



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



Greater Peoria Family YMCA

2025-2026 YMCA Before & After Care

PARENT HANDBOOK

Tax ID Number: 37-0662605

CARING | HONESTY | RESPECT | RESPONSIBILITY

YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all. We build strong kids, strong families, and strong communities. Our impact is felt when an individual makes a healthy choice, a mentor inspires a child, and a community comes together for the common good.

YMCA Guiding Values

All programs at the YMCA are designed to promote positive values. The YMCA focuses on four primary character values; each assigned a color that helps the staff in character education. YMCA staff are hired based on their commitment to accept and demonstrate these positive values in their own lives.

The four values are:

Caring: Help others

Respect: Value the worth of every person and myself

Honesty: Tell the truth

Responsibility: Do what ought to be done

Privacy

Your information upon registration is completed online via Daxko Operations. All records are then entered into Daxko Operations Software. All electronic and hardcopy registrations are professionally destroyed and purged from enrollment after five 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 filled out with the YMCA. Parents are also expected to sign and adhere to our code of conduct.

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.
- Updates in the form of parent engagement through our site coordinators

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 16 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

DISCLAIMER: This program is not regulated by state licensing requirements. The YMCA and its school sites are not licensed or regulated by DCFS. The YMCA is exempt from licensure under the Child Care Act 2.09.

Ratios

Our ratio for children to staff is 15 children for every 1 staff member for children ages five and up with a maximum group size of 50.

School Calendar

We follow the participating school district's calendar

Schedule of Operation

The YMCA Before and After School Program opens at 6:30am-School Start and School End-6:00 p.m. for Peoria Public Schools, Concordia Lutheran, Norwood, and Elmwood. Princeville will be 7:00am-School Start and School End-6:00 pm. We will not start check in until our scheduled time of opening. 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 inclement weather, after-school care will be cancelled. In the event of a late morning start due to weather, before care will not be offered. If the school cancels after-school activities due to inclement weather, our program will operate with an adjusted closing time. Please be aware that school leadership can make decisions that differ from the YMCA's policies at any time.

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. We encourage all personal items to be marked and labeled clearly with the child's name. It is encouraged for your child to have a change of clothes in case of an accident.

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.

WHAT TO KEEP AT HOME

- Campers may not bring MP3 players, cell phones, tablets, iPods, video games, trading cards, matches or knives, or any other toys from home.
- The YMCA is not liable for any child's lost, broken, or stolen items.
- Any child bringing any weapons will be immediately removed from the program.

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 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 authorized 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 the Before and After School Program, you must complete the Y-Achievement Enrollment form. A non-refundable/non-transferable annual registration fee of \$25 (per child). Weekly fees will not be taken until all paperwork is complete. A child cannot be enrolled without payment and all weekly rates are per child. An authorization for the weekly payment form must be completed for every child enrolled in the Y-Achievement program.

All payments are due every Monday via bank draft

Peoria Public Schools, Concordia Lutheran, Norwood Rates:

Before School Only \$43	After School Only \$61	Before & After School (4-5 Days/Week)- \$90	Before & After School (2-3 Days/Week)- \$54
----------------------------	---------------------------	------------------------------------------------	------------------------------------------------

Princeville & Elmwood Rates:

Before School Only \$43	After School Only-\$55	Before & After School (4-5 Days/Week)- \$90	Before & After School (2-3 Days/Week)- \$54	Emergency Drop In \$20/day
----------------------------	---------------------------	------------------------------------------------	------------------------------------------------	-------------------------------

Child Care Connection

YMCA 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 Financial Assistance please visit: <http://peoriaymca.org/y-achievement>

Registration Fee

A \$25.00 per child registration fee (non-refundable) will be charged on an annual basis.

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 YMCA 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 our program until all fees are paid and current draft is set up.

Late Pick Ups and 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: \$1 per minute late. 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) Call authorized people on the emergency sheet
- 3) Finally call the police

Release of Children – Please orientate yourself with these policies.

CHILD PICK-UP

NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT ON THEIR AUTHORIZED PICK-UP LIST. ALL

AUTHORIZED PICKUPS MUST PRESENT A VALID PHOTO ID BEFORE THE CHILD IS RELEASED.

Anyone picking up a child must:

- Be listed on the child's authorized release list and be prepared to show staff a picture ID.
- Additional people may be added to the authorized pick-up list during drop-off.
- Our procedure for when a parent has not arrived after the close of care is to:
 - 1) Attempt to contact the parent.
 - 2) Call authorized person(s) on the emergency contact list.
 - 3) Call the police and report the child as abandoned 15 minutes after the program's close.

Additional people may be added to the authorized pick-up list in writing only. We understand things come up last minute, but please try to give at least 24 business hours' notice for additional persons added.

In the written notice, please include: Parents name, child(rens) name, and name of persons added. The name must match the photo ID they present at pickup. You may email the information to: amber.scarbeary@peoriaymca.org

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 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 POLICY

The YMCA reserves the right to warn, suspend, or dismiss children from the program when behavior or actions violate the rules. After three suspensions, the child will be dismissed from the program.

Three Strike Policy

1. The first suspension will be one day
 2. The second suspension will be three days
 3. The third suspension will be one week
 4. Final will be dismissal from the program.
- **If your child is suspended, fees will still be due for the child's spot.**
 - Behaviors or actions that warrant disciplinary action include but are not limited to:
 - Students who requires an inordinate amount of attention from the staff, thereby causing inadequate supervision for the remainder of the participants or members.
 - The child's behavior poses a danger or threat to themselves or others.
 - Student behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
 - Disruption of program activities that negatively impact the experience for others
 - There is no positive behavior change after working with the child's parent or guardian.
 - Their parent/guardian yells at or uses inappropriate language with employees.
 - For any reason within the discretion of YMCA Management.

