



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

School's Day Out

2023-2024 School's Day Out Parent Handbook

7000 N. Fleming Ln.

Peoria, IL, 61614

309.692.7631

peoriaymca.org

Greater Peoria Family YMCA

CARING | HONESTY | RESPECT | RESPONSIBILITY

WELCOME TO SCHOOL'S DAY OUT

Thank you for choosing the YMCA for your child's school's day out experience! You've given your child a wonderful gift - the opportunity to experience the natural world, learn new skills, make meaningful new friendships and rediscover themselves outside of the pressures of the modern world. We're looking forward to a safe and fun experience that instills confidence in your child and creates wonderful memories. All programs at the YMCA are designed to promote positive values. The YMCA focuses on four primary character values, each of which is assigned a color that helps the staff in the character education process. YMCA staff are hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

Caring (red) Help others and myself

Honesty (blue) Tell the truth

Respect (yellow) Value the worth of every person

Responsibility (green) Do what needs to be done

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.

OVERVIEW

School's Day Out offers students a summer camp-type experience during the school year. Students enrolled will be offered a great opportunity to forge strong relationships with other students throughout the community, interact with a number of our different community partners, be mentored by future educators, and experienced childcare personnel. Our mission is to help build better people through their experience with us, and never turn anyone due to the inability to pay.

ELIGIBILITY

A camper must be school age in order to participate in Day Camp programs. Campers must be at least the age of 5. Included in the age requirement, all students attending school's day out must be potty trained.

HOURS OF OPERATION

6:30am-5:30pm

Late pick up occurs after 5:30pm and each parent/guardian is charged \$1 per minute late.

VISITOR POLICY

Family visitors are free to visit us at our facility as we have an Open Door Policy. However, if you or other family members would like to visit, any notice you can give our director at Taylor.Simpson@peoriaymca.org This will allow our front desk to be prepared for visitors dropping in and will also allow us to confirm that your child is on-site and not on a field trip

REGISTRATION INFORMATION AND PAYMENT

Camp fees will be automatically bank drafted daily during camp. If you are applying for Child Care Connections, you will be responsible for full payments, until you're approved. Financial Assistance is available to all YMCA families who qualify. You must apply through Child Care Connections before you apply for financial assistance, if you are denied Child Care Connection you may apply for financial assistance. Any unpaid after-school, membership, or financial aid must be paid before attending Schools Day Out.

CANCELATIONS/CHANGES

With billing being done weekly, refunds will only be given if an illness or injury prevents your child from attending for the individual day, or full week. If possible, our billing department should be notified prior to the billing cycle. It is the YMCA's right to ask for a doctor's note explaining the illness. If you choose to cancel or change services, we need a change of status form two weeks prior. You can get these forms in advance from the counselors or the program director. If we do not receive the change of status form two weeks prior to cancellation you will be responsible for payments. Refund processing normally takes 2-3 weeks. Children suspended from school's day out will not be refunded for the week; parents will be responsible for payment that week.

CHECK-IN & PICK-UP

There will be a check-in table. At check-in and pick up you are responsible for sending your child in and out of camp. Parent/guardian/authorized pick-up must be 18 years of age to sign in or out. Please allow yourself enough time to sign in, due to the number of

participants we have in the program. Please have your Driver's License in hand to verify pick-up. Anyone who 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 contact the front desk at 309-692-7631 to let us know to authorize a new pick-up person.

EMERGENCY INFORMATION

In the unlikely event that the YMCA decides to evacuate, we will attempt to contact the family starting with the parent or guardian that registered the child, then the emergency contact person, in that order. At that time, the person we make contact with will be given further instructions on how the evacuation will proceed. For this reason, it is truly important that we have accurate contact information for parents and emergency contacts during your child's camp experience.

