

Registration is now online at [peoriaymca.org/y-achievement](http://peoriaymca.org/y-achievement)



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



# Greater Peoria Family YMCA

2017-2018 Y-Achievement Before & After Care

# PARENT HANDBOOK

Tax ID Number: 37-0662605

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Dear Families,

Welcome to Y-Achievement 2017-2018!

Each year, many parents prepare for the difficult decision on where they will send their children for before and after school care. When choosing an organization, most parents seek a safe, quality program in which their child can grow and be nurtured. Here, at the Greater Peoria Family YMCA, you have found such a place.

At Y-Achievement, we help children learn to make choices, experience new things, become involved, and above all, have fun. The memories and experience gained here will last a lifetime.

Our dedicated staff continually demonstrates the YMCA's core values of trustworthiness, respect, caring, responsibility, citizenship, and fairness in everything we do. All staff members receive a thorough back-ground check to ensure your child's safety. It is this passion about the Y-Achievement that keep our children, families, and staff coming back year after year.

We are always just a phone call away. We invite you to contact us with any concerns that you may have, no matter how minor they may seem. Come in and meet with our courteous professional staff. Our Site Coordinators and Site Assistants are available to assist in your child's stay.

Our personal goal, as well as the organization's goal, is for the time your child spends here, be as memorable as it possibly can be.

The opportunity for an outstanding school year is here. We're glad you're on board.

Sincerely,

Tammy Baynard  
Director of Youth & Family Services  
309.692.7631 ext. 223

Ellen Corbin  
Billing Coordinator  
309.692.7631 ext. 216

Matt McVey  
Coordinator of School Age  
309.692.7631 ext. 229  
309.251.0801

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**YMCA Mission** – The Greater Peoria Family YMCA’s mission is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all. Our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

**YMCA Areas of Focus** – Youth Development, Healthy Living, and Social Responsibility

### **YMCA Guiding Values**

- Caring - helping others
- Honesty - tell the truth
- Respect - value the worth of every person and myself
- Responsibility - do what ought to be done

### **Goals and Objectives**

The Greater Peoria Family YMCA strives to provide opportunities that will help individuals:

Cognitive:

- a. Students will demonstrate a commitment to learn by completing homework.
- b. Students will read books for pleasure.
- c. Students will demonstrate knowledge about healthy lifestyles.

Psychomotor:

- a. Students will demonstrate physical fitness through CATCH (Coordinated Approach to Child’s Health)
- b. Students will demonstrate an increase and build an interest in serving the community.

Affective: Students will build character in caring, honesty, respect, and responsibility.

- a. Students will maintain adequate self-esteem.
- b. Students will engage in social behavior.
- c. Students will respect people of different ages, abilities, incomes, races, religions, and beliefs.
- d. Students will demonstrate age-appropriate social skills.
- e. Students will demonstrate compliance with site rules.

### **Core Contents Covered**

Activities provided will be progressive and age appropriate.

1. Character-Based Education: Caring, Honesty, Respect and Responsibility
2. Arts & Humanities
3. Homework Support
4. Free Play
5. Literature
6. Service-based Education
7. Nutrition & Fitness

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## **Privacy**

Your information upon registration is completed either by hardcopy registration form or submitted via Daxko Operations here: <https://operations.daxko.com/Online/5034/Programs/search.mvc> All records are then entered into Daxko Operations Software. All electronic and hardcopy registrations are professional destroyed and purged from enrollment upon seven years.

## **Parent Participation**

Parents are welcome at the program any time to observe or spend time with their child. Parents who wish to volunteer must provide documentation from the Department of Human Services that he or she has not been named in a central registry case as a perpetrator of child abuse or neglect. A volunteer application must be fill out with the YMCA.

