



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**TIME TO**  
**EXPLORE**



**SEE YOU THERE!**

**School Age Care: Chatham, Riverton, Rochester, Williamsville-Sherman**  
**YMCA OF SPRINGFIELD**

**Child and Parent Handbook**

# **WELCOME TO SCHOOL AGE CARE!**

**We are so glad you will be a part of our YMCA family this school year! Our before and after school programs provide children with a safe environment for activities that enhance learning, fitness and fun. Our staff strive to provide a safe environment rich in creativity, exploration and discovery. As you read through this handbook, please familiarize yourself with the policies and procedures governing our school age care programs. These practices are the structure of a safe, fun, learning-filled experience for your child. If you have any questions or concerns, please don't hesitate to contact us. Thank-you for choosing the YMCA .**

## **YMCA MISSION: To put Christian principles into practice through programs that build a healthy Spirit, Mind, and Body for all.**

### **Communication**

One of the most important aspects of a successful experience is open communication between parents and staff. Involvement of parents in the program is essential. Please take the time to talk to the staff about your child and ask your child about the program each day. We welcome your visits to our program at any time. We encourage you to volunteer to help with the program and offer your special talents. Together we build **strong kids, strong families, and a strong community.**

### **Character Development**

Character development—learning the difference between right and wrong, and choosing to do the right thing even when no one is looking—is at the heart of all we do at the YMCA. In our experience, building good character starts with one word: **Encouragement.** Our staff are trained to find success in every child, no exceptions.

### **About Us**

The YMCA of Springfield is a non-profit association of members whose mission is to serve the families and individuals of Sangamon County and the surrounding areas by providing quality facilities, programs, and services consistent with Christian values to enhance the spiritual, physical, and mental well-being of participants.

### **Core Values**

It is our hope that everyone involved in our programming will demonstrate the four core values of the YMCA's mission: **Caring, Honesty, Respect, and Responsibility.** Activities throughout the school year will focus time and attention on learning about these values in both principle and practice.



### **Our Program**

Our before and after school programs are modeled after the Food, Fun and Afterschool program designed by the Harvard School of Public Health Prevention Research Center and the YMCA of the USA. Our program was piloted in YMCA afterschool sites throughout the country with the goal of increasing physical activity and healthy eating habits in those children in our programs. The philosophy of the YMCA's School Age Care Program is to promote learning through play and recreation. We believe every child should have the opportunity to develop their individual abilities at their own pace and in the spirit of self-worthiness.

### **Our Staff**

Our well-trained YMCA staff members are CPR and first aid certified. In addition, they are trained in supervision, group dynamics, child abuse prevention, anti-bullying techniques, group games, leadership and character development. Our YMCA staff understand kids and know to put safety first!

## Chatham Program Hours and Daily Operation

The YMCA administers the School Age Program in three schools: Chatham Elementary, Ball Elementary and Glenwood Elementary. Our before school program is located at Glenwood Elementary. YMCA staff oversee the program operation, curriculum, evaluation, hiring and collection of fees. Please do not contact the school with questions or concerns related to the program. Please direct questions and concerns to the YMCA Program Coordinator or Billing Assistant.

Chatham Elementary After Care serves grades: K-4

Glenwood Elementary Before/After Care serves grades: K-4

Ball Elementary After Care serves grades: K-6

**Hours of Program Operation:** The before program at GES opens at 7 a.m. and operates until school starts in the morning. All programs start when school ends for the day and close at 6 p.m.

The program will be open for early dismissals. There is no extra fee for early dismissal days. Our after school opening time is determined by the dismissal time.

### School Holidays:

When school is closed for the entire day, the SAC program is **not open**.

The Kerasotes YMCA holds School Days Out programming on days when Chatham schools are on holiday. School Days Out are a separate fee and schedule. SDO registration forms are available from YMCA staff, at YMCA branch locations, and online at [springfieldymca.org](http://springfieldymca.org).

### Inclement Weather Policy (i.e. snow days):

If school **does not open** in the morning, the SAC program is **not open**.

If school opens in the morning but closes during the regular school day, or goes all day on a bad weather day, the center will be open. If the school closes, we request parents attempt to pick up their children as soon as possible.