FIRST AID & ILLNESS

All staff are certified in CPR and First Aid. In the event of an emergency or illness, camp staff will notify parents/guardians/emergency contacts. Refunds will only be given if an illness or injury prevents your child from attending the next day. If possible, the program director should be notified prior to the billing cycle. It is the YMCA's right to ask for a doctor's note explaining the illness. Parents will be contacted immediately if their child shows signs of illness. It is better to be overcautious than to risk exposing the rest of the students and staff. In the event your child is sent home due to illness, the child must be symptom free without medication for 24 hours before they can return to camp. Students will be sent home for the following reasons:

- Earache (if they have not been on medication at least 24 hours)
- Fever over 100.1 degrees (Students may return when they have been fever free for 24 hours)
- Strep throat (if they have not been on medication at least 24 hours)
- Stomachache
- Anything contagious (i.e.— chicken pox, hand, foot and mouth disease)
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits. Must be COMPLETELY NIT FREE. Staff will check head upon return.
- Pink Eye (conjunctivitis) if they have not been on medication at least 24 hours
- Significant runny nose (discolored mucous)

HEAD LICE

Head lice can become an issue anytime you gather children together at camp, daycare, or school. It is not indicative of uncleanliness, and anyone can get them. Because lice are easily transmitted and requires several steps to eliminate, we cannot keep children at camp who have nits or head lice. In the event that your child gets head lice and needs to miss a week, please contact our program director regarding a refund. Children must be COMPLETELY NIT FREE before they can return to the program.

MEDICATION

If you will be sending any over-the-counter or prescription medications or vitamins, please follow the instructions below: Regulations require us to dispense medication only from the original container according to the prescribed dosage. Your local pharmacy can provide you with an extra container if needed.

- Complete the provided medication form. Include all medication/and vitamins being sent to camp. Directions on the container label must match your written directions on the medication form.
- Send only the exact dosage (plus two extras) your camper will need during their daily or weekly session.
- Place the completed medication form with medications in their original containers in a plastic bag and bring them with you to camp at check-in. Turn them in to the check-in person.
- One camp counselor will be designated as a person to administer the medication.

WEATHER

Most activities on rainy/cold days will take place inside different parts of the building and under the pavilion. However, campers should be prepared with proper rain gear for transitions to and from areas. On days we have extremely hot weather, campers have the opportunity to get drinks of water and spend time in the shade. Sunscreen should be applied before students arrive, and please provide your child with plenty of sunscreen to re-apply throughout the day. Counselors will apply sunscreen.

WHAT TO BRING TO SCHOOL'S DAY OUT

Students should bring a backpack to and from the YMCA each day. In the backpack should be lunch, a water bottle, and extra clothes. Students need to wear sneakers at all times. Sandals are not allowed for safety reasons. All items should be marked with the student's name.

WHAT TO KEEP AT HOME

Campers may not bring MP3 players, cell phones, tablets, iPod, video games, trading cards, toys from home. If a student brings any of these listed objects to the YMCA, the organization is not responsible if it gets lost, stolen, or traded. The YMCA also reserves the right to confiscate any of these items and return them to the student's parent and or guardian at pickup. Any student bringing any weapons will be dismissed from the program immediately.

CAMPER PHONE USE

The camp experience is a way for children to develop a greater sense of independence. Therefore, no phone is available for campers to routinely make or receive phone calls. However, should your child need to call home, directing staff will arrange a time, and together with the camper, they will make the call home. Personal cell phones are not allowed. Cell phones will be confiscated and returned to the adult at the time of pick up.

LOST AND FOUND

Lost and found items accumulate very quickly. Please label your child's belongings. Socks and underwear are immediately discarded; everything else will be on a lost and found table and donated after two weeks. The YMCA is not responsible for any lost or stolen items.

CHILD PICK UP

Anyone picking up the child must be listed on the child's authorized release list and be prepared to show staff a picture ID 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-person during drop-off. In the event of an emergency, you may call (309) 692-7631, ext. 104 or 120 and we can add a name via phone **(this is for emergencies ONLY)**

***In regard to legal documentation the only document the YMCA will interpret is the child's enrollment form.

EARLY PICK UP/DROP OFF

The Director's office must be notified 24 hours in advance of any early pick-up so schedules can be adjusted in advance. If children have a visit from a case worker, they must provide a work badge and driver's license. If children are on a field trip, they will not be allowed to pick them up at the destination, unless we receive 24-hour notice. We enjoy having all of our students at special events! If you need them to stay back at the YMCA, you will have to find care for your child that day. We cannot allow parents, guardians, case workers or relatives to drop children off at other drop off points. Late pick up occurs after 5:30pm and the parent/guardian will be charged \$1 per minute, per child

TRANSPORTATION FOR FIELD TRIPS

The YMCA transports children by bus. If you need to pick your child up earlier, you may have to find other care arrangements on those days. The YMCA does not pick children up for school's day out.

