



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



Greater Peoria Family YMCA

2026-2027 YMCA Before & After Care Handbook

Tax ID Number: 37-0662605

Proudly Serving: Hines Elementary, Dr. C.T. Vivian Elementary, Norwood Primary, Peoria Heights Elementary, Concordia Lutheran, Elmwood Elementary Schools

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.](#)

YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Director's Note



Thank you for choosing YMCA Before and Aftercare for your child! You've given your child a valuable opportunity to start and end their day in a safe, supportive, and engaging environment. Our program provides a balance of structure and flexibility, allowing children to ease into their mornings and unwind in the afternoons while building friendships and growing in confidence. We're excited to partner with your family to create a positive and consistent daily experience.

All YMCA programs are thoughtfully designed to promote positive values and support youth development. Our Before and Aftercare program offers a variety of activities including homework support, creative arts, active play, and group games. Whether your child needs a calm start to the day or a fun and relaxing way to wrap it up, our program is designed to meet their needs in a nurturing and inclusive setting.

The YMCA focuses on four primary character values:

Caring: Show kindness and help others

Respect: Treat others, yourself, and the environment with dignity and consideration.

Honesty: Tell the truth and act with integrity.

Responsibility: Do what ought to be done and be accountable for your actions.

Amber Scarbeary

School Age Director

HOURS OF OPERATION

- Monday – Friday
 - Drop Off: 6:30 am – start of school day
 - Pick Up: end of school day -6:00 pm ***Late pick-up occurs after 6:00 pm. See Late Pick Up Policy**

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: Hines Primary and Dr. CT Vivian Primary, Peoria Heights Elementary, Concordia Lutheran, Norwood, and Elmwood. We will not start checking in until our scheduled opening time. Please make sure that you sign your child in and out every day. Do not just drop them off at school.

ELIGIBILITY

- Campers must be at least the age of 5 by their first day of camp.

STAFF RATIOS

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

YMCA STAFF

- The YMCA is dedicated to recruiting and developing an outstanding group of directors and counselors committed to providing each camper with the best possible day camp experience. We believe that the success of our program lies in the quality of our staff. Staff are selected based on their experience, ability to lead camp-related activities, and commitment to role modeling positive values. We strive to retain seasonal staff from summer to summer. Your child may already know many staff members from camp last year. Seasoned staff bring knowledge and experience to the YMCA summer camp program.
- Each staff member receives training and is certified in:

- First Aid and CPR
- DCFS-Mandated Reporter
- Child Development Health & Safety Basics
- Background checked and fingerprinted

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

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, the YMCA is not responsible for loss of 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. The YMCA is not responsible for lost or broken items.

WHAT TO KEEP AT HOME

- Students may not bring MP3 players, cell phones, tablets, iPods, video games, trading cards, matches or knives, or any other toys from home.
- If a student has a non-medical technology device including but not limited to; cell phones, tablets, video games, iPod, or MP3 players, we ask that it remain in their bookbag to the duration of programming.
- 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, guardians must recognize that children's clothing may occasionally become soiled or damaged, although staff take all appropriate steps to prevent this from occurring. It is recommended that guardians 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, guardians must be certain that the child is dressed appropriately according to the weather conditions.

Lost and Found

- Items will be kept onsite for two weeks, and then they will be given to Goodwill.
- The YMCA is not liable for any child's lost, broken, or stolen items.

Visitation

- Guardians and those listed on the authorized pickup sheet are welcome to pick up children from programming.
- If a parent would like to stay or help during programming, they must become a YMCA Volunteer. See volunteer section for more information.
- Parents, guardians, and volunteers are expected to adhere to the YMCA Code of Conduct.

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.**

Registration

- To register a child for the Before and After School Program, you must register children online through your YMCA account. If you do not have an account, one must be created.
- 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 can 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 program.

Fees and Payments

- All payments are due every Monday via bank draft
- If an alternative payment schedule or plan is needed please contact the YMCA Finance Department or School Age Director

Weekly Rate Plans

- Before School Only \$43
- After School Only \$61
- Before & After School (4-5 Days/Week)- \$90
- Before & After School (2-3 Days/Week)- \$54
- Emergency Drop In \$20/day *Only available at Concordia and Elmwood

Child Care Connection

- YMCA before and after school programs that are run by the Greater Peoria Family YMCA accepts Child Care Connection.
- If you apply for Child Care Connection, account holders will be responsible for partial payments until approved. In the event of Child Care Connections denial, the account holder will be responsible for all program fees.
- Financial Assistance is available to all YMCA families who qualify. You must apply through Child Care Connection before you apply for financial assistance; if Child Care Connection denies you, you may apply for financial assistance.
- **Non-refundable registration fees apply to all.**
- **Any unpaid programs, membership, or financial aid must be paid before attending.**