## **Communication**

We believe that it is very important to maintain an open line of communication with all of our children and their families. We utilize a variety of means to keep each family informed of the program's happenings and upcoming events. Here is what you may expect:

- Email - Provide us with an e-mail address and we'll keep you updated with family events.
- Daily updates and announcements posted on the welcome board at sign in/out book.
- Site newsletter.
- 309.251.0171- Charter Oak  
309.0272 Oak Grove
- 309.251.0720- Thomas Jefferson
- 309.253.5485 Monroe
- 309.692.7631 ext. 223 Tammy Baynard, Director of School Age Programs

## **About Our Staff**

The key to the whole program is our quality staff. All our staff are carefully selected for their maturity and desire to be good role models for our children. They possess enthusiasm, leadership, patience, sound judgment and decision-making skills, which are crucial to any child's healthy development. All members of our skilled staff meet YMCA qualifications:

- Certified in CPR and First Aid
- Are 18 years or older
- Criminal history check through Illinois State Police and FBI and check of the Illinois Sex Offender registry, the National Sex Offender Registry and the Child Abuse and Neglect Tracking System.
- All references are checked
- **Driving record is checked with the Department of Public Safety**
- Attends all YMCA training and IDHS training.
- Are subject to random drug testing
- All employees sign a code of ethics and behavior
- Illinois Mandated Reporter

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**DISCLAIMER:** This program is not regulated by state licensing requirements. However, an exemption was provided through [State Bill 2321](#).

## **Ratios**

Our ratio for children to staff is 15 children for every 1 staff for children 6 and older with a maximum group size of 28. Where there are children under the age of 6 the ratio is 12 children for 1 staff with a maximum group size of 20.

**School Calendar** – We follow Peoria Public School’s calendar

## **Schedule of Operation**

The Y- Achievement Before and After School Program opens at 6:30 a.m-8:30am and 3:30-6:00 p.m. We will not start check in until 6:30 am exactly. Please make sure that you sign your child in and out every day. Do not just drop them off at the school. It is important that you are prepared to show your driver’s license on any given day to check out your child. If a staff member does not know you by name, they have been instructed to ask for identification.

## **Inclement Weather Policy**

On days when the School District cancels school (before school starts) due to inclement weather, the program will not be offered. On days when the School District dismisses school early due to bad weather care will take place after school, but we ask children to be picked up early. If in the event of a late morning start due to weather morning care will not be offered.

## **What Should I Bring To Before and After School?**

The Greater Peoria Family YMCA discourages parents from allowing children to bring personal items from home to the program, with the exception of a show and tell, if necessary. When a child does bring personal items from home, provider is not responsible for loss or damage to that item.

A good rule of thumb – if you care about an item, leave it at home. Cherished items may become lost or broken. We are not responsible for lost or broken items.

Please do not allow your child to bring any money, toys, trading cards, electronic devices such as CD players, cell phones, gaming systems, or any other items of value to the program. We are not responsible for broken, lost, or stolen items.

## **What Should I Wear To Before and After School?**

Clothes that your child wears to school are fine for the activities done in the Before and After School Programs. Due to the nature of some of the activities the program offers, parents must recognize that children’s clothing may occasionally become soiled or damaged, although staff takes all appropriate steps to prevent this from occurring. It is recommended that parents dress children in “play” clothes and not “good” clothes. The Greater Peoria Family YMCA assumes no responsibility for damage to a child’s

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clothing. The program strives to bring the children outdoors for play on a daily basis. As such, parent must be certain that the child is dressed appropriately according to the weather conditions.

**Lost and Found** – Items will be kept for two weeks, and then they will be given to Goodwill.

**Visitation** – Parents and those listed on the pickup sheet are welcome to visit the program.

## **Publicity**

On occasion, the Greater Peoria Family YMCA takes photographs or makes an audio or video recording of children and/or adults involved in activities. Such photographs or video records may be used by staff and participants to remember the activities or participants and for use on the Greater Peoria Family YMCA Facebook page. In addition, such photographs and audio/visual recordings may be used in publications or advertising materials to let others know about the YMCA. Also, local news organizations may learn about the YMCA's activities or events, and the YMCA may invite or allow them to photograph or record such events to be used, distributed, or displayed as the agents of the YMCA see fit. **You may choose to opt-out of this option provided that you decline to sign the publicity waiver form.**

## **Fees and Payments**

**Registration:** To register a child for Before and After School Program, you must complete the Y-Achievement Enrollment form. A non-refundable/non-transferable annual registration fee of \$35 (per family) and first week's fees will also be due at the time of pre-registration. Weekly fees will not be taken until all paperwork is complete. A child will not be enrolled without payment and all weekly rates are per child. An authorization for weekly payment form must be completed for every child enrolled in the Y-Achievement program. **All payments are due every Monday via bank draft**

