

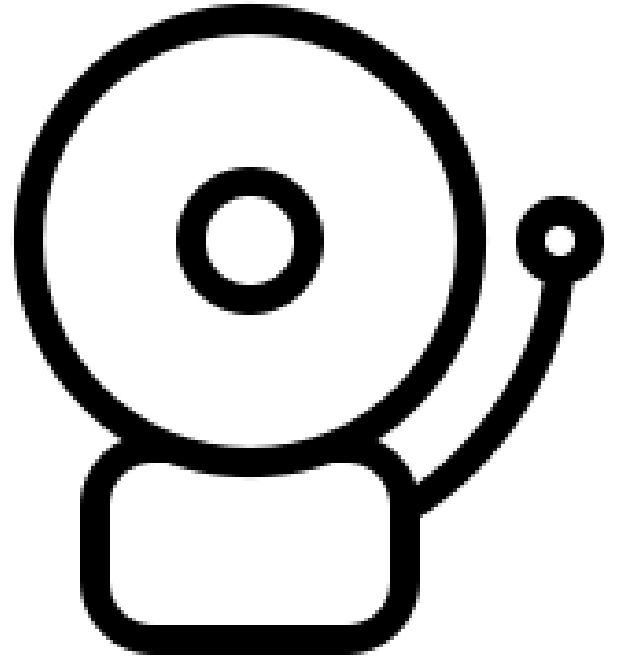


FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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**KNOX COUNTY YMCA  
BEFORE AND AFTER SCHOOL  
MABLE WOOLSEY  
HANDBOOK 2020-2021**

# Welcome

Dear Families;

The Knox County YMCA is extremely pleased to provide YMCA Before and After School Enrichment Programs for your child. By selecting YMCA programs, you are giving your child or children the opportunity to benefit from a quality program that has a foundation of Y tradition and 153 years of experience in serving children and their families.

Positive relationships among youth, staff, and parents are critical for each child's healthy development and social growth. We know our youth look to Y staff as role models, watching and learning as they cooperate, communicate and solve problems with each other.

The Before and After School Program is a safe and happy place for your child to be while you work or attend school. Our program concentrates on promoting the YMCA core values of caring, honesty, respect and responsibility.

Before and After is guided by our philosophy of youth voice and choice activities with input from the students themselves. Our programs will be balanced with designated homework help and enrichment activities.

This Family Handbook has been designed to answer your questions, build communication between our staff and assist you in understanding our policies and procedures. The policies and procedures outlined in this booklet are intended to protect your child or children and to ensure that his/her experience in the Before and After School Program is positive and rewarding.

Please read this booklet carefully and refer to it as needed. We anticipate a fun and safe year for all!

We hope not only to meet, but to exceed the expectations of you and your family. Thank you for this opportunity.

-Youth Development Administration

# About Before and After

The Y Before and After School Program is a fun place where youth from kindergarten through fifth grade will enjoy and benefit from positive interaction with Y staff and new learning opportunities. We believe in empowering youth to help design the activities we provide each week. Allowing students to choose what they do each day helps students build an understanding of making positive choices and ensures that all students are participating and engaged in that activity.

## OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## OUR CAUSE

At the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

## OUR VALUES

Building character through the promotion of Caring, Honesty, Respect and Responsibility.

## NON-DISCRIMINATION STATEMENT

The Knox County YMCA recognizes the worth of all persons, regardless of race, ethnicity, religion, sex, gender, sexual orientation, age or economic circumstances.

## OUR COMPONENTS

Before and After incorporates five components as a way to intentionally foster holistic youth development through a range of activities focused on helping youth achieve, build relationships and feel like they belong.

**Homework Help** – We offer dedicated daily homework time. Our program is not a tutoring program. We provide at least 30 minutes of focused, quiet time for students to work on homework or other academically based work. Our staff will do their best to work with the schools and teachers to help ensure we are complimentary to the 30 minutes each day to be spent on homework completion. Please let your Site Supervisor know of any additional requests.

**Leadership Development**– We provide experiences that intentionally allow participants to plan, develop, and lead program components with staff support (e.g. snack helper, activity planning).

**Health and Wellness** – The Knox County YMCA promotes physical activity every day. We ensure that they get 30 minutes of exercise each day and will take place outdoors whenever possible. Please make sure that your child is dressed appropriately for the weather.

**Art Projects** – We focus on clear learning objectives that engage youth in planning, implementation and briefing through fun, creative and sometimes messy projects.