PLEASE NOTE: If YMCA Leadership requests that your child is picked up before the end of standard program time, then an authorized adult on the pick-up list must PROMPTLY come to pick up the child. If pick-up is refused, the issue will then go to DCFS and/or the Peoria Police Department as child abandonment.

YMCA staff are not licensed therapists, psychologists, or teachers and cannot provide one-on-one treatment or medical care. While we're here to listen and support students to ensure their safety and enjoyment, we are not responsible for addressing behavioral or medical issues. Students must follow the Greater Peoria Family YMCA's rules, those who cannot will be suspended or removed from the program.

Bullying Policy

There is a zero tolerance regarding bullying at any of our programs. We instruct all our students to walk away and talk to a counselor when there are instances of bullying occurring. If it is concluded that there is an instance of bullying, it is an immediate suspension for the student or students at fault.

STUDENT AGREEMENT / CODE OF CONDUCT

The Peoria Family YMCA is a youth-serving, community-based membership organization dedicated to putting 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 member, volunteer, or another program member will not be tolerated.

- 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.
- 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 their child after the 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.
- **Firearms and weapons of any kind are prohibited on school property at all times.**

Distribution of Medication

For the safety and well-being of all students, staff will only administer emergency medications, such as EpiPens, inhalers, and other life-saving prescriptions.

- Parents/guardians must provide written authorization from a healthcare provider, along with detailed instructions for administration. All emergency medications must be in their original packaging with the students' name and dosage information clearly labeled. If needed, your pharmacy can provide you with extra packaging for your child's emergency prescription.
- Non-emergency medications, including over-the-counter pain relievers, allergy medications, and daily prescriptions, will **not** be administered by staff. Parents/guardians are responsible for planning if their child requires such medications.
- Please remember that our staff are not medical professionals. We are not required by law to administer medication.
- If you have any questions or special circumstances regarding your child's medical needs, please contact YMCA leadership staff.

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 parents keep the child at 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 at 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 at home. In the event that 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.

- Earache (if they have not been on medication for at least 24 hours)
- Fever over 100.1 degrees. *Campers may return when they have been fever-free for 24 hours without medication
- Strep throat (if they have not been on medication for at least 24 hours)
- Stomachache
- Anything contagious (i.e., chicken pox, hand, foot, and mouth disease)
- Vomiting
- Diarrhea
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits. *Staff will check head upon return.
- Pink Eye/Conjunctivitis (if they have not been on medication for at least 24 hours)
- Significant runny nose (discolored mucous)

Potty Training Policy

Students in the YMCA programs are required to be fully potty trained. YMCA staff **CAN NOT** assist in changing or cleaning a child. If a child needs assistance cleaning up and changing, a parent or guardian will be required to come and help. YMCA staff can give a child clothes to change into but will wait outside the bathroom so the child can clean up and change themselves.

The YMCA operates a potty-training policy on a three-strike basis.

1. First accident - parents/guardians will be notified if there is an accident, and the accident will be documented.
2. Second accident - parents/guardians will be notified if there is an accident, and the accident will be documented.
3. Third accident - it will be our discretion to determine whether the child is fully potty trained or not. Child may be dismissed from the program.

RESPONDING TO ALLEGATIONS OF ABUSE & CHILD ABUSE POLICIES

- The YMCA provides youth and teens with the highest quality services. We are committed to creating a safe, nurturing, empowering environment for youth while promoting growth and success.

- **All** reports of suspicious or inappropriate behavior with youth or teens or allegations of abuse will be taken seriously and investigated.
- No form of abuse will be tolerated.
- Any staff, volunteer, member, guest, teen, or youth who is accused of abuse of a youth or teen will be immediately removed from the facility and prohibited from all YMCA property and activities for the duration of an investigation.
 - If the investigation establishes that abuse is believed to have occurred, the staff member's employment or the volunteer's ability to volunteer will be immediately terminated.
 - All individuals found to have abused youth will be permanently prohibited from all YMCA property and activities.
 - The YMCA will both report to and fully cooperate with law enforcement and the Illinois Department of Children & Family Services regarding allegations of abuse that are made and require investigation. How the YMCA responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, youth, teen, or parent has expressed concern or made an allegation about the treatment of a youth or teen, swift and determined action must be taken to reduce any subsequent risk to the youth, teen, the accused staff member, or volunteer, and to the organization.

Because the YMCA is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member and volunteer actively participates in the protection of youth and teens.

- If staff or volunteers observe any suspicious or inappropriate behaviors and/or policy violations they are responsible for immediately reporting their observations.
- As professionals in contact with young children and their families, we at the Greater Peoria Family YMCA are required by law to help DCFS become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors, and daycare/childcare workers are mandated reporters. Thus, it is the policy of the Greater Peoria Family YMCA to report any suspected cases of child abuse and/or neglect to DCFS immediately by telephone or by online submission.

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:

- Maintaining accessible facilities, classes, programs and activities
- Promoting inclusion through reasonable accommodation; and
- 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 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 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 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.

Contact Information:

Amber Scarbeary
School Age Director
Desk: (309) 692-7631 x104
Work Cell: (815) 242-2642
amber.scarbeary@peoriaymca.org