<b>Before School Only-\$29</b>	<b>After School Only-\$44</b>	<b>Before &amp; After School-\$62</b>	<b>1 Day/Week Only-\$18</b>
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**Half Days:** If you choose to have your child with us on half days of school, there is an additional charge of \$10.00 for the day. These days are held at the Greater Peoria Family YMCA. **Transportation to the YMCA is to be provided by parents.**

**Child Care Connection-** Y- Achievement before and after school programs that is run by the Greater Peoria Family YMCA accepts Child Care Connection. Financial Assistance through the YMCA is also available upon application. Parents will be responsible for payments until we receive financial assistance approvals. **Financial Assistance through the Y is only available if you have been denied Child Care Connection.**

To apply for Child Care Connection please visit: <http://www.salchildcareconnection.org/pgs/parentforms>  
To apply for Financial Assistance please visit: <http://peoriaymca.org/y-achievement>

**Registration Fee:** A \$35.00 per family registration fee (nonrefundable) will be charged on an annual basis.

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**Removal/Cancellation of Program:** Parents are required to notify the YMCA Billing Department 7 days in advance, in writing of any change of status for their child attending this program. This can be done online, using the Change of Status Form at <http://peoriaymca.org/y-achievement>. Failure to pay Y-Achievement payments promptly will result in removal from the program and any outstanding balance may be sent to a collections agency. If this occurs, parents are responsible for coordinating alternate care for their child when the school days ends. **A \$20 fee will be charged for NSF (Insufficient Funds).**

**Non-Payment:** Nonpayment could result in suspension of your participation in Y-Achievement until all fees are paid and current draft is set up.

## **Late Fees**

There will be a late fee assessed for parents who pick up their child after the close of care. The charge is per family. After three consecutive late arrivals your child will be removed from the program. The fees apply as follows:

5-10 Minutes	\$5.00
10 min or more	\$1.00 per minute

These late fees also apply to families on financial assistance. Excessive tardiness can result in the loss of the child's slot. Our procedure for when a parent has not arrived after the close of care is to:

- 1) attempt to contact the parent
- 2) then call authorized people on the emergency sheet
- 3) finally call the police

**The ONLY exception is INCLEMENT WEATHER.**

## **Release of Children – Please orientate yourself with this system.**

Anyone picking up the child must:

- Be listed on the child's authorized release list\*\*\*
- Be prepared to show staff a picture I.D. if the staff does not know them.

**NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT ON HIS/HER AUTHORIZED PICK UP LIST.**

Additional people may be added to the authorized pick up list in writing only. You may fax the information to 309-692-0919.

**\*\*\*The only document the YMCA will interpret is the child's enrollment form.**

## **Arrival and Departure Procedure**

All children must be brought into the program and signed in by parent (or other authorized person 18 years or older) on the sign-in/out sheet located at each program. You must sign your first and last name. At pick-up time, parent (or other authorized person 18 or older) must enter the building, notify the staff and sign out the child on the sheet. All persons picking up a child must be listed on the emergency information enrollment form. **Failure to sign- in/out may result in your children losing their spot in the program.** Some schools require that after-school parents use a specific entry into the afterschool

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program. In such circumstances parents must provide the daily access code to the staff, set by the School Site Coordinator, to enter into the building.

## Discipline and Expectations of Rules

- No YMCA employee may strike a child for any reason.
- Children will not be threatened with physical punishment.
- Children will not be allowed to show disrespect to YMCA employees by actions or words.
- Discipline will be handled in a mature and fair manner. Demeaning works will not be used.
- Children will be told WHY they are being disciplined. The staff attitude will be, "I like you, but I don't like what you did."
- Abusive language, mishandling of equipment, or defacing of property will not be allowed.
- Food will never be denied as a punishment.
- Children who wet their clothing will not be shamed or punished.