**Family and Parent Engagement** – We create multiple ways for parents and families to engage, including interactions with staff and volunteer opportunities. We would love to have you volunteer to share any special activities or talents with our children!

### **Typical Daily Schedule**

Each site is required to follow the daily schedule.

The schedule is intentionally planned to support reaching the Before and After School Programs outcomes.

- Arrival (5-10 minutes)
- Homework Enrichment (30-40 minutes)
- Snack (15-20 minutes)
- Physical Activity (30 minutes)
- Club-Based Activities (until pick up) – guest speakers, Knox College Volunteers

**Screen Time** – Youth have limited access to television or movies. We do have movies on Fridays. Digital device use is limited to homework. Please do not bring electronic devices to the program. We cannot ensure their safety.

**Food and Nutrition** – Healthy snacks are provided to help ensure children receive the nutrition they need to learn, play and grow. Our snacks are provided to us through the United Way, in conjunction with the USDA. Snacks with have a protein, fruit or vegetable and milk. The USDA requires that we offer all of the components of the snack to the students. The student is not expected to eat everything.

## **OUR LEADERSHIP**

Each of our sites has a Site Supervisor and Site Aide dedicated to your child’s Before and After School Program. Your Site Supervisor is your primary contact for information about our programs or any questions you may have. We encourage and invite parental participation and communication. All programs have an open door policy and we hope you take an active role in your child’s day. Our program and facility are not regulated by DCFS.

## **OUR STAFF**

Our staff receives hours of professional training that meets Illinois Childcare Resource and Referral requirements. All sites have staff who are CPR and First Aid certified. Background checks are performed on all YMCA staff. 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/or inviting children to their homes. Any exceptions are required a written explanation before the fact and are subject to prior administrator approval.

## **OUR SCHOOL SITES**

- District #202 Knoxville
  - Mable Woolsey

## **REGISTRATION**

The Before and After School Program is available for all students for K-5<sup>th</sup> grade at KCSD. Registration is available online. There is a registration fee of \$32 per school year per child. If registering after January 1<sup>st</sup>, 2020, the registration fee is \$16 per child. Registration fees must be paid prior to your child attending YMCA Before and After School sessions. All balances from previous years must be paid in full before being allowed to register.

## RATES

### Mable School:

\$6.50 per a.m. session (6:30 a.m. until school starts)

\$8.50 per p.m. session (after school until 6:00 p.m.) – due to 35% more time needed for program.

## PAYMENT POLICY AND PAYMENT OPTIONS

The Before and After School sites will only accept auto-draft. Participants must give the YMCA a savings account or checking account to keep on file. If you choose to use a credit card a 3% processing fee will be applied to each charge. The Y cannot process debit cards for automatic payment. Payments will be deducted on the 5<sup>th</sup> and the 20<sup>th</sup> of the month (see chart on next page). Should any debit not be honored by your bank or credit card Company for any reason, you will be responsible for the payment and an additional \$15 service charge that will be applied by the YMCA. This will be an addition to any service fee your credit card company or bank may require. Each account will be assigned one primary payer – splitting accounts between two or more payers is not an option. Payments are due on the due date regardless of court ordered custody, child support or payment agreements. The following methods of payment are accepted:

### EFT (Electronic Funds Transfers)

This is the preferred method of payment as outlined above.

### Credit Card

A 3% fee will be added to your payment.

### Cash, check or money order

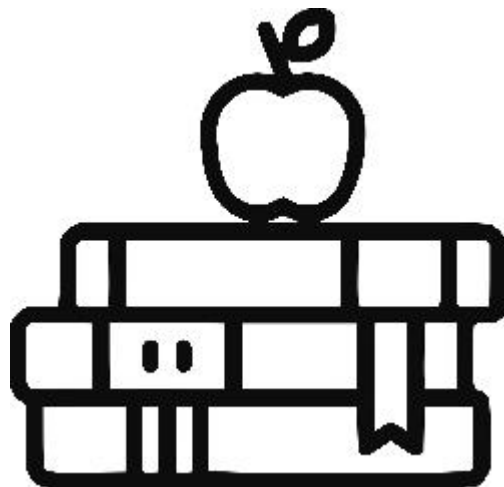
Visit the Y at 1324 W. Carl Sandburg Dr. Galesburg before the 4<sup>th</sup> or 19<sup>th</sup> to stop your account from being debited.