Removal/Cancellation of Program

- With weekly billing, refunds will **only** be given if an illness or injury prevents your child from attending for the whole week. It is the YMCA's right to ask for a doctor's note for the illness/injury. If possible, our camp director should be notified before the billing cycle.
- If you choose to cancel or change services, we need a change of status notice **FIVE BUSINESS DAYS before the first day of the week your child is registered.**
- You will be responsible for payments if we do not receive a status change notification five business days before cancellation.
- Refund processing can take 7-10 business days. Please see the outlined cancellation schedule below.
- **Children suspended from programming will not be refunded for the week; parents will be responsible for payment that week.**
- If you choose to cancel a registered week of programming, your spot will be forfeited and offered to a child on the waiting list.
- If you wish to re-enroll after canceling, you will need to rejoin the waiting list, and placement will be subject to availability. The YMCA cannot guarantee that a spot will reopen once it has been forfeited.

Non-Payment

- Nonpayment could result in suspension of your participation in our program until all fees are paid and

current draft is set up.

- A \$20 fee will be charge for non-sufficient funds or returned payments

Late Pick Ups and Late Fees

- **Primary account holders will be invoiced per child, per minute for late pick-ups.** In addition to late fee, repeated or excessive late pickups are subject to suspension or dismissal from programming at any point of time.
 1. First late pick up will result in a late fee of \$1 per minute per child
 2. Second late pick up will result in a late fee of \$5 per minute per child
 3. Third late pick-up: \$5 per minute, per child, and a Parent Agreement Contract will be required in order to continue participation in the program.
 4. Repeated late pickups will result in dismissal from YMCA program for the remainder of the school year.

Our procedure for when a parent has not arrived after the close of care is to:

- 1) Attempt to contact the parent/primary contact
- 2) Attempt to make contact with those listed on emergency contacts list
- 3) Call Police to report child as abandoned if contact is not made with anyone 15 minutes after the close of care

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. For this reason, we must have accurate and current contact information for parents and emergency contacts during your child's camp experience.

Release of Children – Please orientate yourself with these policies.

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.

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

CUSTODY/PARENTING PLANS

- Legal documents (copies: court order, divorce decree, parenting plan, etc.) must be on file and current at the program regarding divorce/custody arrangements.
- In the event of a parent's divorce or separation, we must release the child to a parent unless a court order states otherwise.
- Divorced parents should submit a copy of the court order, divorce decree, or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child's file.
- Any deviation of the child custody agreement will require a written formal agreement with a notarized signed approval by both parties acknowledging "In Direct Contradiction to the Stated Court Order" before allowing pick up.
- In the absence of a court order on file with the childcare program, both parents will be afforded equal access to their child as stipulated by law. The YMCA cannot, without a court order, limit one parent's access at the request of the other parent, regardless of the reason.
- If a situation presents itself where one parent does not want the other parent to have access to their child, the YMCA suggests that the parent keep the child with them until a court order is issued.

A legal restraining order must be on file with the childcare program if an individual cannot pick up the child.

DISCIPLINE POLICY

The YMCA reserves the right to warn, suspend, or dismiss children from the program when behavior or actions violate the rules or code of conduct. 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 of 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 and YMCA 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.

FIRST AID & ILLNESS

- All staff are certified in CPR and First Aid.
- In an emergency, injury, or illness camp staff will notify parents/guardians.
- Refunds will only be given if an illness or injury prevents your child from attending for the whole week. It is the YMCA's right to ask for a doctor's note explaining the illness/injury.
- If possible, our billing department should be notified before the billing cycle.
- Parents will be contacted immediately if their camper shows signs of illness. It is better to be overcautious than to risk exposing the rest of the campers and staff.

Students will be sent home for the following reasons:

- Fever is over 100.1 degrees. *Campers may return when they have been fever-free for 24 hours without medication
- Vomiting
- Diarrhea

Students will be requested to be picked up early or asked to stay home for the following reasons:

- Earache (if they have not been on medication for at least 24 hours)
- Strep throat (if they have not been on medication for at least 24 hours)
- Stomachache
- Anything contagious (i.e., chicken pox, impetigo, 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)

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. Please remember that our staff are not medical professionals. **We are not required by law to administer medication.**
- 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. Parents are welcome to visit campus to administer non-emergency medication to their child if necessary.
- If you have any questions or special circumstances regarding your child's medical needs, please contact YMCA leadership staff.

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.

- In the event that 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

Cate Norberg
School Age Coordinator
(309) 692-7631 x120
cate.norberg@peoriaymca.org

Mike Tedford
Billing Coordinator
(309) 692-7631 x121
mike.tedford@peoriaymca.org