3 R's	Learning Areas	Halls/Stairs	Restrooms	Eating Area	Playground
<b>Respect Yourself</b>	Be Prepared Bring homework and materials needed Follow Directions	Walk in Line Order Single File Hand behind back Level 0 voice	Be Clean Use Time Wisely	Wash Hands Eat your own food	Walk to the playground Play Safety Tell an adult if there is a problem
<b>Respect Others</b>	Take Turns Keep Hands and Feet to Self Use Polite Language	Walk in Line Order (above)	Give Privacy Voices Off Use Good Manners	Use Good manners Use Polite Language Follow Directions	Share Use Polite Language Keep Hands and Feet to Self Play by the rules
<b>Respect Property</b>	Use Materials Properly Clean Up	Use Stairs Correctly Pick up Garbage Line Order	Use Fixtures Correctly Keep Bathroom Clean and Dry	Be Neat Pick up litter Clean up your area	Use Equipment Properly

## Discipline and Discharge

All children are entitled to a safe and harmonious environment. The safety rules and structures of the program are in place to provide a safe and consistent program.

At the Greater Peoria Family YMCA, we believe that guidance is something that should be positive and approached in a fair and caring manner, consistent with the developmental needs of individual children. Clear behavior limits are set and modeled and reasonable guidelines are explained. We encourage children to develop self-control and to handle conflicts in a peaceful, effective and acceptable way while still protecting the safety of both other children and staff. Positive behavior is reinforced in order to



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discourage inappropriate behavior as well as use of the character development program values of Caring, Honesty, Respect, and Responsibility. Redirection away from problems and towards constructive activity as well as immediate and directly related consequences for a child's unacceptable behavior are used as the situation warrants.

The YMCA Y-Achievement Before and After School Program has a 3-step Discipline Policy.

**Discipline Form 1** is the first warning, requiring the parent, child (if child is over 8) and staff to sign after reading over the form together.

**Discipline Form 2** is the second warning and may require a meeting with the parent, child, and the Site Coordinator within a 24-hour period. In certain cases, a 1-2 day suspension may occur.

**Discipline Form 3** is the final form resulting in a 3-5 day suspension. If behavior continues the child will be dismissed from the program. There must be a meeting between parent, child, Site Coordinator and YMCA Youth & Family Services Director within 24 hours of incident for re-admittance into the program. Complete expulsion may be a consequence at this time as well.

Please understand that some actions warrant immediate suspension. Note that if your child is suspended, fees will be due for the child's spot. The YMCA reserves the right to warn, suspend, or dismiss children from the program if:

- they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
- the child's behavior poses a danger or threat to themselves, other children, or YMCA staff.
- their behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
- Their parents yell at or use inappropriate language with employees in front of children.
- for any reason within the discretion of YMCA Management.

## **STUDENT AGREEMENT / CODE OF CONDUCT**

The Peoria Family YMCA is a youth-serving, community-based membership organization dedicated to providing To put Christian principles into practice through programs that build healthy spirit, mind and body for all. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. The activities outlined in the following list are strictly prohibited. Any program member, staff, or volunteer leader who violates this code is subject to discipline, up to and including removal from the program.

Physical, visual, verbal harassment & abusive language, discourtesy, rudeness toward a staff leader, volunteer, or another program member.

- Possession or use of alcoholic beverages or illegal drugs on Greater Peoria Family YMCA property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto YMCA property as well as school age sites; dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
- Actual or threatened violence toward any individual or group.

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- Conduct endangering the life, safety, health, or well-being of others.
- Failure to follow any agency policy or procedure.
- Failing to cooperate with an adult supervisor, leader, or mentor.
- Parents/Guardians are late picking up child after program ends.
- Non-payment, late payment or NSF payment fees.
- Failure to adhere to the sign in/sign out policies.
- Contact and emergency contact information is incorrect and/or not updated.

## **Distribution of Medication**

Any time a child must bring medication, a medication log form must be on file from the parent authorizing the distribution of the medicine. I understand that before an medication is dispensed to my child, I must provide written authorization, which must include: date, child's name, name of medication, prescription number, if any; dosage, date and time to be dispensed and parent/guardian signature. All medication must be in its original container. The YMCA staff will keep a written verification log of date, time, and staff member who administered the medication and any reactions to the medication. To give over-the-counter medication, we must also have a note from the parent or guardian with specific instructions. All medications will be collected by a site coordinator and stored in a locked first aid box. All medication for school's out day will be administration during the lunch period.

## **Health and Safety**

The staff has two main objectives in regards to health and safety: 1) To keep accidents to a minimum 2) To build up the general health and physical well-being of participants.

