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SAGE YMCA 2018-2019 SCHOOL AGE CHILD CARE PARENT HANDBOOK

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Welcome Parents and Children:

We are so happy that your child will be attending our School Age Child Care Programs for the 2018-2019 School-Year! The Sage YMCA School Age Child Care Program (SACC) is a safe, fun, and active place where children are given an opportunity to participate in many supervised enrichment activities. Our programs are designed to meet the needs of children in our community by providing before and after school extended learning opportunities.

We offer a variety of age appropriate and educational activities including service learning and academic enrichment, homework assistance, arts and crafts, board games, and gym time as well as outside play.

We follow all guidelines set by the Department of Family and Children Services, including serving snacks to the after school children.

Please read this handbook in its entirety so you and your child(ren) are aware of the rules and policies of our program. If, after reading the handbook, you find you have questions, comments or concerns regarding the Before and/or After School Program or any other SACC offerings, you may contact the Youth Development Director, Nikki Laster, at 815.526.1679 or via email at nseemayer@ymcachicago.org

Our Mission

The mission of the YMCA of Metro Chicago is to develop strong children, families and communities across Metropolitan Chicago through academic readiness, character development, violence prevention, fitness and healthy living.

What We Do

The Y makes accessible the support and opportunities that empower people and communities to learn, grow and thrive. With a focus on youth development, healthy living and social responsibility, the Y nurtures the potential of every youth and teen, improves the nation's health and well-being and provides opportunities to give back and support neighbors.

Goals

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

- Grow Personally and Academically
- Appreciate diversity
- Share and cooperate with others
- Be better leaders
- Practice the YMCA core values of Caring, Honesty, Respect, Responsibility
- Be the BEST they can be

Inclusion

The YMCA of Metropolitan Chicago invites persons with disabilities to enjoy Y programs and facilities. If you require a Modification due to a disability to enjoy any of our programs, please select "yes" to the request option on the registration materials. A member of our Inclusion Team will then contact you. Any questions that you may have can be sent to inclusion@ymcachicago.org

Program Rules

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



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Guidance and Discipline

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

Daily Schedule

Our programs have structured activities, set up with specific boundaries and experience goals in mind. Children are free to make their own choices with clear limits to guide them. Active parent input helps the children, along with the staff, make sure that program time is spent in a fun, yet constructive way. Each week different activities will be planned according to our curriculum. Each day, homework help will be given to children. Sports and gym time, service learning and academic enrichment will also be offered weekly.

Registration Requirements for Admission to the Before and After School Program

The following forms must be completed and turned in before attending the program:

- 2018/2019 Registration Form
 - Paid \$50 registration fee per child
 - Participant Emergency Information packet
 - Signature that you have read this parent handbook
- Prairie Grove must complete the following as well:
- Current DHS Certification of Child Health Examination
 - Copy of Birth Certificate
 - Signature that you have read the DCFS Licensing Standards

Please allow at least one week prior to attendance to process registrations.

Emergency information, especially phone numbers and extensions, should be kept up-to-date! All information will remain confidential and are the property of the YMCA. All required paperwork must be returned before any child can start the program.

Emails: Please provide your email address on the registration form for possible communications and emergency notices. With questions or concerns you may email Nikki Laster at nseemayer@ymcachicago.org.

Drop off and pick-up from SACC programs:

All children in the program will be signed in/out at the parent table when entering and leaving the program by their parent or authorized adult. All authorized adults who come to pick their child up will be asked to show identification. No child will be allowed to enter the program on their own. Only children registered in the SACC programs will be permitted in the programs.

YOU MAY NOT PICK UP YOUR CHILD WITHOUT SIGNING THEM OUT. ONLY AUTHORIZED PERSONS may sign a child in or out of the program. If someone else is picking up your child(ren) at the program, please make sure they are listed on your emergency pick-up form. It is your responsibility to list each person you have authorized to pick up your child. Please notify us when you have arrived to pick your child up. Your child(ren) will not be released to another adult without prior consent.

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

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



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Late Pick-Up

The School Age Child Care Program ends at 6pm. At 6:01pm, you are considered late. We understand that emergencies do happen, however, if parents are consistently late in picking up their child(ren), they will be charged a late fee, and depending on the frequency, they may be asked to leave the program. Please contact the Y cell phone at your child's site if you know you will be late picking up your child.

If we do not hear from you and it is past 6pm, every attempt will be made to contact you and your designated emergency contact. If we cannot make contact within one hour, the police will be called. They will then take on the responsibility of finding you and DCFS may be called.

Behavior/Discipline

You will find a copy of the Character Contract in the Participant Packet. The character contract is often used in behavior management for our programs, and has recently been updated to better serve our children. If your child's behavior becomes seriously inappropriate, your child may be dismissed – without a refund- from the program. This is at the discretion of the Director. In this event, the parent or guardian of the child will be called and is responsible for picking up or sending an authorized pick up person as soon as possible.

