminated due to aggression from the program for any reason the participant/s enrollment in any future YMCA programs may be compromised. Program enrollment will be subject to review.

Failure to disclose any and all pertinent information about your child can lead to termination from the program. Participants can be removed from the program based upon inappropriate behavior of parent or guardian.

Good communication between the YMCA staff and the parents will ensure a YMCA program that provides an environment that helps participants develop self-control and respect for themselves and others.

Parent/Guardian Signature **Date**

ACKNOWLEDGEMENT PAGE

My signature below verifies that I have received, read and understood the YMCA School Age Child Care Parent Handbook. I agree to abide by the policies set forth herein.

Child's Name: _____

Parent's Name: _____

Parent Signature: _____

Person Responsible for Payment: _____

Date: _____

School Name: _____

**This page must be returned to the Site Director
along with enrollment and health forms.**

Items in the Parent Handbook are subject to change. Written notification of changes will be provided to parents and will supercede handbook.