

**Parent Handbook**  
**Teen Reach 2022-2023**  
**Greater Peoria Family YMCA 7000 N.**  
**Fleming Ln Peoria, IL 61614 |**  
**peoriaymca.org 309-692-7631**



We are what's known as an "Actively Engaged Program." Youth in our program need to understand that Participation in all activities is required unless not feeling well and excused. Excessive violation of this will lead to dismissal from program. We will do our best to cater to all individuals and there wants, needs, and desires, but for us to get the most out of our program, participation is absolutely needed.

Our focus is not skill acquisition, but rather putting our students into situations where conversation, communication, and community are promoted and where their self-confidence and personal identity can be strengthened through a positive school year and summer experience.

We also believe that diverse programming contains activities that allow students to be creative, problem-solve, design, collaborate, take risks and develop a greater sense of self-reliance and self-assurance.

Our main focus is providing a program where students can develop life-skills, further academic success, and further learn about any potential opportunity's life may have to offer. Through our own curriculum and established partnerships, we feel confident in our ability to help your child succeed and build skills and character that they may never have been able to elsewhere.

\*STOP\*  
**Required READ**

Drop Off- Children attendance (sign in/out, and late pick up)

Drop Off/Pick-up:

Students will be picked up by our staff and transported to the YMCA facility after the school day has concluded. Pickup begins at 3:00pm and students can be picked up no later than 6:00pm.

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 authorize pick up list in writing only! You may fax the information to 309-692-0919.

- Additional people may be added to the authorized pick up list in-person during drop-off. In the event of an emergency, you may call (309) 680.5624 or (309) 692-7631, ext. 223 or 230 and we can add a name via phone (this is for emergencies ONLY)

There will be a check in/out table and a camp questions table. At check in and pick up you are responsible to sign your child in and out of the program.

Parent/guardian must be 18 years of age to sign out. Please allow yourself enough time for sign in, due to the amount of participants we have in the program. Please have your Driver's License in hand the first few weeks of school to verify pick up.

Anyone that is not on the pick-up list will not be able to pick up any child. In the event that you are unable to pick up your child please call ahead to let us know to authorize a new pick up person.

**Late pick-up**

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/Guardian (Teen REACH non-members:10minutes) **if no contact-**
- 2) Call authorized people on the emergency sheet(Teen REACH non-members: 20min) **if no contact-**
- 3) Finally call the police. (Teen REACH non-members: 30min)

The ONLY exception is inclement weather or medical emergency!

**Field trips/Community service-** Will be scheduled in advanced and parents will be notified. Some field trips require parents/guardian to sign a release form.

Students will also engage in community service projects throughout the year. This will help us fulfil our grant requirement that allows us to keep the program free and allow our students to see what they can accomplish and the difference they can make as a result of their hard work.

**Snack** - snacks are provided every day in the afternoon

**Why Do You Need Grades?** - The grants that allow us to offer a free program has stipulations around academic achievement in math, reading, science, and English. In order to achieve our outcomes we must show results pertaining to the requirements. *This does not exclude anyone from joining!*

**Medication and Applications**-We are not your typical program, we are a Leadership Academy! We treat each member with respect and help form them into leaders. Part of leadership is also being responsible. To ensure good health and ability to enter into normal program activities, please ensure that all documents have been turned into the front desk, program coordinator, or program director. If your student requires medication during the day or requires and emergency medication, please ensure that the following guidelines are met:

If a child requires medication while at the program:

- An "authorization to give medication" form must be completed by the parent/guardian.
- Medicines must be in original containers, with the child's name on it.
- In case of food allergies, an Allergy Action Plan, signed by a physician, must be submitted to the camp office.