Behaviors that will result in immediate dismissal may include but are not limited to:

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

Any student or group of students found to be harassing, making fun of, or intimidating another student will be subject to disciplinary actions including write ups, being sent home or suspended, or terminated from SACC Programs. The amount of time suspended will be at the discretion of the Director.

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

The Sage YMCA SACC staff reserve the right to search a staff or student's property, either by themselves or with the aid of law enforcement officials in order to maintain the integrity of the SACC environment and/or the protection of the other staff or students. The person in question may be present for the search. Any items found in violation of the law or SACC rules will be confiscated and may be turned over to appropriate law enforcement agency which may or may not include the use of specially trained dogs.

Students involved in vandalism or malicious mischief either against YMCA property or against another student or staff member will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the student's parent/guardian. Violation of this policy may result in the student being suspended or expelled from the SACC programs.

If a child is misbehaving in a manner which disagrees with the rules and guidelines outlined in the SACC programs, he/she will receive a Character Contract. A copy will be kept in the child's file and a copy will be given to the parent/guardian. If the behavior becomes worse or does not improve, a parent conference will be scheduled and the child may be suspended or terminated from the program.



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Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is deemed to be detrimental to the group, shall be discharged from the facility.

NO REFUND OR CREDIT WILL BE ISSUED FOR CHILDREN WHO ARE DISMISSED FROM THE PROGRAM FOR INAPPROPRIATE BEHAVIOR.

Emergency, Medical and Health Policies

The Sage YMCA will always try to provide a safe environment for your child(ren). If your child(ren) becomes injured while in the SACC Program, we will take whatever steps are necessary to obtain medical care.

The staff will follow these procedures:

- Call 911/paramedics for serious accidents/illnesses
- Call parent/guardian immediately after paramedics for serious accidents/illnesses
- Call parent/guardian for minor injuries. If a parent/guardian cannot be reached, emergency contacts will be called.

If your child becomes ill while at our program, we will call to inform you of the situation. If the illness or injury occurs later in the day and is moderate you may be notified at the end of the day when you pick up your child.

If your child is running a fever, vomiting or experiencing diarrhea, he/she must be picked up as soon as possible. If your child has been sick at home prior to leaving for the YMCA, please make arrangements for their care until they are well. This policy is not only for the protection of your child, but for the staff and the other children.

If medication needs to be administered to your child while at the YMCA, a written note must be submitted by the child's physician, along with the Metropolitan YMCA medication form by the parent. The medication must be in the original bottle with child's name, medication name, and dispensing instructions. Medications will be kept in a locked box and administered by a supervisor who is 21 years of age or older. We will not let your child take any medication without both written authorizations being on file. It is the parent/guardian's responsibility to pick up any medication at the end of the program. If it is not picked up by 1 month after the end of the program, it will be disposed of.

Any child absent from the program due to a serious or contagious illness/disease must notify the YMCA.

Chronic Health Conditions

If your child has a chronic health condition, it must be documented by a licensed health physician on the health history form provided for you by the School Age Child Care Program. You will also need to meet with the Director to review necessary information. Any medication necessary for his/her health condition must be given to the Director in the original container with physicians instructions for dosage on the label. The Metro of Chicago Medication Form must be filled out with the child's paperwork.

Allergies/Food Restrictions

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



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Fees and Payments

Credit Card Draft: You must set up bank drafts at the Member Service Desk at the Sage YMCA. We will draft your credit card the first of each month. With the Credit Card Draft, there are no worries for late fees or bills. **Monthly drafts are required for this program.**

MONTHLY PAYMENTS ARE DUE ONE MONTH IN ADVANCE OF THE MONTH YOU ARE PLANNING TO ATTEND (Example: the payment to attend the program in September is due on August 1st). The total for the year is broken up into 9 equal payments which are **not** affected by breaks in the school calendar. The last payment collected for the year will be on April 1st, 2018. If you have any questions on credit card drafts or payments, please contact Nikki Laster, Youth Development Director at nseemayer@ymcachicago.org, or 815.526.1679.

Please remember: Y Staff at the schools are not allowed to take any payments!

Cancellation of Services

If you choose to no longer use the YMCA SACC Programs, please notify Nikki Laster by the 10th of the month prior to when you would like to cancel from the program or 2 weeks prior to your child's last day of attendance by calling 815.459.4455 or emailing nseemayer@ymcachicago.org. If these terms are not met, you will be responsible for the current bill you received.

School Year Monthly Rate

The School Year Monthly Rate secures you child a spot every day the YMCA has a Before/After School Program (this does not include School's Out Days). Rates are not prorated based on any breaks in the school calendar. The first payment is due before August 1st and the last payment is due on or before April 1st.