STAFF RATIOS

YMCA childcare staff has a counselor-to-camp ratio that ranges from 1:10 – 1:15. Counselors are at least 16 years of age and older and have prior experience with children.

YMCA STAFF

We are dedicated to recruiting and developing an outstanding group of directors and counselors who are committed to providing each student with the best possible school's day out experience. We believe that the success of our program lies in the quality of our staff. Staff people are selected on their experience, ability to lead camp activities and their personal commitment to role modeling positive values. We strive to retain staff members year-year to strengthen that relationship between student and counselor. This seasoned staff brings a great deal of knowledge and experience to the YMCA school's day out program. Each staff person is a mandated reporter through DCFS and is certified in First Aid and CPR, and Child Development, Health, and Safety Basics. In addition to background checks, fingerprinting, and drug testing.

POTTY TRAINING POLICY

Students in the YMCA school's day out program are required to be potty trained. YMCA staff DO NOT assist in changing or cleaning a child. If a child needs assistance cleaning up and being changed, a parent or guardian will be required to come and assist. YMCA Staff can give a child clothes to change into but will wait outside of the bathroom so the child can clean up and change themselves.

We will be operating our potty-training policy on a 3-strike basis. The student will be allowed three accidents, parents/guardians will be notified if there is an accident, and the accident will be documented. On the 4th accident we will have no choice but to determine the child is not properly potty trained and they will be dismissed from the program.

DISCIPLINE & DISCHARGE POLICY

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 discourage inappropriate behavior as well as the 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 School's Day Out Program has a discipline policy catered towards consistent behavioral improvement, and parent engagement. The Greater Peoria Family YMCA enforces a ticket policy for behavior that goes against our four core values of respect, honesty, caring, and responsibility. The counselor who is writing the ticket, will note the incident and which core value was not being followed, and then talk over the infraction with the student. In an effort to problem solve and build a stronger counselor-student relationship, we allow the student three tickets before meeting with parents. This can vary depending on the action or actions, as well as the frequency of infractions. We want to work alongside our parents to create positive behavior change. If we see no positive change towards the

targeted behavior after multiple parental interactions, the child will face a suspension from the program, or potential dismissal depending on the severity of the behavior.

Please understand that some actions warrant immediate suspension or parental involvement. 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.
- Disruption of program activities that negatively impact the experience for other students.
- There is no positive behavior change after working with the child's parent or guardian.
- Their parents yell at or use inappropriate language with employees.
- For any reason within the discretion of YMCA Leadership.

If YMCA leadership requests that your child is picked up before the end of normal program time, then an authorized adult on the pick-up list must immediately come 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.

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.

PARENT/STUDENT AGREEMENT/CODE OF CONDUCT

The Greater Peoria Family YMCA is a youth-serving, community-based membership organization dedicated to providing Christian principles into practice through programs that build a 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 participant, staff, volunteer leader,

or parent who violates this code is subject to discipline, up to and including removal from the program.

- Abusive language toward a staff leader, volunteer, or another program member.
- Possession or use of alcoholic beverages or illegal drugs on Peoria Family YMCA property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto YMCA property dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
- Discourtesy or rudeness to a fellow program member, staff leader, or volunteer.
- Verbal, physical, or visual harassment of another program member, staff leader, or volunteer.
- 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.
- 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.

YMCA STAFF DISCIPLINE GUIDELINES

- 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 words 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 tolerated.
- Food will never be denied as a punishment.
- Children who wet themselves will not be shamed or punished.

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.

CONTACT US TODAY!

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