### Contact Information for Chatham School Age Care:

#### General Questions

Program Director: **Nathalie Ruiz**      nruiz@springfieldymca.org  
217-679-1625 ext. 135

#### Fees/Billing Questions

Billing Assistant: **Becky Graves**      rgraves@springfieldymca.org  
217-544-9846 ext. 132

#### Site Contact Numbers

Ball Elementary: 217-891-4071  
Chatham Elementary: 217-341-1281  
Glenwood Elementary: 217-971-5519

## Riverton, Rochester, Williamsville-Sherman Program Hours and Daily Operation

The YMCA administers the School Age Program in three schools: Riverton Elementary, Rochester Elementary and Sherman Elementary. YMCA staff oversee the program operation, curriculum, evaluation, hiring and collection of fees. Please do not contact the school with questions or concerns related to the program. Please direct questions and concerns to the YMCA Program Coordinator or Billing Assistant.

Riverton Elementary After Care serves grades: K-6

Rochester Elementary Before/After Care serves grades: K-6

Sherman Elementary After Care serves grades: K-6

**Hours of Program Operation:** All programs start when school ends for the day and close at 6 p.m.

The program will be open for early dismissals. There is no extra fee for early dismissal days. Our after school opening time is determined by the dismissal time.

### School Holidays:

When school is closed for the entire day, the SAC program **is not open**.

The Downtown YMCA holds School Days Out programming on days when Springfield 186 schools are on holiday. The Downtown YMCA also offers School Days Out when any of the RRS Schools are on holiday. These programs for RRS require a minimum registration one week in advance to run. School Days Out are a separate fee and schedule. SDO registration forms are available from YMCA staff, at YMCA branch locations, or online at [springfieldymca.org](http://springfieldymca.org).

### Inclement Weather Policy (i.e. snow days):

If school **does not open** in the morning, the SAC program **is not open**.

If school opens in the morning but closes during the regular school day, or goes all day on a bad weather day, the center will be open. If the school closes, we request parents attempt to pick up their children as soon as possible.



### Contact Information for RRS School Age Care:

#### General Questions

Program Director: **Bridget Milik**      [bmilik@springfieldymca.org](mailto:bmilik@springfieldymca.org)  
217-544-9846 ext. 120

#### Fees/Billing Questions

Billing Assistant: **Becky Graves**      [rgraves@springfieldymca.org](mailto:rgraves@springfieldymca.org)  
217-544-9846 ext. 132

#### Site Contact Numbers

Riverton Elementary: 217-553-9344  
Rochester Elementary: 217-553-9342  
Sherman Elementary: 217-891-4072

# HEALTHY KIDS

## DAILY SCHEDULE

- Children will be brought to the program area in manner determined by the school.
- All children must be signed out of the program on a daily basis by an adult (18 years or older). The program is legally responsible for your child only during the time your child is in the program.
- Children will only be dismissed to authorized persons listed on the enrollment application. For the child's protection, only persons authorized in writing by the primary caretaker may pick up a child. Anyone without proper authorization and identification will not be allowed to take a child.
- In the event someone whose name does not appear on the registration form needs to pick up your child, we must have written permission from a parent or guardian prior to releasing your child.
- The staff will not release any child to an adult who appears to be intoxicated or under the influence of drugs. An emergency contact will be called.

Daily activities will include group games, homework assistance, and free play. Each week will also include an arts/crafts activity and a STEM project.

Children will be served a nutritional snack every afternoon. Children may not bring food, candy or gum to the program. Individual snacks, including items saved from lunch, are not allowed. Children with special dietary needs must obtain the Site Coordinator's permission to bring their own snack.

The YMCA School Age Care Program will follow the school dress code. As much as possible, children play outdoors, so please ensure they have proper outerwear and footwear. Absolutely no open-toed sandals or flip flops. Please mark all belongings. The YMCA is not responsible for lost items.

## CONFIDENTIALITY

It is policy of the YMCA program staff to work in a confidential manner regarding the admission, progress, health and discharge of any child participating in our programs. Authorization to release any such information must specifically be stated in writing by the parent/guardian and will be kept on file at the program site. Personal information regarding your child is only available to program staff. At program sites, children's files are kept in locked file chests within cabinets that are locked when staff are not in the immediate area. Files at the YMCA Branches are kept in locked file cabinets in offices that are locked when staff are not immediately present.