School Days Out

The YMCA will provide School Days Out Programs at the Sage YMCA for major holidays and some non-school days. The program will run from 6:30am to 6:00pm. Registration is separate from the Before and After School Program and the children must be paid and registered in advance for these days. Children should bring a lunch, 2 snacks, swimsuit and towel for each day. Fees for this program are \$45 for Y members (and B&A program participants) and \$60 for non-members per child for each day. A minimum of 8 children must be registered to run School Days Out. If we need to cancel due to low enrollment, we will contact you 3 days before the scheduled program.

Early Release and Half Days

We will run the after school program after dismissal on early release days where children are dismissed AFTER lunch.

On half days, where children are dismissed BEFORE lunch, we will not run afternoon programs.

General Program Policies

Groups and ratios: We maintain a 1:12 ratio at all times during our program.

Staff Credentials: The Sage YMCA School Age Program employs a diverse and qualified staff. All staff go through a 5 day training before starting the program. All staff are subject to criminal background and reference checks. They also are trained in CPR/First Aid, Child Abuse Prevention, Emergency Procedures, and Customer Service. The Program Director and Coordinators oversee the day-to-day operation of the School Age Program. All staff attend monthly meeting to discuss any issues that arise.

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

Parent Involvement: At any time during the program hours you may come and visit, participate in activities, or join in Family Nights at the Sage YMCA with your child. During these great events/activities, please call the YMCA at 815.459.4455 for more information and to register.



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Snacks: Under the guidelines provided by the Department of Children and Family Services, we serve a nutritious snack every day for children. If your child is a picky eater, please consider sending a separate snack for them.

Lost and Found: Please label your child's clothing and articles. Towels, sweatshirts, jackets, and water bottles are some of the most common lost items. We will have a lost and found periodically at sign-out for you to rummage through. The YMCA is not responsible for lost, stolen or damaged items.

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

Emergency Evacuation: In case of fire, or when the fire alarm is sounded, children and staff will evacuate the building using the nearest exit and remain in a group away from the building. Fire drills are practiced each month.

In case of tornado, or when a tornado announcement is made over the public announcement system, children and staff go to the school emergency shelter.

Child Abuse/Neglect Reporting Procedures: The Illinois "Abused and Neglected Child Reporting Act" states that: "Any childcare 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 1.800.252.2873.

After reporting the incident of child abuse or neglect to DCF, the employee must then notify the Program Director and the center Executive Director. The Executive Director and /or Program Director shall promptly notify the child's parents or guardian. In instances of alleged sexual abuse, the appropriate law enforcement agency will be contacted.

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

Discrimination: The YMCA prohibits discrimination against current or prospective students and employees on the basis of race, color, gender, religion, national origin, age, disability or sexual orientation.

Site Phone Numbers

These phone numbers can be used to reach staff when you need to drop off or pick up your children from the program, and the school doors are locked. You may also use these numbers to let the staff know to expect your child, or if your child will be absent for the day. Please state your name and your child's name when contacting these phones, so that staff can identify you. You may call or text these phones.

Algonquin Road School: [\(312\) 221-8040](tel:(312)221-8040)

Edgebrook, Duker, and Hilltop Elementary [\(312\) 221-8098](tel:(312)221-8098)

Prairie Grove Elementary: [\(312\) 221- 8112](tel:(312)221-8112)

Riverwood and Valley View Elementary: [\(312\) 221- 8079](tel:(312)221-8079)



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Where and When to Drop off and Pick Up from Each School

Algonquin Road School: Park in the lot to the front of the school and enter the main door by the front office. Parents may gain access to the school by calling/texting the site phone. Care runs from 6:30am to 8:15am when the bell rings, and then 2:45pm-6:00pm.

Edgebrook/Duker/Hilltop Elementary: Park in the main lot between Duker and Edgebrook. Enter door "M" at Edgebrook which is hidden to the right of the gym. Parents may gain access to the school by calling/texting the site phone. Care runs 6:30am to 8:15am when the bell rings, and then 3:00pm to 6:00pm.
You need to contact District 15 Transportation to arrange busing to and from the program.

Prairie Grove Elementary: Park in the main lot and enter through the main door by the front office. Parents may use the fingerprint reader to gain access to the school or by calling/texting the site phone. Care runs from 6:30am to 8:45am when the bell rings, and then 2:45pm-6:00pm.

Riverwood/ Valley View Elementary: Enter the main lot via Glenbrook Tr. You will enter the school through door "F" which is the door in the rear of the building. It is equipped with a ramp. Parents may gain access to the school by calling/texting the site phone. Care runs 6:30 to 8:45 when the bell rings, and then 3:45pm to 6:00pm.
You need to contact District 15 Transportation to arrange busing to and from the program.



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Please return this signed page with the enrollment paperwork:

I have received and read the Sage YMCA School Age Child Care Parent Handbook. I understand and agree with its contents:

Print Name of Parent/Guardian

Signature & Date

Child's Name

Child's School