## Invoices

To better serve you, we send invoices via email before the draft. This is to help with any confusion about payments. Please make sure we have your correct email.

## Receipts

Please log onto our website [www.knoxyymca.org](http://www.knoxyymca.org) to obtain a receipt from your transaction.



## **Draft Date**

## **Days Drafted**

<u>September 5</u>	<u>Draft 8/19-8/28 (1<sup>st</sup> day August 19<sup>th</sup>)</u>
<u>September 20</u>	<u>Draft 8/31-9/11 (No School September 7<sup>th</sup>)</u>
<u>October 5</u>	<u>Draft 9/14-9/25</u>
<u>October 20</u>	<u>Draft 9/28-10/9</u>
<u>November 5</u>	<u>Draft 10/12-10/23 (No School October 12<sup>th</sup> and October 23<sup>rd</sup>)</u>
<u>November 20</u>	<u>Draft 10/26-11/6 (No School on the November 3<sup>rd</sup>)</u>
<u>December 5</u>	<u>Draft 11/9-11/20</u>
<u>December 20</u>	<u>Draft 11/23-12/4 (Thanksgiving break November 25<sup>th</sup>-27<sup>th</sup>)</u>
<u>January 5</u>	<u>Draft 12/7-12/22 (Winter break December 23<sup>rd</sup> – January 6<sup>th</sup>)</u>
<u>January 20</u>	<u>Draft 1/4-1/15</u>
<u>February 5</u>	<u>Draft 1/18-1/29 (No School January 18<sup>th</sup>)</u>
<u>February 20</u>	<u>Draft 2/1-2/12 (No School February 12<sup>th</sup>)</u>
<u>March 5</u>	<u>Draft 2/15-2/26 (No School February 15<sup>th</sup>)</u>
<u>March 20</u>	<u>Draft 3/1-3/12</u>
<u>April 5</u>	<u>Draft 3/15-3/26</u>
<u>April 20</u>	<u>Draft 3/29-4/9 (Spring Break March 29<sup>th</sup>-April 5<sup>th</sup>)</u>
<u>May 5</u>	<u>Draft 4/12-4/23</u>
<u>May 20</u>	<u>Draft 4/26-5/7</u>
<u>June 5</u>	<u>Draft 5/10-5/26 (Last day of school May 26<sup>th</sup>)</u>
<u>June 20</u>	<u>Draft 5/27-6/4 (Only if ALL Emergency days are used)</u>

## **Co-Payments**

In situations that require parents to make co-payments, these will be debited out on the 15<sup>th</sup> of the month. If you are approved after the 15<sup>th</sup> of the month then copays will be debited out on the 1<sup>st</sup> of the month following your approval for all backdated payments. If you wish to pay with cash or check please make payment at the Knox County YMCA. If you have not paid your month's copay by the end of the month, your child will be dismissed from the program 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 50% of the daily session fees until approval is received into a subsidy program. This will be debited from your account according to the schedule above. If you are approved for state, the amount paid will be returned minus the copay due.

## **FINANCIAL ASSISTANCE**

The YMCA is committed to providing quality programs to all children and families regardless of their financial circumstances. The YMCA strives not to turn anyone away due an inability to pay and offers financial assistance through our Annual Support Campaign. We do ask that families apply to Childcare Resource and Referral through the State of Illinois before applying for the Y scholarship program. Participants can get an application for state from the Y. Once the application is filled out and proof of employment or school is provided, the Y will mail your application in. It may take up to 30 days for approval, during this time you are responsible for 50% of the fees until approved. If you are approved the monies paid will be applied to your state copay.

If you are not approved for state, you may meet with the Youth Development Director to apply for a scholarship.

## **FORMS**

Families can now sign-up online. Families who need state assistance or financial help will need to go to the Y to register.

## TAX ID NUMBER

Tax statements will be available starting February 1<sup>st</sup>, 2021. Your childcare expense may be tax deductible. The tax ID of your caregiver is required on your tax forms each year. The Knox County YMCA's tax ID number is 37-0661260.

## ATTENDANCE AND PICK UP

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 notification must be made 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.

### Late Policy

Children must be picked up from the program by 6p.m. Late charges begin accruing at 6:01p.m. and are \$1 per child per minute late. Late charges are due when pick up your child and can be paid by account on file.

If child is not picked up by 6:15p.m., we will begin contacting emergency contacts. If we cannot reach anyone on the contact sheet by 7p.m., we will notify law enforcement and contact DCFS.