## INJURIES

If your child is injured, the staff will take necessary steps to obtain medical care. These steps may include, but are not limited to:

- ◆ Attempts to contact a parent or guardian.
- ◆ Attempts to contact parent through any persons listed on the emergency information form.
- ◆ If we cannot contact you or the emergency contacts, we will do any or all of the following:
  - \*Administer emergency first aid.
  - \*Call an ambulance or fire rescue. The fee of this service is the responsibility of the parent.
  - \*Have the child taken to an emergency hospital accompanied by a staff member.

**If your child is exempt from medical care on the basis of religious beliefs, the parent or guardian must submit a written plan stating the care approved for your child.**

## ILLNESS

To ensure the well-being of all children, please be considerate. If your child is too sick to go outside and be active, your child is too sick to be at camp. Children should be free of symptoms (fever, green mucous, vomiting, diarrhea) for 24 hours prior to returning.

## MANAGEMENT OF COMMUNICABLE DISEASES

We are required to inform parents, as well as the Department of Public Health, when children have been exposed to communicable diseases. **Please inform the Site Coordinator if your child has a confirmed case of any communicable disease.** Any of the following symptoms should be handled as communicable disease:

Diarrhea, severe coughing, difficult or rapid breathing, yellow skin or eyes, conjunctivitis, fever of 100 degrees or higher, unidentified skin rashes, dark urine, gray/white stool, stiff neck, sore throat or difficulty swallowing, vomiting, lice, scabies, parasites.

Children will be re-admitted to the program only **upon receipt of a physician's statement** indicating the child is no longer contagious. In the case of head lice, the child must be nit-free to return.

## MEDICATION

Medication that needs to be administered should:

- ◆ Be brought directly to the site coordinator.
- ◆ Must be in the original container. Additionally, written clearance must be given on the form called "Authorization to Administer Medication" which can be obtained from staff.
- ◆ Medication records will be kept, locked, on program site with medication schedule.

## INCLUSION

The YMCA of Springfield invites persons with disabilities to enjoy YMCA programs and facilities. If your child requires a modification, due to a disability, to enjoy any of our programs, please contact your Program Director.

# SAC POLICIES

## YMCA COMMITMENT

1. A child will not be alone with a staff member. Child may be separated, but will remain in full view of others.
2. Children will not be contacted by YMCA staff except for issues relating directly to current YMCA activities (i.e., no letters, emails, texts, telephone calls, visits, non-YMCA excursions, etc.)
3. A child will not receive gifts from individual YMCA staff members.
4. Children will not be transported in a staff member's personal vehicle.
5. YMCA staff members should not babysit YMCA participants. If the baby-sitting relationship pre-existed the YMCA relationship, Angie Sowle, CEO, may make an exception but the specific acknowledgement and waiver must be signed by the parents and the babysitting staff member.
6. Staff members and authorized volunteers will have YMCA-issued identification which should be visible whenever they are working with children.
7. The YMCA of Springfield is recognized as a mandated reporter and the staff is required to report cases of suspected abuse to the authorities.

**Tax ID: # 37-0661263**

**Invoices for tax purposes will be available upon request. Please contact Billing Assistant.**

## LICENSING COMPLIANCE

The YMCA School Age Care Program is exempt from licensure according to the Child Care Act; Title 89, Part 377, Section 377.3, "Day Programs." However, the YMCA program is required to provide written, notarized notification to the Department of Child & Family Services regarding our operation. Our programs and facilities are not licensed or regulated by DCF. Our programs are also required to comply with the standards of the Illinois Department of Public Health (77 Ill. Adm. Code 750) and the fire safety standards of the Illinois State Fire Marshall (41 Ill. Adm. Code 100). The YMCA engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.

## FIRE ARMS

Illinois prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in a vehicle on the real property of any school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school. The YMCA complies with this law and follows this as policy within its YMCA facilities and program spaces.

## MISSING CHILD PROCEDURES

The following procedures must be followed in the event a child registered in a YMCA School Age Care Program fails to check in at the program site within ten (10) minutes after the dismissal of school or bus drop off (required at some YMCA sites). Our staff is trained and must follow all procedures until the child is found. We stress the importance of alerting our staff if your child will be absent from the program.

