

The primary goal of the YMCA Before and After School Program is to provide a safe and happy place for your child to be while you are at work or attending school. Our childcare program concentrates on promoting the YMCA character values of caring, honesty, respect, and responsibility.

We hope this handbook helps you understand all of the fun things that your child will have the opportunity to participate in this year while being involved in our program.

***The Goals of the YMCA Before and After School Program:***

- To support and strengthen the family unit
- To help children develop to their full potential
- To deliver the program in a positive YMCA environment of safety, support, and care
- To promote the values of caring, honesty, respect, and responsibility

**In all YMCA programs** we seek to help individuals and families to do the following:

- Grow personally
- Clarify values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific individual skills
- Have fun

***YMCA Before and After School Program sites***

- District #202 Knoxville (Mable Woolsey)
- District #205
  - Gale
  - King
  - Nielson
  - Silas Willard
  - Steele (Includes Cooke)
  - District #225 AlWood Elementary

***A typical day with the YMCA Childcare includes the activities from these various program areas:***

- Play/Free time
- Homework/quiet games
- Active games/sports
- Creative/craft time
- Snack/nutrition time
- Read-n-Swim
- Special events (4-H Nutritional activities, Red Cross Safety programs, Knox College, Character Development Education)

***Staff***

We have a very caring and dedicated staff at all of our Before and After sites. The site directors and aides receive training in YMCA Childcare, CPR and First Aid.

Staff may not be alone with children they meet in YMCA programs outside the YMCA program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

***Registration***

The Before and After School Childcare Program is available for all students for K-5<sup>th</sup> grade. Registration is available at all of the public schools in Galesburg, Knoxville, and Alwood. There is a registration fee of \$30 per school year for each child. **Registration fees must be paid prior to your child attending YMCA Before and After School sessions. All registered participants are subject to review and acceptance.**

***Rates***

Galesburg Schools:

\$6.00 per A.M. Session (6:30 A.M. until school starts)

\$6.00 per P.M. Session (after school until 6:00 P.M.)

### **Knoxville & Alwood:**

\$5.00 per A.M. Session (6:30 A.M. until school starts)

\$5.00 per P.M. Session (after school until 6:00 P.M.)

Employees of the following school districts are given a \$1.00 off discount/session: AlWood, Galesburg, and Knoxville.

### ***Payments***

Payment **MUST** be paid to \$0 by week two if children are to continue in the Before and After School program. Please make payment to your Site Director with check or money order payable to YMCA Before and After School.

### ***Co-payments***

In situations that require parents to make co-payments, these must be received at least every two weeks or your child will not be permitted to attend any further sessions until payment is made. We are required to notify the participating agency in cases when payment is not being made. **The parent is responsible for daily session fees until approval is received into a subsidy program.**

### ***Late Policy***

If you are late picking up your child, a late charge will be assessed and collected that night of \$5 per child/ per each 15-minute period (after 6:00 P.M.). If three late pickups occur, your child may be dismissed from the YMCA Before and After School Program.

### ***Tax I.D. Number***

Your childcare expense may be tax deductible. The tax I.D. of your caregiver is required on your tax forms each year. The Knox County YMCA's tax I.D. number is 37-0661260.

### ***Parent Responsibility***

For your child's safety, a responsible person **must** accompany your child into the childcare site, sign them in each morning, and sign them out before leaving each evening. **We can only assume responsibility for your child during the time that they are signed into the program.**

No child is allowed to leave the site with any unauthorized person. The parent or authorized person **MUST** be listed on the registration form, or we must be notified in writing prior to pickup time if there is to be a change. For your child's protection, we will ask for identification from the person who is picking up your child.

Children need to be dressed appropriately for the weather. We try to go outside as much as possible. We ask that you and your child comply with our rules as well as those of the school.

We encourage you to visit our sites at any time. **We would love to have you volunteer to share any special activities or talents with our children!** Please contact Sarah Brown, Senior Director, for more information (344-1324).

### ***Weather***

#### ***Districts #202 Knoxville and #205 Galesburg***

If school does not open in the morning due to bad weather, there will be no childcare. If school closes early during a regular school day, we will be there to care for the children, **as long as they have been served lunch**. If school is dismissed **before** lunchtime, there will be no childcare available. When there is bad weather we ask that you pick up your child as soon as possible.

#### ***AlWood***

If school does not open in the morning due to bad weather, there will be no childcare. **If school closes early during a regular school day due to heat, we will be there to care for your children as long as they have been served lunch**. If school is dismissed before lunchtime, there will be no childcare. **During winter months if school closes early due to poor weather conditions (ice, snow, bad road conditions, etc) WE WILL NOT HAVE CHILDCARE.**

#### ***Health and Safety***

For your child's well being, please do not send a sick child to YMCA Before and After School Program. Children who have a severe cold, fever, upset stomach, or undetermined rash, will be more comfortable

at home. If your child develops any of these symptoms while at YMCA childcare, we will notify you.

Reminder: Site Directors and Site Aides are not equipped to be changing soiled pants. If your child has had an accident in his/her pants the parents will be called and they must come to the site and change their child's pants. If this occurs 3 times your child will be removed from the Before/After School program.

The safety of the children is our primary concern, but in the event that your child is seriously injured while at YMCA childcare, we will attempt to notify parents or an emergency contact. If the situation warrants, we will call emergency personnel.

The YMCA does not provide health or accident insurance for any of its programs.

### ***Medicine***

Site directors may **ONLY** administer **prescription medicine in its original container**. If medication is needed during a child's stay with the YMCA childcare, an "Authorization to Administer Medication" form must be completed and signed. A form is available from your site director.

### ***YMCA Staff***

- Will promote each child's self-esteem and self-control
- Will make sure children clearly understand the rules and consequences if rules are broken
- Will treat your child with respect and understanding
- Will keep your child's activities and problems confidential

### ***YMCA Before and After School Rules***

- Child must remain in view of staff
- Child must have permission to leave the group
- No fighting (including hitting, pinching, biting, kicking, spitting, or name calling)
- Child may not harm his/her self, others, or property
- Stealing or using offensive language will not be permitted.
- School rules apply to YMCA Before and After children and staff



- Swim cap/ponytail holder for long hair
- Appropriate clothing and shoes for play
- Sack lunch

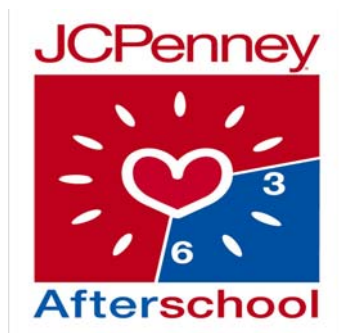
You must also come into the YMCA to sign your child in for the morning and out for the evening. The days that the YMCA Kool-age Club will be offered during the 2010-2011 school year are:

- |   |                            |
|---|----------------------------|
| 1. October 11                                     | Columbus day               |
| 2. October 29                                     | Parent/Teacher Conferences |
| 3. November 11                                    | Veteran's Day              |
| 4. December 22, 23, 27, 28, 29 & 30               | Holiday Break              |
| 5. January 3, 4, 5, 6, 7, 10, 11, 12, 13, 14 & 17 | Holiday Break              |
| 6. February 21                                    | President's Day            |
| 7. March 21, 22, 23, 24, & 25                     | Spring Break               |
| 8. April 1  | Parent/Teacher Conferences |
| 9. April 8  | Institute Day              |

All dates and times are subject to change with notice



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



**RELEASE INFORMATION**

I have read and received a copy of the YMCA Before and After School  
Childcare Handbook and understand all policies and procedures.

Child's name \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_