



# **Y Safe 'n Sound Parent Handbook**

**District 203 Sites**

**2025-2026**

**Y Safe 'n Sound  
Administrative Offices  
2120 W, 95th St  
Naperville, IL  
p. 630.585.2207  
[sns@ymcachicago.org](mailto:sns@ymcachicago.org)**

**Elmwood Elementary School  
Highlands Elementary School  
Prairie Elementary School  
Scott Elementary School  
Steeple Run Elementary School**

## **Table of Contents**

- Site Location
- Hours of Operation
- Schools Out Camp and Holiday Break Program
- School Days Out Cancellation Policy | Two Weeks' Notice
  - Program Admission
  - Financial Assistance
  - Parent Communication
- Y Safe 'n Sound Leadership Team Information
  - After School Schedule
  - Before School Care
  - Program Philosophy
  - Goals of the Program
  - Program Structure / Content
  - Our Youth Centered Approach
    - Our Staff
    - Photography
- Policy on Release of Personal Information
  - Early Dismissal and School Closings
    - Tuition and Payment Schedule
  - Withdrawing from the ProgramAbsences
    - Arrival and Departures Procedure
      - Drop Off/ Pick Up Locations
    - Bus Transportation After-School
      - Inclusion
      - Late Pick Up
      - Snacks
  - School Maintenance
    - Clothing
    - Field Trips
    - Parent Table

- Illness
  - Mildly Ill Policy
- Communicable Disease Policy
  - Medication
  - Medical Policy
  - HIV/ Aids Policy
- Child Abuse and Neglect Policy
  - Injury
  - Allergies
  - Insurance
  - Personal Belongings
  - Evacuation Procedure
  - Guidance and Discipline
  - Program Discharge Policy
  - Divorce or Separation
- Custody and Parenting Time Arrangements
  - Adult Code of Conduct
  - Special Events
- Participation in Safe 'n Sound Programs
- Participation in Other Activities at School
- Helping Faculty and Staff at the School
  - Parent Newsletters
  - Parent Feedback
  - Adult Rules of Contact
- School Age Bill of Rights

## **Safe 'n Sound YMCA of Metro Chicago**

Administrative Offices | Fry Family YMCA  
2120 W, 95th St, Naperville, IL. 60564  
**Phone:** 630.585.2207 **Email:** [sns@ymcachicago.org](mailto:sns@ymcachicago.org)

### **Site Locations | District 203**

<p><b>Elmwood Elementary School</b> 1024 Magnolia Lane Naperville IL 60540</p> <p><b>Prairie Elementary School</b> 500 S. Charles St. Naperville, IL 60540</p> <p><b>Highlands Elementary School</b> 525 N. Brainard St. Naperville IL 60540</p>	<p><b>Scott Elementary School</b> 500 Warwick Drive Naperville, IL 60565</p> <p><b>Steeple Run Elementary School</b> 6 S. 151 Steeple Run Dr Naperville, IL 60540</p>
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### **Safe 'n Sound Hours and Dates of Operation**

The School Age Program operates from 6:30 am – 8:00 am and 2:30 – 6:00 pm Monday – Friday in District 203 Schools.

The School Age Childcare Program begins the first full day of school and runs through the last full day of school, in accordance with District 203's schedule.

The School Age Childcare Program will be closed if District 203 is closed due to snow or other reasons. No refunds or credits will be issued. **No refunds or credits will be issued.**

### **Additional dates that all Safe 'n Sound programs will be closed:**

September 1, 2025 – Labor Day  
November 27-28, 2025 – Thanksgiving Holiday  
December 24-25, 2025 – Christmas Holiday  
December 30-January 1, 2026 – New Year's Eve/New Year's Day  
January 19, 2026 – MLK, Jr. Birthday

April 3, 2026 – Good Friday  
May 25, 2026 – Memorial Day

**Schools Out Camp and Holiday Camps will be offered on the following dates at  
Elmwood Elementary School**

October 9-10, 2025 – Institute Day, Parent/Teacher Conferences  
November 26, 2025 - Thanksgiving Break  
December 22, 23, 27, 29,30, 2025 - Winter Break  
January 2, 5, 2026 - Winter Break  
February 16, 2026 – President's Day  
February 27, 2026 – Institute Day  
March 5-6, 2026 – Institute Day, Parent/Teacher Conferences  
March 17, 2026 – E-Learning Day  
March 30- April 2, 2026 – Spring Break  
April 18, 2025 – Institute Day

**Schools' Out Camp**

Safe 'n Sound's School's Out Camp for K-5th graders is a great way for children to have fun all day when there is no school. There are exciting, planned activities that may include: field trips, swimming, interactive crafts, active physical group games and more! We are here to make your child's day off the most fun it can be!

The School's Out Camp and Holiday Camps may be available on non-school days. School's Out Camp will run out of three locations. **Longwood Elementary School** (30W240 Bruce Lane Naperville), **Fry Family YMCA** (2120 95<sup>th</sup> Street, Naperville) or **Elmwood Elementary School** (1024 Magnolia Lane, Naperville). Schools Out Camp Programs operate from 7:00am to 6:00 pm on days school is not in session (most school holidays and teacher institute days).

Children must pre-register for Schools Out Camp through Y Safe 'n Sound by registering online, in the office, or over the phone.

<https://community.ymcachicago.org/s/registration>

Registration is separate from our Safe 'n Sound Program tuition. Program information is available to participants before being available to non-participants. Enrollment is limited, and it is the parent's responsibility to secure alternate care on those days, if necessary.

Information for these programs is available at the Y Safe 'n Sound office, and our website [ysafensound.org](http://ysafensound.org). We will also send out monthly emails about upcoming School Out Camp.

### **School Days Out Cancellation Policy | Two Weeks' Notice**

To ensure SnS Days Out Camps run at the high-level families expect, we ask that parents sign up in advance. This will allow us to properly staff and schedule activities for our Days Out programs. If for any reason your child cannot attend a Day's Out Camp, you must give SnS two weeks' written notice, to receive a refund.

By giving SnS notice, we will be able to enroll children from the waiting list and update camp activities. We know emergencies happen and children do get sick. If your child is not able to attend due to a family emergency or health issue, documentation must be submitted and approved by the Executive Director before a refund can be issued.