All medication will be kept in a locked box. We are not required by law to administer medication and only do so as a service to the guardian

### **Things to Bring-**

- We suggest packing an inexpensive backpack for students to keep personal items together.
- Extra pair of clothing (is recommended but not always needed)
- School work that needs to be done
- A reusable water bottle

**Things Not To Bring-**The following items are not allowed and will be confiscated. The items confiscated will be held in our office until your student checks out:

- **Cell Phones: We are a program that is focused on engagement and collaboration. Students are allowed to have their cell phones, but they will be confiscated if it becomes an issue. Any phone that is confiscated will be returned to the authorized pick-up at the end of the day.**
- \*Guns/Ammunition/ Knives
- \* Fireworks
- \*Drugs/Alcohol/ Tobacco
- \* Inappropriate Clothing

\*The Greater Peoria Family YMCA is not responsible for valuables and electronics brought to our program. Students found to be in possession of weapons (including but not limited to knives and/or guns), drugs, alcohol, or tobacco related products will be asked to leave; parents will be notified to pick up their student immediately.

### **Eligibility Requirements:**

Our trained and certified staff work with our students in large group settings. YMCA staff builds relationships, fosters a sense of belonging and creates opportunities for our students to achieve and learn. We offer a wide range of engaging specialist activities, academic achievement, character development and life-skills education. Every week has a fun and exciting theme with an educational focus and exciting twist.

At our program, we consider the needs of each student to promote success and provide a positive experience. Disclosure of special needs will not bar participation. Let us know when you register if your child is developmentally, emotionally, or physically challenged or requires another type of assistance. Youth Leadership allows participants going into 6<sup>th</sup>-10<sup>th</sup> grade ages 11-14 years.

All activities are open to all individuals who meet the following essential eligibility requirements by themselves with or without a reasonable accommodation:

### **Personal Needs**

- Is able to manage all personal hygiene

### **Motor Needs**

- Is able to ambulate on own or with a mechanical device in varied terrains, including, sloped and uneven ground.
- Is able to perform gross motor functions and fine motor functions with reasonable guidance

***Additional Requirements for Programs with Outdoor Activities***

- Is able to withstand exposure to the outdoors for extended periods of time.
- Is able to get in and out of a kayak and/or canoe.
- Is able to maintain a balanced, upright position when seated in a kayak, canoe, and/or bicycle
- Is willing to wear all safety equipment correctly such as, but not limited to; protective helmets and life jacket

**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.

Youth Leadership Program

25 THINGS THAT CAN GET YOU SUSPENDED OR EXPELLED FROM PROGRAM  
(The Student Behavior Code: Condensed Version)

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1) Tobacco products, including electronic cigarettes.

2) Alcohol.

3) Drugs, using or possessing, including:

☒ “Controlled substances”, marijuana, “medical marijuana”.

☒ Somebody else’s prescription medicine OR prescription medicine prescribed for you by your doctor for a condition, but being used for something other than that condition.

☒ Stuff that is inhaled in order to “get high”.

☒ Fake drugs or things that look like drugs.

☒ Drug paraphernalia.

4) Non-prescription medicines, if you give or sell them to others.

- 5) Weapons, both real and “look alike” (fake) weapons.
- 6) Cell phones or other wireless electronic device used without permission unless a real (not fake) emergency.
- 7) Disobedience to your Counselors, the Director, other Program Staff Members, or YMCA Staff Members.
- 8) Cheating or helping others to cheat.
- 9) Bullying, hazing, aggressive behavior like fighting, making loud or disruptive noises, coercion, threats, intimidation, harassment, extortion, or encouraging or helping others to do these things
- 10) Sexual activity like touching or exposure of private body parts, “mooning”, and sexual assault.
- 11) Using violence against another student under any circumstance.
- 12) Damaging property—program property or the property of others.
- 13) Stealing property, trying to steal property, or possessing stolen property
- 14) Trespassing: being in a place inside the program building or outside on program property where you aren’t supposed to be.
- 15) Pranks: calling “911”, the police or fire department, making a bomb threat, or pulling a fire alarm when unneeded.
- 16) Cutting program or cutting classes.
- 17) Being involved in a school fraternity, sorority or secret society.
- 18) Being involved in a gang, wearing or displaying gang symbols, using gang speech, or recruiting members for a gang.
- 19) Violating any criminal law.
- 20) Using the Internet to make threats to your school, a fellow student, or a school employee.
- 21) Any activity in or out of Youth Leadership that is threatening to others, or to property, or which interferes with the educational process in school.
- 22) Gross disrespect for others, including verbal abuse, threats, and racial or religious slurs.

