



## YMCA of Springfield Parent Information Camp & School Age Care Programs

### Welcome to our YMCA Programs!

We are so glad you will be a part of our YMCA family! Our programs are built so that your child comes home with new relationships, new-found interests, enhanced values and increased leadership skills that all will help foster a strong foundation for his or her future! At the YMCA, we embrace a play-based philosophy that guides participants through fun and engaging activities that result in learning and skill building. Our programs are built upon the foundation of our Core Values of Caring, Honesty, Respect and Responsibility. As you read through this handbook, please familiarize yourself with the policies and procedures governing our camp and school age care programs. If you have any questions or concerns, please contact us! Thank you for choosing the YMCA!

**YMCA Mission Statement:** To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

**Youth Development Mission Statement:** Our youth programs promote achievement, character building, experiential learning and independence that lead to lifelong healthy living. We build an environment that supports all children & staff, ensuring a strong feeling of belonging for all members of the YMCA family. We disguise learning and skill development through engaging and structured activities that look and feel like play and experiences. We give participants an experience that will last a lifetime.

### YMCA Participant Goals:

- To Be Safe, Secure & Confident
- To Foster Lifelong Skills & Values
- To Build Social Skills & Relationships
- To Become Better Leaders
- To Explore Interests & Have Fun

### Program Dates & Times

Our commitment is to serve our local community, which varies a bit from season to season. Our school age and camp programming run Monday-Friday with options at several locations. Please refer to our website for the most up to date locations and schedules.

- Summer Camp – typically runs on a 10-week schedule from June through August
- School Age Program – follows local school calendars for before & after school programs
- School Day Out – follows local school calendars to offer full day care on school holidays and closures

### Program Activities

Our camp and school age programs promise beautiful facilities, indoor and outdoor adventures, and a safe space for children to have FUN! All programs make use of the facilities' indoor features and outdoor features, including gymnasiums, playgrounds, classrooms, and much more! Each program includes opportunities for play-based activities specific to the interests of their participants, but all programs promise to include the following:



- Art based projects once per week
- STEM based projects once per week
- Gross motor activities daily
- YMCA Character development activities daily
- Swim program offered for programs hosted at a Branch location
- Afternoon snack

### **COVID-19 Related Policies**

We follow state and local policies regarding masks and safety procedures.

### **Our Staff**

All our staff is extensively trained before the program begins, mastering our policies and procedures, CPR/First Aid Certified, as well as how to effectively engage and develop youth. They have experience in group management, child abuse prevention, anti-bullying techniques, leadership and character development. Each team member undergoes an extensive background check at time of hire. At each site, there is a site coordinator who supervises onsite staff and day to day operations. Site coordinators are the primary point of contact between parents and the YMCA.

### **YMCA Commitment to Safety**

- A child will not be alone with a staff member. Children may be separated but will remain in full view of others.
- 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.)
- A child will not receive gifts from individual YMCA staff members.
- Children will not be transported in a staff member's personal vehicle but will be transported in YMCA-identified vehicles (or appropriately identified vendor-operated vehicles).
- 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.
- Staff members and authorized volunteers will have YMCA-issued identification which should be visible whenever they are working with children.
- If the person authorized for pick-up is not recognized by the staff, they will be asked to show an ID before child will be released into their care.
- The YMCA of Springfield is recognized as a mandated reporter and the staff is required to report cases of suspected abuse to the authorities.

### **Registration Policies & Notes**

Registration is available online at our YMCA of Springfield website or available in person at one of our branches. Parents can access program registration details, balances, schedules and tax information via their online account.

- Registration for summer camp is available March 1st, while registration for school year programs is available May 1st.
- A \$50 non-refundable registration fee is due for all school year programs at time of registration.
- A \$25 non-refundable deposit is due for each week of camp at time of registration.



- All payments are due one-week prior to attendance in program.
- Automatic Bank draft is the preferred method of payment. All bank account changes can be done by the parent/guardian in the online account.
- All returned bank drafts are subject to a \$25.00 insufficient funds fee. This is due in addition to your program 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.
- There are no refunds for camp or school age programs; if you cannot attend the program due to a medical emergency or relocation, please contact our team with details.

### **Date Changes**

Any changes to program dates can be made in the online account. If the requested change is within two weeks of the registered date, please submit the change in writing via email to our team.

### **Session Cancellations**

YMCA of Springfield reserves the right to cancel camp or school age programs for any reason, including low enrollment.

### **Financial Aid**

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.