### **Program Admission**

Any child in Kindergarten through 5th grade, enrolled in 203 Elementary Schools can enroll in the program. Safe 'n Sound does not discriminate based on race, color, sex, gender identity, national origin or creed. Special needs enrollment will be evaluated individually as we cannot provide one-on-one services.

Children must be in good physical health and have a state health form completed by a physician on file. Children receiving funding from CCAP may be required to provide additional health information including a [State of Illinois Certificate of Child Health Examination](#) and vaccination records. No child will be accepted without all completed registration and emergency forms and the information should be kept up to date! Always notify us of any changes. All information will remain confidential and are the property of the Y.

A minimum number of students are required to operate a program at the school. You will be notified by **August 1** if the program does not meet minimum enrollment at your school. If at any time throughout the school year the enrollment falls below the minimum number of participants, the program may be canceled. If this occurs, you will be given one month's notice of program cancellation.

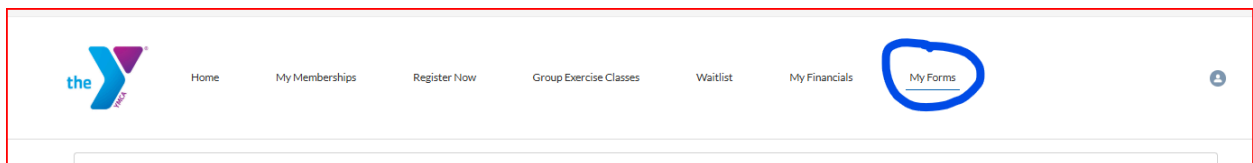
## Enrollment Paperwork

Please be sure to complete your child's **enrollment paperwork for the 2025–2026 school year.**

*To get started:*

Visit the registration website <https://community.ymcachicago.org/s/registration>

- Refer to the screenshot below for step-by-step instructions on accessing the forms.
- Once on the forms page, look for the packet titled **“OST 25-26 Question Packet.”**



Completing this paperwork is a key step in ensuring your child's spot in the program and helping us prepare for a successful year!

Thank you for your prompt attention!

Always notify the office of any changes in telephone numbers, e-mail and home addresses, alternate pick-ups and emergency contacts by calling 630.585.2207 or email [sns@ymcachicago.org](mailto:sns@ymcachicago.org).

**\*\*YOUR CHILD WILL NOT BE ABLE TO ATTEND THE PROGRAM UNTIL ALL PAPERWORK IS RECORDED AND RECEIVED.**

## FINANCIAL ASSISTANCE

At the Y, we firmly believe everyone should be able to participate in our programs, services, and offerings, regardless of their ability to pay.

The YMCA accepts Child Care Assistance (CCAP) Funds, a child care financial assistance program provided by the Illinois Department of Human Service for families with parents that are employed or attending school. Applications are available on the YMCA website, through Y leadership, or at a Y community hub.

If you plan to take advantage of CCAP, please plan to meet with your program leadership to complete the application or for review to make the process as smooth as possible.

The YMCA also provides financial assistance for active Y members who qualify. Waiver or reduction of fees is available, subject to facility and program capacity and demonstrated need, without regard to race, color, religion, sex, national origin, age or physical or mental handicap.

### **Parent Communication**

The Y Safe 'n Sound office is the main point of contact for all communication. The phone number is [630.585.2207](tel:630.585.2207). Our phones are staffed with key contacts for each site. **To report an absence** or if you are **late picking up your child**, please call and we will immediately get the information to the Site Staff. Additionally, if there is a change in who will be picking up your child, please contact the Y Safe 'n Sound office and our staff members will contact the site.

If your child becomes ill or has a minor emergency which does not require immediate medical care, the site will contact the Y Safe 'n Sound office, the office will then contact parent/guardian or additional contacts if the parent/guardian is not available. This allows our Site Staff to continue to work with your child and tend to their needs.

A Program Director is always available throughout program operating hours. In addition, Safe 'n Sound Site Staff are readily available in any situation requiring immediate attention.

### **Y Safe 'n Sound Leadership Team Information**

<b>Program Office</b>	<a href="mailto:sns@ymcachicago.org">sns@ymcachicago.org</a>	630.585.2207
<b>Shannon Payton</b> <i>Executive Director</i>	<a href="mailto:spayton@ymcachicago.org">spayton@ymcachicago.org</a>	630.585.2347
<b>Susan Chansey</b> <i>Billing Manager</i>	<a href="mailto:schansey@ymcachicago.org">schansey@ymcachicago.org</a>	630.579.5714



### Program Directors

<b>Danielle Boaz</b> 129 & 204 Program Director	<a href="mailto:dboaz@ymcachicago.org">dboaz@ymcachicago.org</a>	630.579.571
<b>Alexander Robinson</b> 204 Program Director	<a href="mailto:arobinson@ymcachicago.org">arobinson@ymcachicago.org</a>	630.689.1223
<b>Brian Spychalski</b> 203 Program Director	<a href="mailto:bspychalski@ymcachicago.org">bspychalski@ymcachicago.org</a>	630.264.3123
<b>Katelyn James</b> 203 & 204 Program Director	<a href="mailto:kejames@ymcachicago.org">kejames@ymcachicago.org</a>	630.579.5713

### Sample Site Calendar

AM Curriculum					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week A	Creative Arts PA	Nutrition PA	Challenge Morning PA	Craft PA	Fun Friday PA
Week B	Craft PA	Cultural Awareness PA	Challenge Morning PA	Character Ed. PA	Fun Friday PA

PM Curriculum					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week A	DI PA	Nutrition PA	Craft PA	Cultural & Community Awareness PA	Fun Friday PA
Week B	Creative Arts PA	DCM PA	Craft PA	Literacy PA	Fun Friday PA

### ***Choice Time***

This is a time for students to choose from activities such as board games, crafts, puzzles, group games or eating their breakfast from home. If the weather permits, children can go outside for playground time.

### ***Structured Activities***

This is a time for students to engage together in activities such as fitness, outside activities, dramatic art, character development, service learning and much more.