Missing Child Procedures are as follows:

1. Staff will check with school staff to confirm child is not absent.
2. Inform school staff of missing child and ask that the child be paged.
3. Staff will call the parents and notify them of their child's absence.
4. Staff will call the police to involve them in the search.
5. Staff will call the YMCA management to inform them of the situation.

No more than thirty (30) minutes will pass from the time school dismisses until the police are notified.

## FINANCIAL POLICIES

Fees due for child care services are billed one month in advance. Please note that 5 week billing cycles will reflect a higher amount due. The months that this will occur are: October, December, and April.

Automatic Bank draft is the preferred method of payment. Changes to bank draft require a change request form submitted no later than 10 business days in advance of draft.

All returned bank drafts are subject to a \$25.00 insufficient funds fee. This is due in addition to your child care fees and must be paid in full to avoid suspension of services.

The YMCA reserves the right to discontinue services at any time due to outstanding balances. If you are unable to resolve your balance in full or make your scheduled payment you must contact the YMCA billing department, prior to your payment due date, to make a payment arrangement. All payment arrangements are up to the discretion of the billing department and will be considered on a case by case basis. Payment arrangements are not guaranteed.

There will be no reduction in fees for absences or school closures unless the absence/closing is for a full week (Monday-Friday). The reduction will then be 50% of weekly fee.

**YMCA Strong Kids Scholarship funds are available for School Age Care as well as financial assistance through third-party providers such as Community Connection Point (CCP). If you are interested in applying for YMCA financial assistance, guidelines and applications are available at both branch locations as well as online.**

## DISCIPLINE POLICY

Our discipline policy is youth-centered and our goal is to achieve a positive outcome to misbehaviors and conflicts. We acknowledge good behaviors and respond to misbehaviors and conflicts in a timely and appropriate manner. We have zero-tolerance for violence and bullying. We have the right to suspend or expel children if they or their families threaten safety or interfere with sustainability of a quality program.

**The YMCA will not tolerate physical, verbal, or emotional abuse or bullying toward other participants or YMCA staff.**

**Physical** abuse includes, but is not limited to: fighting (any participation), hitting, kicking, biting, throwing of any objects, or any behavior that endangers themselves or others. This includes "play fighting".

**Verbal** abuse includes, but is not limited to: insults, improper, or vulgar language.

**Emotional** abuse includes, but is not limited to: deceit or manipulation of any kind.

### CONSEQUENCES FOR VIOLATIONS:

- On **first** instance, participant will receive a verbal warning from staff.
- On **second** instance, participant will be removed from program to spend "break time" period with Site Coordinator. Break time may include activities designed to provoke personal reflection such as writing down emotions, reading assignment, or reparation of damages such as clean-up. Duration and assigned activities will be at discretion of Site Coordinator.
- On **third** instance, participant will be suspended for one day.

Multiple one day suspensions will result in weekly suspension or possible dismissal.

**Excessive acts of aggression, disruption or violence will result in immediate suspension.**

The YMCA will examine circumstances and events surrounding any individual event when it defines an incident as excessive.

Possession of weapons (knives, firearms, etc.), illegal drugs or alcohol will result in expulsion.

REFUNDS WILL NOT BE GIVEN AS A RESULT OF DISCIPLINARY ACTION.

### DISMISSAL:

The following circumstances will be grounds for dismissal from the School Age Care program:

- Failure to pay fees.
- Ongoing failure to observe rules relating to arrival/departure of participant.
- Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is endangering their safety or the safety of others in the group.
- Failure to comply with the SAC program procedures and policies.
- Failure by parents to respect the YMCA program staff and handle concerns in a professional manner.
- Failure by children to respect staff, any threats made by children to staff, or any physical attack by children on staff.

### Late Pick Up Policy

While we understand that on occasion a parent might be late, a pattern of late pick up will result in dismissal from the program. The following procedures will be followed if a child is not picked up and a phone call has not been received from a parent:

**5 minutes after closing:**

Parents are contacted

**10 minutes after closing:**

Emergency contacts are called

**15 minutes after closing:**

Any other Authorized Persons are called

**20 minutes after closing:**

Department of Children and Family Services (DCFS) and local law enforcement is notified of an abandoned child.



Downtown Branch

701 South 4th Street

Springfield, IL 62703

217-544-9846

Kerasotes Branch

4550 West Iles Avenue

Springfield, IL 62711

217-679-1625