If three late pickups occur, your child may be dismissed from the YMCA Before and After School Program.

## HEALTH AND SAFETY

Children who are ill may not return until they are symptom free for 24 hours. They must also be fever free for 24 hours, without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child immediately. Our staff will administer first aid for minor injuries. The safety of the children is our primary concern, but in the event that your child is seriously injured while at YMCA Before and After School, 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 program participants.

Our staff is not equipped to change 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 three times your child will be dismissed from the Before and After School Program.

### Medicine

Site directors may **ONLY** administer **prescription medicine in its original container**. YMCA staff will administer the medication according to the instructions. If medication is needed during a child's stay with the YMCA Before and After School Program, an "Authorization to Administer Medication" form must be completed and signed. A form is available from your Site Director. All medicine will be held in a locked box.

### No Handguns

Guns are not allowed at the Before and After School Program or School Out Program. Signs are posted at the schools' front entrances and at the front door of the Knox County YMCA.

### Proper Attire

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 your child to wear tennis shoes whenever possible.

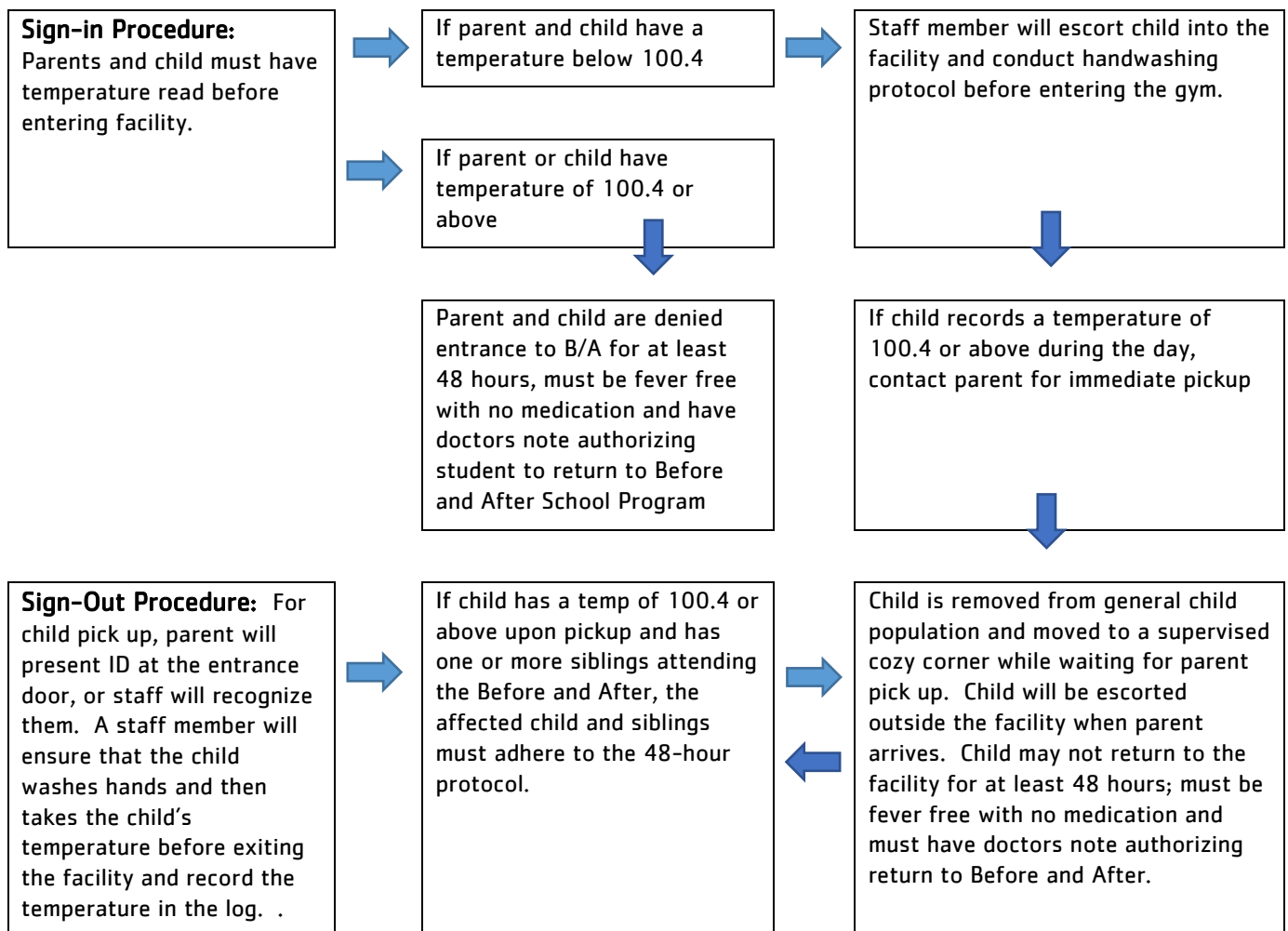
# COVID-19 POLICY AND PROCEDURES

## Staff and Volunteers:

- Staff will be training on all Covid-19 additional policies and procedures prior to working.
- Staff and volunteers must have a temperature below 100.4 to enter facility
- If temperature is 100.4 or above, staff must submit to same protocol as parents and students
- This applies to pre-entrance and end of shift temperature readings

## Procedures & Policies

- All children will follow Social Distancing Procedures and the Illinois Governor's rules on mask wearing.
- Parents and Children will follow Sign-In and Sign-Out procedures and temperature taking requirements. Toys, play equipment, and common/shared usage crafting supplies will be sanitized before and after using.
- Children will wash hands upon entering the program, several times throughout the day, before lunch, and before exiting the program.
- Toys, play equipment, and common/shared usage crafting supplies will be sanitized before and after using.
- All CDC and Illinois Government requirements will be followed.





## RATIO AND SAFETY

Our program and facility is not regulated by DCFS. We do try to keep a 1:20 adult to child ratio. Most sites have two staff members. Some sites have only one staff member due to low attendance.

## CUSTODY ISSUES

The Primary Parent listed on the enrollment form is the ONLY authorized party to make any account or enrollment changes. Any changes in family status which impacts authorized parties for pick-up will require official documents from the proper authority. In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during program hours. Please call the Youth Development Director if you have specific custody issues that we need to be aware of. YMCA staff will not testify in court in regard to child custody proceedings. Neither our programs nor staff will endorse any person(s) for the purpose of custody disputes. The YMCA reserves the right to discontinue care if custody issues disrupt the program or become an issue for program staff, office staff, the child or other children in the program.