### **Drop Off & Pick Up**

All children must be signed out of the program daily by an adult (18 years or older). The YMCA 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 as an authorized adult. For the child's protection, only persons authorized by the primary caretaker may pick up a child, which is completed and/or updated in the online account. 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. Depending on COVID-19 regulation, parents may not be allowed access to interior spaces of the site during drop-off and pick-up. Participants cannot be picked up or dropped at any location outside of their program location.

### **Late Pick-Up Procedures:**

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.

### Participant Groups

Each participant is carefully placed in an age-appropriate group that has consistent leaders throughout the season. Our ratio of staff to participants is 1:15 or lower. Each location has a Site Coordinator, who has a great amount of experience working with kids, typically in the fields of education, recreation or theater.

### Management of Communicable Disease

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.

To minimize exposure to others, please keep your camper home if he or she has:

Fever of 100 degree	Rash/Lesions	Scabies/Parasites
Severe Cold and/or	Pink Eye	Chicken Pox, Measles, etc.
Coughing	Strep Throat	
Diarrhea and/or Vomiting	Lice	

If your child is displaying signs of any of these or other illnesses, you will be called and asked to pick your camper up immediately. 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.

*\*Confirmed cases of Covid-19 and any exposure will be reported to appropriate local authorities and personnel.*

### Medication

Our Site Coordinators will administer medications. All medications must include a signed "Authorization to Administer Medication" Form. Medicine must be in the original container and include a label. All prescriptions must be current, and staff must follow the instructions as listed on the label. Medication and records will be kept, locked, on program site with medication schedule.

*\*Please note that any medications in the care of the school nurse are not accessible by our staff. All necessary medications must be given to our Site Coordinator.*

### Injuries

If your child is injured, our 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 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 based on religious beliefs, the parent or guardian must submit a written plan stating the care approved for your child.



### **Discipline & Guidance Policy**

It is the Y's goal to provide a healthy, safe, and secure environment for all program participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will care for ourselves and for those around us.
- Honesty will be the basis for all relationships and interactions.
- People are responsible for their actions.
- We respect each other and the environment.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA rules, and a discussion will take place.
3. If the behavior persists, a parent or caregiver will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent or caregiver so all parties can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem persists, staff will schedule a conference that includes the parent or caregiver, child, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review.
8. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a child:

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging Y or personal property
- Leaving the program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or YMCA rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the child a second time before expulsion. Immediate expulsion may occur if a child is in possession of or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

### **Membership Benefits**

At the Y, we're here to help you and your family be active, stay healthy and improve your well-being in spirit, mind and body. The Y offers programming and activities for the whole family, as



well as physical and virtual spaces to connect with old friends and meet new ones. Additionally, all members receive a discounted rate on all programs! Join us for the following benefits:

Access to over 100 weekly exercise classes  
Reduced program fees and priority registration  
Access to two 8-lane swimming pools  
Free parking  
Racquetball courts

Indoor walking/running track  
High Performance workout area  
State-of-the-art equipment  
Reduced program fees and priority registration

### **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 DCFS. 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.

### **Firearms**

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.

### **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.

### **Program Communication**

Our team will send out a regular e-newsletter with highlights and important information for each program. As always, please contact us with any questions, comments or concerns.

Youth Development Management Team:

Group Email Address: [youthdev@springfieldymca.org](mailto:youthdev@springfieldymca.org) (Fastest way to reach all of us)



Mikaylee Grigsby, Youth Development Director  
School Year: Ball Charter, Riverton, Rochester, Sherman Programs  
Summer Camp: Camp Explorers & Camp Rochester  
[mgrigsby@springfieldymca.org](mailto:mgrigsby@springfieldymca.org) 217-280-5179

Sam Baker, Youth Development Director  
School Year: Downtown Programs  
Summer Camp: Counselor In Training, Matthew Project, Partner Based Programming  
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Jake Morgan, Youth Development Director  
School Year: Chatham School Sites  
Summer Camp: Camp Kerasotes & Camp Wa-Kon-Tah  
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Amanda Park, Billing & Registration  
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Sabrina Bender, Association Youth Development Director  
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Kenzi Primus – Kerasotes Branch Director  
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Contact School Sites During Program Hours:

Ball Charter: 217-970-0097  
Chatham Ball: 217-891-4071  
Chatham Elementary: 217-341-1281  
Chatham Glenwood: 217-971-5519  
Downtown YMCA: 217-622-2130  
Riverton: 217-891-9344  
Rochester: 217-553-9342  
Sherman: 217-891-4072