### **Before Care**

Before school child care begins at **6:30 am**. Parents may not sign their child in before that time. All children **must** be accompanied and signed in by parent/guardian. Before School Sites may be subject to change, depending on registration numbers.

Our goal is for each morning site to have a minimum of 24 children enrolled for operation. A minimum of 30-day notice will be given to parents in the event of a change in the site's operation.

### **Program Philosophy**

The Safe 'n Sound School Age Childcare Program provides a safe and nurturing environment and integrates rich content into fun, experiential learning, fueled by the imagination and enthusiasm of the youth.

As the leader in youth development and youth-centered approach, we understand the importance of providing children with a balance of academically rich activities and an enhanced focus on overall physical well-being. We work side-by-side with industry experts and your district to design experiences that enable your child to learn, grow and thrive. The Y Safe 'n Sound program has an "open door" policy; parents are always welcome at our programs.

### **Program Goals**

The program is designed to support the holistic development of each child by focusing on the following goals:

#### **1. Health and Well-Being**

To protect and promote the child's physical, mental, and emotional health.

## **2. Social and Emotional Growth**

To foster social and emotional development by encouraging self-confidence, self-expression, self-discipline, and curiosity.

## **3. Broadening Horizons**

To offer varied, enriching experiences that expand the child's world, promote meaningful conversation, and enhance understanding of their environment.

## **4. Opportunities for Success**

To provide each child with frequent, achievable opportunities to experience success and build a positive self-image.

## **5. Nurturing Learning Environment**

To create a safe and supportive setting where children feel valued and motivated to learn.

## **6. Civic Responsibility and Belonging**

To help children and their families develop a sense of responsibility to society and foster a strong connection to their community.

## **7. Core Values of the Y**

To instill the YMCA's core values of **caring, honesty, respect, and responsibility** in every child.

### **WHAT TO BRING**

Comfortable clothing

Close toed shoes

Water bottle

ANYTHING ELSE YOUR PROGRAM NEEDS

### **NOT TO BRING**

Electronic devices not used for school (phones, smart watches, tablets, etc.)

Money

Weapons

Trading cards of any kind (Pokémon, Magic, etc.)

Toys/sports equipment, etc.

Inappropriate behavior, language, clothing, etc.

## Program Structure & Content

Research shows that the most effective afterschool programs achieve two key goals:

1. They **engage students** in fun, meaningful activities that foster a love for learning.
2. They **complement and build upon** what students are learning during the school day, helping to reinforce and extend their knowledge.

At Y Safe 'n Sound, our **Youth Center Program** is thoughtfully designed to support the **developmental needs** of children by focusing on:

- **Experiential learning**
- **Social and emotional growth**
- **Promotion of healthy living**

All of this is done with the understanding of and commitment to meeting the needs of **working families**.

Each program site is staffed by a **minimum of two trained YMCA team members**, and we maintain a **1:15 staff-to-child ratio** to ensure a safe, engaging, and well-managed environment for all participants.

### Our Youth Centered Approach focuses on the following the key areas:

- Social Emotional Learning
- Homework Time
- Service Learning
- Literacy
- Health Wellness and Fitness
- Character Development
- STEAM – DuPage Children's Museum Wonder Club Curriculum
- Arts and Humanities
- Destination Imagination
- Mindfulness
- Physical Activity (CATCH)

### **Harmony Curriculum**

Designed for whole-child success, the Harmony Curriculum is grounded in the latest research on personal, social, and academic development. It provides educators with on-demand resources to foster healthy relationships, encourage enthusiastic learning, and support positive lifelong outcomes.

### **Character Counts!**

As the nation's most effective and flexible character development program, Character Counts! Reduces bullying and improves classroom behavior. It has a strong track record of promoting integrity, respect, and responsibility among young people.

### **Community Partnerships**

We are partners with the **DuPage Children's Museum**. They have provided us with their wonderful enriching STEAM curriculum called Wonder Club. Each week we will conduct a hands-on STEAM activity with the kids in our after-school programs.

We also are proud to continue to work with **Inside Out Club**, a non-profit service-learning group. They will provide us with mindfulness activities and community service-based projects to our participants that will help build good character both inside and out.

**Curiosity to Create (C2C)** an after-school program and book series that ignites creativity, curiosity, and teamwork in K-5 students! Each program is unique, easy to use, and filled with research backed lessons.

### **Our Staff**

Our staff is selected on their level of responsibility, ability to relate to children and sensitivity to each child's individual needs. Our staff receives training throughout the school year by the YMCA directors in, behavior management practices, customer service, age-appropriate activities, child abuse prevention and CPR/First Aid/AED, Mandated Reporting, Praesidium Child Safety, Emergency Procedures, Group Management and Program Curriculum. Moreover, the staff chosen to work with your children covers a variety of ages, chosen to expose children to people with varying life experiences and ways of relating to children.

### **Photography- “Talent Release Waiver”**

Photographs and movies, which may include children, are occasionally taken for use with the YMCA. Occasionally, these or other photos may be used for newspaper articles about the center, for program brochures, flyers, or online marketing. Included in the Registration Process/Package is a Talent Release Waiver giving us permission to take photos of your child and use them for the above reasons.

All photos are the property of the YMCA and will not be used for any other purpose. Whenever possible, use of these photos will be cleared with parents, but this is sometimes difficult or impossible in cases where photos contain large groups of children or are used several years after they are taken. We do not permit outside guests or presenters who provide enrichment opportunities to the students to take photos/movies unless they have written permission from you prior to the activity.

### **Policy on Release of Personal Information**

It is the policy of the YMCA to not release any sensitive personal information or personal health information about our children or their families without a signed release form. All medical and personal forms and information on children are the property of the YMCA and will remain on file after the child leaves the program.

### **Early Dismissal and School Closings**

In a late/delayed start, the after-school part of the day will run as usual. If a school closes during the school day, the Y Safe 'n Sound program works in cooperation with the School District to determine if YMCA programming will continue. You will be notified of such changes in the “All School Announcements”. No refunds or credits will be issued if the School District closes after school programming.

If there is an early release day that your child is not regularly scheduled for and you would like them to attend the program, please contact our Customer Service Team at 630.585.2207 to register your child and pay the required additional fee.