### Family Transitions

Occasionally, child (s) actions in our program can be a result of problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.). If any such disruptive or traumatic experience should occur, please inform the site staff. This will enable us to better meet the need of your child.

### Special Needs

The Before and After Program is open to all children, and the YMCA will work with children of all abilities. Parents have a duty to disclose significant medical, physical, or behavioral needs at the time of enrollment. Due to the large-group format of our programs, the Y is unable to provide one-on-one care.

## BEFORE AND AFTER SCHOOL RULES

The purpose of rules is to set boundaries for a child's behavior. Please review with your child daily the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your child to have a successful time at the Before and After School Program.

- 1 Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply WILL NOT BE TOLERATED.
- 2 Social Inclusion:** Teamwork and cooperation will be the basis for including everyone. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage other by avoiding puts downs. Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another youth or staff member in a negative way.
- 3 Building a community:** Every child is a part of the Before and After School Program. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, school staff and other youth. Respect property with the proper use and cleanliness of the space. By putting liter and equipment in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with Y staff – running away is not acceptable. You must be in view of the staff at all times. If you need to leave the area, make sure to ask permission to

leave the group. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

Behaviors that will result in mandatory suspension and may result in immediate dismissal include but are not limited to:

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children or staff.
- Fighting, biting, stealing and running away.
- Possession of a weapon of any kind.
- Vandalism or destruction of YMCA property, school property or property of others.
- Sexual misconduct.
- Possession or use of alcohol or controlled substances.

If rules are not followed, Site Directors may issue a written warning. Both the parent and child must sign the warning. After two written warnings, the child may be suspended from the program for one week. Three written warnings for the same offense may result in the child being removed from the program permanently.

### **Dismissal from the Before and After School Program**

The safety and well being of your child is our top priority. We do not wish to drop any child from the program, but may do so if:

- Rules and regulations at the site concerning the safety of the children are not followed.
- Three late charges have occurred.
- The third discipline offense has been issued.
- The payments due are not kept current.
- Any action by a child seriously endangers himself, other children, or staff.

## **EARLY DISMISSAL**

### **Early Dismissal**

Our staff will be at schools on scheduled and unscheduled early outs. 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 your child be picked up as soon as possible.