All participants are expected to follow the rules with regard to safety. First aid kits are on site at all times.

Personal records are on site that contain emergency contact information.

Staff employed by the YMCA will not become involved in any custodial disputes between parent/guardian. If YMCA documents are required, the court must request them. The staff's responsibility is to provide a safe environment for children.

YMCA staff and volunteers are not allowed to baby-sit, socialize or transport children at any time outside of the YMCA program. The YMCA will take immediate disciplinary action of staff/volunteers if a violation occurs.

YMCA is mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.

## **Illness & When to Keep a Child Home**

The Greater Peoria Family YMCA requires that parent keep the child home when he or she is ill for a number of reasons. A sick child may rest more comfortably in their own home. More importantly, keeping a sick child home helps to prevent the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms, please keep the child home.

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- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Lice

With the exception of lice, children must be free of these symptoms for 24 hours before they can return. If the child has lice, they must be COMPLETELY NIT FREE before they can return to the program.

The Greater Peoria Family YMCA will report any accidents, suspected illnesses, or other changes observed in the health of a child to the parent. Staff will also notify parent when the child is exposed to a communicable disease while in care. When a child becomes ill at the program, provider and/or staff will comfortably isolate the child in an area where the child can be supervised and will immediately contact parent, who will be required to pick the child up within one hour of notification.

There is always a staff member trained in advanced first aid on duty. All staff are trained in First Aid and CPR.

## **Statement of Inclusion**

The Greater Peoria Family YMCA welcomes and encourages the participation of children and adults, including those with disabilities, in all of its facilities, classes, programs and activities. We are committed to the following the Americans with Disabilities Act (ADA), to include but not limited to:

- A. Maintaining accessible facilities, classes, programs and activities;
- B. Promoting inclusion through reasonable accommodations; and
- C. Striving to make the recreational experience a positive and successful one for all.

If an individual with a disability requires assistance in order to successfully participate in one of our classes, programs or activities, or to use our facilities, a reasonable accommodation should be requested by the parent or guardian at the time of enrolling in the program or class. Participants visiting the YMCA's facilities or taking part in the YMCA's programs or activities must be able to participate in an independent fashion. Staff are not able to provide services of a personal nature, such as assistance in eating, toileting or dressing. Participants are welcome to bring a caregiver or aide if they need assistance with these activities. Personal caregivers/aides will not be charged program fees for programs or activities they are assisting in, but they are still responsible for paying costs, such as ticket or admission fees. Should a participant need support above and beyond a reasonable accommodation such as one-on-one support, medical assistance that requires medical training this will be provided at the participant or parent's expense. If at any time the behavior of a participant jeopardizes the ability of the YMCA to provide a reasonably safe environment, any individual may be removed from programming.

## **Medical and Emergency Policy**

The Greater Peoria Family YMCA has developed an Emergency Management Plan to be implemented in the event of an emergency situation. The plan has been designed to provide a plan of action in the event of a natural or man-made disaster. If an emergency should occur, the staff will follow the instructions of

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the local authorities/site facility. The instructions may be to stay at the facility and shelter-in place, or to evacuate. If we are instructed by authorities to evacuate to specific location, the children will be taken to the location identified by the authorities. We understand that parents and family members will be concerned about the safety of their children and will want to pick them up as soon as possible. If we are sheltering-in-place, we ask that you wait until the authorities issue an all clear before coming to pick-up your children. If we evacuate the facility, children will be released to parents or authorized persons as they arrive. If the authorities designate an evacuation shelter, the location will be disseminated through local radio and television stations.

This information will be kept in the possession of the YMCA. A copy will be distributed to the person in charge of each activity in which the student/minor participates. Should the need arise this information will be given to the proper medical authorities. I understand that in the case of illness or injury to my child, the YMCA will try to notify me or the person I have listed above as an emergency contact. In case of medical emergency concerning my child, at a time when I or my listed emergency contact cannot be notified, I grant full power to the YMCA to 1) arrange for the transportation of my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment would normally be administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic; and 2) sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

## **How Can You Help?**

Consistency is the key. If something works for you at home, please let the staff know how they can incorporate the same system at the YMCA. Also, encourage your child to participate. The more active they are the less prone they become to incorrect behavior.

Revised August 30, 2018