## Tuition and Payment Schedule

- All program fees are monthly and must be paid in full.
- All payments are due on the 1<sup>st</sup> of the month.
- If you are enrolled in **automatic bank or credit card draft**, your payment will be processed on the **1st of each month**.
- If you are not on draft and want to You can make payments online through your community account [Sign In | YMCA](#).
- Any Payments not paid by the **5th** of the month will be assessed a \$25 past due fee.
- If you would like to set up a Draft Payment System, please call us to complete the process at **630-585-2207**. **Alternatively**, you may log in to your online account and add a credit card. Once the card is added, please email our SNS office at **sns@ymcachicago.org** and include the **last four digits** of the card you'd like us to use. We will then link your draft payments to the specified card.

### Monthly Fees:

#### *AM-Programming*

3 Day - \$153

5 Day - \$195

#### *PM-Programming*

3 Day - \$265

5 Day - \$347

**Before and After School Combo \$668 for the month**

### Online Payment Instructions:

You can make payments online through your community account [Sign In | YMCA](#).

### Program Changes & Cancellations

- All requests must be submitted in writing via email to [sns@ymcachicago.org](mailto:sns@ymcachicago.org). If you wish to cancel your child's enrollment, you must submit your cancellation by the 15th of the prior month.

Example: To cancel for October, notify us by September 15th.

- You may request one change per month to your childcare schedule. These requests must also be submitted in writing by the 15th of the prior month.
- All schedule changes are subject to availability and are not guaranteed.
- We are so excited to work with your family this year! If you have any questions, please don't hesitate to reach out.

### Absences

#### *After School Participants Only*

- If your child is unable to attend the Y Safe 'n Sound program, you must leave a message on the Absence Hotline before 12:00 p.m. on **630.420.3984** or send us an email at [sns@ymcachicago.org](mailto:sns@ymcachicago.org).
- If you are reporting an absence after 2:00pm, please call the Y Safe 'n Sound program office on 630.585.2207.
- The school office will not notify us of your child's absence from the Y Safe 'n Sound Program.

### Arrival and Departure Procedures (Sign In/Out Procedures)

The YMCA assumes responsibility for your child once they are signed in for the morning program or upon arrival at the after-school program. The following procedures are in place to ensure the safety and security of all participants:

- **Sign-In/Sign-Out:**  
Children must be signed in and out daily with the **Team Lead** at the Y Safe 'n



Sound program. A **legible signature and the exact time of drop-off or pick-up** are required each day.

- **Authorized Pick-Ups:**  
Only individuals **18 years of age or older** who are listed on the **authorized pick-up form**, submitted in writing by the parent or guardian, will be permitted to pick up your child.
- **Photo Identification Required:**  
All individuals picking up a child—including parents and guardians—**must present valid photo identification** at every pick-up.
- **Older Siblings:**  
Siblings may only pick up a child if they are:
  - At least **18 years old**
  - **Listed as an authorized pick-up**
  - Able to present **valid photo ID**
- **Release Restrictions:**  
Children **will not be released** to any adult without **prior written consent** from the parent or guardian.
- **Safety and Legal Compliance:**  
If an authorized individual arrives under the **influence of drugs or alcohol**, the YMCA is **legally obligated to withhold release** of the child and may **notify the appropriate authorities** for the safety of the child.

### **Drop Off/ Pick Up Locations**

When you are dropping off in the morning and picking your child up in the afternoon, please be sure to use the appropriate door for each school.

**Elmwood-** Door 1-main doors  
**Highlands-** Door 14 Band Room  
**Prairie-** Door 3  
**Scott-** Door 3  
**Steeple Run-** Door 14

### **Bus Transportation After-School**

The following procedures will be followed when a student is attending a different school program site away from their home school.

1. Programs lower in enrollment may be combined with the next closest school to ensure efficient resource use.
2. Parents will be notified of the transportation and agree to have their child continue in the YMCA program.
3. Students attending an alternative program site will be transported by First Student Bus Company.
4. A roster of students attending the YMCA program will be provided to the local school and First Student Bus Company at the beginning of the program.
5. Students will board the bus at their local school immediately at dismissal.
6. Students will be transported by First Student to the program school site.
7. A time will be provided by First Student as to when the children will arrive at the program school site.
8. A YMCA staff member will meet the bus and take attendance of children who arrived and ensure all children are present.
9. If a child is not attending the program, the staff member will contact the YMCA office to locate the children and confirm their absence. Confirmation of the child's absence will be communicated back to program site staff.
10. If a child was scheduled to be at the program site, the home school and Bus company will be contacted immediately and confirm he/she is safe. Parents will then be notified that their child is safe. Arrangements will be made to get the child to the program site. If the child is not located the authorities will be notified.

### **INCLUSION/DIVERSITY – AMERICANS WITH DISABILITIES ACT COMPLIANCE**

In accordance with the Americans with Disabilities Act, The YMCA of Metropolitan Chicago does not discriminate against persons with disabilities.

If your child has an IEP or a 504 plan during the school year, you may choose to be connected with our Inclusion Department. Doing so creates a partnership to determine and plan for support in order to promote the most successful experience for your participant. The Inclusion Department can be reached at [inclusion@ymcachicago.org](mailto:inclusion@ymcachicago.org).

If you require an accommodation due to a disability to enjoy our program, please request “yes” in your on-line registration enrollment paperwork.

### Late Pick Up

Children must be picked up by **6:00 p.m.** When a parent or guardian is late picking up his or her child, the child will remain on site at the school. The site staff will work with the designated Y team member at the Safe 'n Sound office to contact the parents.

We will use the child's emergency numbers listed on the enrollment form to contact the names listed on the enrollment form. For this reason, it is imperative that you provide Safe 'n Sound with up-to-date emergency contact names and telephone numbers and written notification of any changes in your child's emergency contact information throughout the course of the year.

