



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 will help foster a strong foundation for their 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: To nurture and empower youth from cradle to career by creating an environment of belonging and character development.

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. 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 – A 10-week schedule from June through August
- After School Matters – follows local school calendars for before & after school programs
- School Days Out – follows local school calendars to offer full day care on school holidays and closures. ***Programs will not run on holidays observed by the YMCA of Springfield.***

Program Activities

Our camp and school age programs promise 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 will include the following in the daily weekly schedule the following:

- STEAM based projects once per week
- Gross motor activities daily
- YMCA Character development activities daily
- Afternoon snack: Y will provide a peanut free zone but cannot make accommodations for all food allergies. *It is the parent's responsibility to provide afternoon snacks if their child has allergies aside from peanuts.*



YMCA Commitment to Safety

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.

The YMCA of Springfield is recognized as a mandated reporter and the staff is required to report cases of suspected abuse to the authorities.

Our YMCA staff understand kids and know how to put safety first!

Abuse of any kind will not be tolerated and confirmed abuse will result in immediate dismissal from this organization. We will fully cooperate with the authorities if allegations of abuse are made that require an investigation. Our staff and volunteers will provide a professional work environment free from physical, psychological, written, or verbal intimidation or harassment.

Appropriate Physical Interactions	Inappropriate Physical Interactions	Appropriate Verbal Interactions	Inappropriate Verbal Interactions
- Side hugs - Shoulder-to-shoulder or "temple" hugs - Handshakes - High-fives and hand slapping - Holding hands (with young children in escorting situations) **Avoid giving hugs or resting your hand anywhere on a youth's body. ***Physical contact should be shared only in the presence of trustworthy witnesses and never in one-on-one situations.	- Full-frontal hugs - Kisses - Playing games that involve inappropriate contact - Tickling - Wrestling - Lap sitting - Laying down beside someone - Piggyback rides - Any type of massage - Any form of affection that is unwanted - Contact with the bottom, chest, or genital areas (bathing suit areas) - Exposing oneself - All forms of corporal punishment - Aggressive, angry or threatening physical contact with another person - Seeking private or one-on-one time with youth not observable by others	- Positive reinforcement - Age-Appropriate jokes - Encouragement - Praise - Strength-based conversations	- Name-calling - Bullying - Cursing - Angry or vulgar language - Verbally abusive shouting - Secrets - Off-color or sexual jokes - Shaming, belittling - Derogatory remarks - Oversharing personal history - Sexually explicit conversation - Harsh language that may frighten, threaten or humiliate others - Compliments relating to physique or body development - Harassment by words, gestures, or body language - Viewing or showing others pornographic materials

Registration and Billing Policies

Registration is available online at www.springfieldymca.org or available in person at one of our branches. Parents can access program details, balances, schedules and tax information via their online account.

- 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 the time of registration.
- **All payments are due one week prior** to attendance in the 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 at 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 school closures unless the closing is for a full week (Monday-Friday). The reduction will then be 50% of the 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 cannot 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 billing department at billing@springfieldymca.org.

Session Cancellations

The 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 Child Care Connection. 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 authorized 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.* 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.

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 child home if they have:

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

If your child is displaying signs of any of these or other illnesses, you will be called and asked to pick your student 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 free of nits to return.

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.*

Epi-Pens & Inhalers

Illinois law provides that trained YMCA personnel may carry and administer an undesignated epinephrine injection and asthma medication to any child if YMCA personnel in good faith believe the child is having an anaphylactic reaction or is experiencing respiratory distress while in a YMCA program. If medication is given you will be informed in writing. The legislation specifically states that YMCA of Springfield, its employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, because of any injury arising from the administration of the injection or medication. Additionally, the parent or guardian indemnifies and hold harmless the YMCA, its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of the medication or injection regardless of whether authorization was given.



Bill Number: HB2949 Effective 08/04/2023

Description: Allows staff and children participating in after-school care programs to use epi-pens and inhalers if an emergency arises.

Parental permission/non-permission is required to be on file during the program.

Injuries

If your child is injured, our staff will take the 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.
7. If the behavior persists, staff will schedule a conference that includes the parent or caregiver, child, staff, and program director.
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 certain situations.

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.

The following behaviors are not acceptable and may result in the immediate suspension from the program:

- 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!

afterschool@springfieldymca.org

camp@springfieldymca.org

billing@springfieldymca.org