23) Lying to a YLD Staff Member

24) Disrespect to members and staff outside of teen reach

25) Failure to adhere to our four core values of respect, honesty, caring, and responsibility

Thank you!

For further questions please call: Stephanie Lowery, Teen REACH program coordinator |  
309.692.7631 [stephanie.lowery@peoriaymca.org](mailto:stephanie.lowery@peoriaymca.org) | Tanner, Program Director; 309.392.7631 |  
[tanner.wheat@peoriaymca.org](mailto:tanner.wheat@peoriaymca.org)

PARENT&STUDENT AGREEMENT / CODE OF CONDUCT (After reading sign and return)

Positive behavior is reinforced in order to discourage inappropriate behavior as well as use of the 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 un-acceptable behavior are used as the situation warrants.

ZERO TOLERANCE FOR: BULLYING= EXPELLED FIGHTING= EXPELLED; CURSING: SUSPENSION

\*Each situation will be extremely investigated before decisions are made to discredited false claims OR misleading information\* If students are continuously disrupting and being disrespectful to themselves and other students and counselors: 3 Strikes

- [1<sup>st</sup>] 3 Verbal warnings (logged with date and time)
- [2<sup>nd</sup>] 2 additional verbal warnings "moving student to another area and re-writing the YMCA pledge" (logged with date and time)
- [3<sup>rd</sup>] 2 additional verbal: relocation to another designated workroom with supervision. (logged with date and time for parent review)
- If the participant then continues to exhibit behaviors that do not align with the mission and goals of the YMCA and Teen REACH program parent contact will be made.
- This will result in additional consequences.

Please understand that some actions warrant immediate suspension. 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.

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.
- 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.

Failure to adhere to the sign in/sign out policies.

Contact and emergency contact information is incorrect and/or not updated.

Bullying or taking unfair advantage of any program member.

Failing to cooperate with an adult supervisor, leader, or mentor.

Not demonstrating the YMCA values of honesty, caring, respect, and responsibility.

I have read and I understand the YMCA Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

If YMCA leadership needs your child to come be picked up, then that must be done by either a parent or somebody who is listed as an authorized pick-up. If we cannot get ahold of the parent/emergency contact, or pick-up is refused, the issue will then go to DCFS or the Peoria police as child abandonment.

#### 5 Finger Contract

##### **Pinky – It stands for Safety (both physical and emotional)**

- Physical Safety – we don't hit, punch, bite, kick, etc. Emotional Safety – No put downs, blazin', yo' mama jokes, or derogatory comments, etc.

##### **Ring Finger – It stands for Commitment**

- We are going to ask you to commit yourself to participating with the group in some way. The least we will ask you is to stay with the group(safety and responsible reasons), give your best effort whenever you can and help group members whenever possible. It's okay if you don't like everything. The truth is that you probably won't. However, a part of being committed is hanging in there even when you're not having fun.

##### **Middle Finger – Always Goes Up With a Buddy – It stands for Respect**

- During this summer program, we are asking them to respect their leaders, the property, one another, and especially themselves. If you were to put your middle finger up at someone, would that be an ex-ample of respect? No way! That's why this always has another finger put up right alongside it. We can-not control how people are treated outside of the group/program, but while we are here, we will not put each other down or jack up the property. We will be respectful to our leaders, build each other up, and participate. And if those simple request are followed we guarantee you will have a blast!

##### **Pointer Finger – It stands for Personal Responsibility**

- While we are together we are going to take responsibility for our actions. We will not call each other out for the stuff we've done wrong. It takes you as an individual to make the group become a team.

**Thumb – It stands for Encouragement**

- We will encourage one another. When we do this, the other four fingers happen automatically. The goal is to have fun. Sometimes the fun projects will be okay and sometimes it will be just plain yucky! Just go with and make the best out of every activity and we will meet that goal of having fun.

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 accommodations; 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 or toileting. 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.

X

X

PARENT/GUARDIAN SIGNATURE

STUDENT SIGNATURE

SIGN AND BRING TO FIRST DAY OF SUMMER PROGRAM