- The person picking up the child is required to be 18 years of age or older to sign documentation acknowledging the late pick up and have proper ID with them.
- Safe 'n Sound staff will not hold your child responsible for the situation and will discuss the issue only with the parent or guardian and never with the child.
- Staff will make every attempt to reach the parent, guardian or authorized persons until the last staff member is scheduled to leave. Attempts to reach the parent, or guardian, or authorized person listed on the enrollment form will be made every 10 minutes, until 6:30pm then we will contact appropriate governmental authorities such as the DCFS hotline, police, etc.
- Late fees cannot be paid at the site. You will receive notification by email of the amount owed and payment must be made within 72 hours. **If payment has not been made within 1 week your child will be unable to attend the program until it is paid.**

#### Late fees are as follows:

<u>TIME OF LATE PICK-UP</u> (please check reflecting above time)	<u>AMOUNT TO BE CHARGED</u>
ð UP TO 10 MINUTES	<u>\$5.00</u>
ð UP TO 15 MINUTES	<u>\$10.00</u>
ð UP TO 20 MINUTES	<u>\$15.00</u>

<u>ø UP TO 25 MINUTES</u>	<u>\$20.00</u>
<u>ø UP TO 30 MINUTES</u>	<u>\$25.00</u>
<u>ø UP TO 35 MINUTES</u>	<u>\$30.00</u>
<u>ø UP TO 40 MINUTES</u>	<u>\$35.00</u>
<u>ø UP TO 45 MINUTES</u>	<u>\$40.00</u>
<u>ø UP TO 50 MINUTES</u>	<u>\$45.00</u>
<u>ø UP TO 55 MINUTES</u>	<u>\$50.00</u>
<u>ø UP TO 60 MINUTES</u>	<u>\$55.00</u>
<ul style="list-style-type: none"> <li>• <u>ø 5 or more times late picking up (Flat rate charge in addition to the late fee above for each additional offense)</u></li> </ul>	<u>\$10.00</u>

If you will be late picking up, please contact our office on 630-585-2207 and/or arrange for an alternative pick up to pick up your child if necessary. This, however, will not excuse the parent from paying the appropriate late fee. After the third time that a child is picked up late, the fee will increase to a \$10.00 flat rate and include the late fee above. If a child is still at the site at 6:30 p.m. we reserve the right to notify the proper authorities.

Safe 'n Sound acknowledges its responsibility for your child's protection and well-being until you, your designee, or appropriate governmental authorities arrive.

### Snacks

A snack will be provided daily in our **afternoon program only**. Parents that wish to send a snack with their child to eat during the morning program are welcome to do so, but that snack must be nut free and healthy. All snacks are provided through your school lunch provider and follow criteria established by the Alliance for a Healthier Generation. Additionally, water is provided throughout the day. We will try as best we can to accommodate allergies. Please make a note on the child's paperwork and inform the Site Team Lead of any allergies.

### School Maintenance

As it is not the responsibility of the YMCA Safe 'n Sound program for maintenance of the school property, which also includes Pest Control. If the school informs us of any spraying for pest control, we will then move forward with communicating that information to all parents.

### Clothing

Appropriate clothing for indoor and outdoor play (boots, scarf, hat, mittens for outdoor play) is required. We will try to be outdoors as much as possible, thus please always dress for the weather. Please label all clothing. Also, if sunscreen or insect repellent is used, children must supply and apply their own.

### Illness

If your child becomes ill, a parent will be contacted by the designated Y Staff member and asked to immediately arrange for the child to be picked up. Your child will be separated from the other children, within sight and hearing distance of an adult, until the parent arrives. You must pick up your child as soon as possible (within half an hour).

If the parent cannot be reached, the staff will call the emergency contacts listed on your child's enrollment form. Children will not stay inside during outdoor playtime. If you want to keep your child inside for a few days, please keep him/her home a little longer. We do not maintain staff to care for a child in this situation.

**The YMCA is not licensed to provide care for sick children. Therefore, parents or emergency contacts must come as soon as possible, preferably within one-half hour after being contacted by the staff. Medication should be administered by parents prior to coming to the program. Children may not bring self-administered medication to the site (aspirin, eye drops, cough syrup, etc.)**

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

### **Mildly Ill Policy**

Where a child has certain symptoms or conditions, he or she will not be allowed to attend the Y Safe 'n Sound program unless the child's physician states that the child can be in the childcare setting and the child is able to participate fully in the program's activities.

These symptoms and conditions include:

- An oral temperature of 101 degrees Fahrenheit or higher accompanied by behavior changes or other signs and symptoms, such as loss of appetite or irritability.
- Vomiting or nausea
- Diarrhea (excessive)
- Some children vomit in the morning when they have swallowed mucus the night before. If the child is vomiting and also has other symptoms such as abdominal pain, diarrhea, and significant behavior changes, the child should stay home. [OBJ]
- Loose and more frequent stools than usual (diarrhea)

When a child has a single loose stool, he or she does not need to be at home. However, if the child has very runny stools that the child cannot reach the toilet in time, the stool may contaminate the school setting.

Sometimes children get diarrhea when they take antibiotics. If the child feels and acts perfectly well this may not require extra staff attention. Staff should be informed if a child is taking medications.

- Runny Nose

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their hands, then rub them on their own or other people's clothing and on other surfaces.

- Pain

When a child is in pain, the child needs a parent's attention. The parent must take care of whatever is causing the pain and must comfort the child.

- Too sick to fully participate

Staff care for more than one child. When one child cannot participate, the caregiver must care for both the ill and the other children.

- *Yellowish skin or eyes*
- *Pinkeye, i.e., tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus*
- *Unusual spots or rashes*
- *Infected skin patch(es), crusty, bright yellow, dry or gummy areas of skin*
- *Feverish appearance or temperature*

- *Unusual behavior*
- *A child is cranky or less active than usual*
- *Severe Coughing*
- *A child gets red or blue in the face*
- *A child makes high-pitched croupy or whooping sound after he or she coughs*
- *Breathing trouble*

### **Notice to Parents:**

*The center will notify all parents if a child has been exposed to a contagious disease. The notice will be provided in writing and/or verbally and will include some information about the type of disease involved and specific instructions about what to do. If quarantine is necessary, no persons will be permitted to enter or leave the Site until the Board of Health has approved. Parents will be notified and instructed.*

### **Communicable Disease Policy**

To ensure the health and safety of all children in all of the programs we require that children who have a condition that is contagious and poses an immediate risk to others in the program should stay home to be cared for in a special care setting. The child may return to the program with a doctor's release statement.

### **Examples of contagious disease include:**

#### ***Chicken Pox (Varicella)***

The child should stay home for six days if the child has not been in contact with other children in the group in the day or two before the rash appeared; if the child is too ill to participate; or if the child needs more care than the caregiver can provide. In general, keeping a child with chicken pox at home will not stop its spread if the other children already were exposed to the child one-day before the rash developed.

#### ***Hepatitis A***

The child should stay home until all those who should be protected have received gamma globulin shots.

#### ***Impetigo***

The child should stay home until treatment starts.

***Infectious Conjunctivitis (pink eye)***

The child should stay home until 24 hours after treatment begins.

***Infectious Diarrhea***

The child should stay home until the child can get to the toilet and/or until a health consultant says the child can return.

***Lice***

The child should stay home 24 hours after treatment starts.

***Ringworm***

The child should stay home 24 hours after treatment starts.

***Scabies***

The child should stay home 24 hours after treatment starts.

***Strep Throat, Scarlet Fever***

The child should stay home 24 hours after treatment with antibiotics.

**MEDICATIONS**

If medication must be taken during camp hours, you will need to indicate that on the Participant Emergency Information Packet and complete the Permission to Dispense Medication form and/or Severe Allergy and Anaphylaxis Plan.

- **Inhalers & Epi-Pens:** These must be given to a camp leadership staff to be kept with the camp staff; any inhaler or Epi-Pen must be in the original container that has the doctor's prescription on it.
- If the prescription label is not on the device/inhaler/etc., a note from the prescribing healthcare provider with the patient's name, dosage and instructions for use is required.
- **Storage:** All medications are stored under lock or in a secure area away from children.
- **Dispensing:** Only medications (prescription or over the counter) that are in their original container and are accompanied with specific written directions from a licensed medical professional are dispensed to children by authorized camp staff.
- **Medication Log:** The Y uses a log for all medication dispensed.



## Medical Policy

**If your child/children need medication administered, has allergies/EpiPen or any other prescribed medication, then we will need an action plan, and Permission to Dispense Medication Authorization Form will need to be filled out prior to your child starting our program. Please make sure to include any necessary information on your enrollment packet, and we will provide you with additional documentation. We also require an additional EpiPen to have at our program site. We cannot access your EpiPen in the School Office.**

In the event a Parent/Guardian refuses to sign the Medical Information Form permitting the Y to provide emergency medical treatment for their child, the child will not be allowed to enroll and participate in the program or camp.

## Purpose

As the leading nonprofit dedicated to youth development, the YMCA of Metro Chicago is committed to maintaining the health and protecting the safety of children in our programs who have life-threatening food allergies or other serious medical conditions. This policy is a strategy to prevent instances of allergic reactions to foods; in particular, peanuts, eggs, fish, soy sauce, shellfish, or any other food-borne allergens and to ensure that staff is aware and able to assist with other medical conditions.

## HIV/AIDS POLICY

Y Safe 'n Sound prohibits any School-Age program from denying admission of a child to participate in our program based on their health conditions, including HIV/AIDS. It is the Site's best interest to be aware of HIV-Positive status, to take precautions regarding behaviors or conditions which may weaken the immune system, and regarding handling body fluids (blood, saliva, mucous), which may be infected.

However, this may not be evident at the intake and no one except Site staff and required outside agencies (i.e., Board of Health) will be informed of an HIV positive child admitted into the program. This is mandated under the Agency's confidentiality policy.

Parents must inform the program of any health and safety needs of the child that the program may be required to address. Information will be shared with appropriate staff regarding accommodations needed in accordance with the program's policy.

To ensure proper sanitary precautions and to avoid any perpetuation of the illness, all Preschool and School Age students are educated about the facts of AIDS and HIV transmission, as part of regular staff in-service training. AIDS does not fall into the same category as other communicable diseases. There is NO EVIDENCE that the Human Immunodeficiency Virus (HIV) can be spread through casual contact.

### **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 at 800.252.2873. After reporting the incident of child abuse or neglect to DCFS, the employee must then notify their supervisor. In instances of alleged sexual abuse, the appropriate law enforcement agency (Illinois Abused and Neglected Child Care Reporting Act). For additional procedures please refer to the YMCA Personnel Policies and Procedures.

### **Injury**

Emergency procedures have been established at each location of the YMCA. If your child is injured at the Before/After School Age Childcare Program, the Site Team Lead will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to, the following:

- Contact Designated Y Staff member to contact and notify parent/guardian.
- Attempts to contact parent or guardian through emergency contact listed on enrollment forms.

If we are unable to contact you, we may be required to do one or more of the following:

- Call the paramedics.
- Have the child taken to an emergency hospital.
- In a serious emergency/injury, 911 will be called in the first instance!

All accidents/incidents are recorded and kept on file at the YMCA.

### **Allergies**

While Safe ‘n Sound is committed to ensuring the safety of all children in our programs, we are unable to guarantee that our sites are always peanut and tree nut free. Please review the following points below outlining our policies regarding allergens on site:

- All allergies must be listed on the child's paperwork. During the Y Safe 'n Sound Program, the school nurse's office is not accessible.
- Additional medication, (Epi-pen, inhaler, etc.) must be provided for a child in case of a reaction or episode during program hours. If your child has any allergies/EpiPen or medications additional forms will be required.
- Safe 'n Sound will take measures to ensure that the program provided snacks are free from peanuts and not produced in factories that contain peanuts.
- In instances where delivered snacks do contain or are produced in factories that contain peanuts or tree nuts, Site staff will be notified and instructed on appropriate measures to keep all children safe.
- We request that parents do not provide snacks for their child that contain peanuts/tree nuts.
- At any time, a meal or snack is consumed during a program, a separate allergen-safe table is to be identified and used by children with food allergies.
- The allergen-safe table must be washed with a separate wash bucket and cloth, solely for the cleaning of allergen-safe zones.
- In the event of severe allergies, the Y reserves the right to make a program and/or spaces completely allergen-free.

### Independence

All children must be able to independently use the restroom while enrolled in the program. Staff will not assist children with regular bathroom usage.

### Insurance

The Safe 'n Sound School Age Child Care Program does have property insurance in the amount of \$100,000. We do not provide accident insurance for your child. Insurance and payment of treatment are the responsibility of the parent.

### Personal Belongings

Children are not allowed to bring personal belongings such as toys, video games, collective cards, radios, cell phones, etc. The YMCA will not be responsible for lost or stolen items. **Video games and cell phones will be taken from the child and immediately secured on site by the staff. Items will be returned when the parent/guardian signs out their child.**

### **Evacuation Procedure**

In the event of a fire, or when the fire alarm is sounded, children and Y staff will evacuate the building using the nearest exit and remain in a group away from the building. Emergency evacuation plans are specific to each YMCA School location. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire.

Fire and tornado drills are practiced monthly at each site. We cooperate fully with the School District and align our practices and procedures with all their requirements. In the event of a fire or fire alarm, the staff and children will not return to the building until clearance has been given from the Fire Department and/or school administrator.

### **Facilities Where All Concealed Arms Are Prohibited**

Regardless of whether an individual has a valid conceal and carry permit issued by the Illinois State Police, that individual may not carry a firearm into the building, the property and/or parking area of the following places:

- Pre-school or childcare facility;
- Public or private elementary or secondary school;
- Public park, athletic area, or athletic facility under the control of a municipality or park district, public playground

### **BEHAVIOR/DISPLINE POLICIES**

The Y has a focus on Caring, Honesty, Respect and Responsibility as the four core values of the Y. We will work to develop these qualities with your children throughout the school year. Please address and encourage these values at home.

At the Y, it is our goal to create an exciting and safe learning environment for everyone to have an unforgettable school year of fun! We ask everyone in our programs to agree to certain safety and behavioral guidelines, so all of our participants are able to have an enjoyable school year experience.

## **BEHAVIOR POLICIES**

In our programs, our top priority is to provide a safe and enriching experience for all participants. Each child is expected to help foster a safe environment physically, emotionally, and psychologically.

## **PARTICIPANT EXPECTATIONS**

Participants are expected to:

- Stay with their supervised group for the duration of program
- Adhere to staff instructions
- Keep their hands, bodies, and belongings to themselves
- Use appropriate language (inclusive, caring, developmentally appropriate, etc.)
- Respect program and participants' equipment and belongings

If additional accommodation is needed, be sure to include an accommodation request at the time of registration and during submission of paperwork. Our goal is to work together with both the participant and family to address and accommodate any behavior concerns; however, if a child cannot uphold these expectations, then program staff will evaluate appropriate next steps.

## **BEHAVIOR SUPPORT PROCESS**

If a participant repeatedly exhibits behavior that does not meet the program expectations, the following tactics may be used to support the participant involved and address behaviors:

- A behavior report will be completed and reviewed with parent/guardian.
- A parent/guardian will be asked to partner with YMCA staff to identify strategies for support.
- YMCA staff will monitor behavior closely and provide regular feedback to the participant and their parent/guardian.
- A preauthorized person may be required to pick up participant early from programming.
- The strategies for support may be updated or amended.
- Programming may be immediately paused for the participant.

If the support strategies are not fostering improvement AND the participant's behavior is impacting the physical, emotional, and psychological safety of themselves, Y staff or other participants the participant may be dismissed from the program for the remainder of the session.

Please note that some behaviors—such as any actions that pose a direct threat by impacting physical/emotional/psychological safety—can result in IMMEDIATE SUSPENSION/EXPULSION.

\*No refunds or credits will be given if a child is terminated from the program or picked up early due to unacceptable behavior.

## **BULLYING/FIGHTING**

Bullying is a form of youth violence and an adverse childhood experience (ACE). CDC defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.

Common types of bullying include:

- Physical such as hitting, kicking, and tripping
- Verbal including name-calling and teasing
- Relational/social such as spreading rumors and leaving out of the group
- Damage to property of the victim

Bullying can also occur through technology, which is called electronic bullying or cyberbullying. A young person can be a perpetrator, a victim, or both (also known as “bully/victim”).

At the Y, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other children with respect and to help each other achieve the best possible experience. If a participant has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great Y memories!

Unfortunately, people who are bullied may not have the same potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with staff and their groups so both children and staff will be comfortable alerting us to any problems during their program experience. We can’t manage an incident if we don’t know about it. Every person has the right to expect to have the best possible experience, and by working together as a

team to identify and manage bullying, we can help ensure that all children and staff have a great time at the Y.

### **Fighting**

The Y does not tolerate participants who harm other participants or staff. This includes and is not limited to degrading, demeaning, threatening, or physically harming another child or staff person. Any child or group of children found to be harassing, making fun of or intimidating other children or staff will be subject to disciplinary actions including being sent home or suspended from the program.

### **DANGEROUS WEAPONS**

Children may not bring any item designed to cause bodily harm or that is deemed potentially harmful. These items will be confiscated, and the parents/guardians will be contacted. Bringing such items to Y programs may result in youth being sent home and suspended. All types of knives and dangerous items must be kept off Y program sites. Once an item is confiscated by staff, it will not be returned to the child. Items only be returned to the parent or guardian.

### **DISCRIMINATION**

The Y prohibits discrimination against current or prospective children and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation or any other legally protected characteristic.

### **Divorce or Separation**

In the event of divorce or separation, it is the custodial parent's responsibility to make payments on time. The custodial parent will be the party accountable to pay all past due and late charges. In the case of divorce or separation, the custodial parent is the person who will receive all bills and tax statements.

We are not allowed to give information about one parent to the other parent. Please remember that we want what is best for our child. It is the well-being of the child/children that is our main concern.

## **CUSTODY & PARENTING TIME ARRANGEMENTS**

The obligation of Y staff is to ensure a safe and fun environment for your child. We understand that participants come from a variety of different family structures and situations and may result in various custodial arrangements. The Y does not make rules regarding or alter custody and/or parenting time agreements issued by an applicable Court of Law. The Y does not act as a mediation to these circumstances.

If a court order is in place, the adult registering the participant ("Enrolling Adult") will designate who is authorized to pick up and drop off the participant via the Participant Emergency Packet. Enrolling adult(s) must provide a copy of any court-issued documents regarding the restriction of release of participants in our care. Adults are responsible for resolving any issues that may arise from the participant's enrollment in our programs. For consistency, any requests for program information must be included in a court order or subpoena.

## **ADULT CODE OF CONDUCT**

The Y requires adults of enrolled participants to act in a manner consistent with the Y values of caring, honesty, respect, and responsibility.

The Y's goal is to provide the most appropriate environment in which youth can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the staff, but also the responsibility of each and every adult involved in the program. Adults must act in a way that fosters this environment.

- Swearing/cursing: No adult is permitted to curse or use inappropriate language in a Y program, whether in the presence of participants or not. This includes phone conversations and written communication with staff. Such language is considered offensive and will not be tolerated.
- Threats: Threats of any kind towards staff, participants, or other adults will not be tolerated.
- Disruptive and Disrespectful Interactions: While it is understood that parents will not always agree with the staff or the adults of other participants, it is expected that all disagreements be handled in a calm and respectful manner. Disruptive and



disrespectful interactions are not an appropriate means by which to communicate and are prohibited.

- **Addressing Program Participants:** Adults are prohibited from addressing, for the purpose of correction or discipline, a participant that is not in their care while in program. No adult may physically or verbally punish another participant. If an adult should witness another participant behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, this should be directed to leadership staff.
- **Confidentiality:** It is unsuitable for a participant's adult to seek out another participant's adult to discuss inappropriate behavior of any participant. All behavior concerns should be brought to program leadership. The staff will address all behavior concerns in accordance with the Y's behavior management model. Although you may be curious about the outcome, staff are prohibited from discussing anything about another participant with you.
- **Safety:** Adults are required to always act safely. Please refer to the facility agreement outlined in the Participant Emergency Information Packet. Any adult acting unsafely on Y premises will be asked to leave.

Adults who violate the code of conduct may be asked not to return to the program. Participants can be removed from the program based on inappropriate behavior of their adult in the Y environment, at the discretion of the Camp Director and/or the Vice President of Out of School Time and Camp.

### **Special Events**

Throughout the school year, special events will be going on at the site to promote youth development, healthy living and social responsibility. Some examples include Lights on Afterschool, Healthy Kids Week, Family Engagement Events, and service projects. Parents will be informed prior to events and are encouraged to participate.

### **Participation in Safe 'n Sound Programs**

Our program and site staff work hard to provide a wide variety of enrichment activities for the children to engage in. For our program to be a success and for your child to experience the full benefits of the YMCA, we do need your full participation throughout the program. This includes homework time, character development time, group games and physical activity, along with other components of the daily schedule.

### **Participation in Other Activities at School**

With the Safe 'n Sound Program conveniently located at your child's school; opportunities are available for participation in extracurricular activities provided on the school grounds. If your child will be taking part in any activities during program time, please make sure that you communicate this to the site staff with the times, dates, and location of the programs ahead of time or contact the Safe 'n Sound Program Office.

If the school-based activity is immediately following the school day, we ask that the children check in first with the site staff before going to the activity. If the activity does not begin immediately after school, we ask that parents communicate this to the Team Lead in writing, including the authorized person to sign the child out for the activity.

### **Helping Faculty and Staff at the School**

Another benefit of the Safe 'n Sound Program being located at your child's school is that children can help throughout the school. With prior notice and written consent from the parent to the site staff, students can assist teachers with projects before or after school. Our site staff will log/ track the students' time away from our program and the teacher they are helping will be required to sign them out and then back into the program.

### **Parent Newsletters**

Safe 'n Sound Program Office will communicate information about upcoming events, days off programming and any other information to our parents via email. To ensure delivery of such emails, please add us to your address book so that the communication is not blocked in the spam folder. Please also keep us advised of any email address changes. Additional emails may be added to the newsletter by contacting the Y Safe 'n Sound Program Office.

### **Parent Feedback**

The Y Safe 'n Sound Program Office is continually looking for ways to improve our services and meet the needs of the communities we serve. To assess these needs, we have parent surveys that are conducted electronically twice a school year. Your participation and honesty is helpful as we move forward in continuing to provide quality programming for the youth in our community. If you have a concern or question and would like to speak directly to the Program Director, call the office number.

### **Adult Rules of Contact**

Any person/guardian, authorized person or site personnel who displays any one of the following behaviors will not be allowed at the site:

- Physical abuse, shaking, grabbing, hitting, pushing etc.
- Verbal abuse to child, staff or another parent/guardian.
- Alcoholic beverages or drugs.
- Smoking at the site.

If YMCA staff suspects a parent/guardian of alcohol/substance or view child abuse, the police will be contacted. The YMCA's first responsibility is the safety of the child.

### **School Age Child Bill of Rights**

- You have the right to express your thoughts, feelings and desires.
- You have the right to be safe and have your body respected.
- You have the right to have your feelings respected and not be teased, frightened or embarrassed.
- You have the right to be treated fairly, to receive the same privileges and consideration as everyone else.
- You have the right to your privacy, to be alone when you want to be alone.
- You have the right to have your work and your possessions respected by others.
- You have the right to be included in any activity or to play with anyone you choose.

## **YMCA Safe 'n Sound Parent Handbook Acknowledgement**

Please complete the following form and return to the YMCA Safe 'n Sound Before and After School programs office at: *(please check the appropriate box)*

☐ **Elmwood Elementary School**

1024 Magnolia Lane

Naperville IL 60540

☐ **Highlands Elementary School**

525 N. Brainard Street

Naperville IL 60540

☐ **Steeple Run Elementary School**

6 S. 151 Steeple Run Drive

Naperville, IL 60540

☐ **Prairie Elementary School**

500 S. Charles Street

Naperville, IL 60540

☐ **Scott Elementary School**

500 Warwick Drive

Naperville, IL 60565

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

To: YMCA Safe 'n Sound, \_\_\_\_\_ Elementary School

I have reviewed the Parent Handbook to promote a better understanding of YMCA Safe 'n Sound rules and expectations including Guidance and Discipline policy, late pick up policy, birth certificate policy, and pesticide policy. My signature below acknowledges receipt of the Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook, in the latest version, is applicable to all members upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

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