



THRIVE BEYOND THE CLASSROOM.

**Before & After School Program
Parent Handbook 2024–2025**

KNOX COUNTY YMCA

309-344-1324

www.knoxyymca.org



The Y. For a better us.

WELCOME TO THE YMCA BEFORE AND AFTER SCHOOL PROGRAM

Thank you for choosing the Knox County YMCA Before and After School Program!

WHO WE SERVE

The Knox County YMCA serves school districts throughout the area. We currently serve Galesburg School District #205 and Knoxville School District #202.

KNOX COUNTY YMCA BRANCHES

Knox County YMCA Family Branch
1324 W. Carl Sandburg Dr. Galesburg

Downtown Galesburg YMCA
201 E Main St. Galesburg

Knox County YMCA Early Learning Center
192 E South St. Galesburg

OUR MISSION

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

WHO WE ARE

The YMCA is a nonprofit organization governed by a Board of Directors that is made up of concerned and interested local community leaders. The Y is supported solely by those who choose to join and take part in the many programs offered as well as those who choose to make voluntary contributions.

OUR COMMITMENT

At the Y, 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. That's why we offer financial assistance to families who need help paying for membership or programs. Our Annual Support Campaign raises money for financial assistance to ensure that nobody is turned away due to an inability to pay. Please ask for an application at the Member Service Desk to apply for financial assistance. If you wish to donate, please check our website at www.knoxymca.org.

DCFS LICENSING

Our program is not regulated by the Department of Children and Family Services. We are a license exempt program.

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 CORE VALUES

Caring, Honesty, Respect and Responsibility

OUR CURRICULUM

Before and After incorporates the following components as a way to intentionally foster holistic youth development through a range of activities focused on helping youth achieve goals, 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.

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.

Typical Daily Schedule– Each site strives 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)

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 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.

Special Needs and Inclusion

The YMCA shall accept into the program all children who are able to participate within the regular activities and guidelines as part of a group with a ratio of 20 children to 1 staff. The YMCA will not exclude any child with a disability from the full and equal enjoyment of its services, unless the child poses a direct threat to the health or safety of others in the program.

In accordance with the requirements of Title III of the Americans with Disabilities Act and applicable state disability law, the YMCA will not discriminate against any individual on the basis of disability. The YMCA will consider reasonable accommodations and/or modifications to its policies and procedures as necessary to allow children with disabilities an equal opportunity to participate in this program, unless the accommodations or modifications would pose an undue hardship or fundamentally alter the nature of the program.

REGISTRATION

The Before and After School Program is available for all students for K-6th grade. Please register online at www.knoxyymca.org. If you're unable to register online, registration must be done in person at the Front Desk. There is a non refundable registration fee per school year 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.

Registration Fee: Member Rate: \$32 Non-Member Rate: \$34

Daily Rates:

Member Rate: \$6.75 per a.m. session (6:30a.m. until school starts)
 \$6.75 per p.m. session (after school until 6:00p.m.)

Non-Member Rate: \$7.50 per a.m. session (6:30a.m. until school starts)
 \$7.50 per p.m. session (after school until 6:00p.m.)

Payments

The YMCA Before and After School Program only accepts auto-draft. Participants must have billing on file at all times. If you choose to use a credit card, a 3% processing fee will be applied to each charge. Payments will be deducted on the 5th and the 20th of the month (see payment schedule 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 \$30 returned payment fee that will be applied by the YMCA. This will be in addition to any service fee your credit card company or bank may require. Each account will be assigned one primary payer – we can not split accounts between two or more payers. Payments are due on the due date regardless of court ordered custody, child support or payment agreements.

The following methods of payment are accepted:

- Bank Draft This is the preferred method of payment as outlined above.
- Credit Card A 3% fee will be added to your payment.

Invoices

To better serve you, invoices are sent 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 to obtain a receipt for your transaction.

Co-Payment Schedule

Draft Date	Days Drafted	School Breaks
September 5th	August 8th – August 23th	Galesburg 1st Day of School August 8th Knoxville 1st Day of School August 14th
September 20th	August 26th – September 6th	No School September 2nd (Labor Day)
October 5th	September 9th – September 20th	
October 20th	September 23rd – October 4th	
November 5th	October 7th – October 18th	Galesburg No School October 14th – 18th (Fall Break) Knoxville No School October 14th (Columbus Day)
November 20th	October 21st – November 1st	Knoxville No School October 25th
December 5th	November 4th – November 15th	Knoxville No School November 4th & 5th Galesburg No School November 5th (Election Day) No School November 11th (Veterans Day)
December 20th	November 18th – November 29th	Galesburg No School November 27th–29th (Thanksgiving Break) Knoxville No School November 27th–29th (Thanksgiving Break)
January 5th	December 2nd – December 13th	
January 20th	December 16th – December 27th	Galesburg No School December 22nd–January 3rd (Winter Break) Knoxville No School December 23rd–January 3rd (Winter Break)
February 5th	December 30th – January 10th	No School January 6th
February 20th	January 13th – January 24th	No School January 20th (Martin Luther King Jr Day)
March 5th	January 27th – February 7th	
March 20th	February 10th – February 21st	Knoxville No School February 14th No School February 17th (Presidents Day)
April 5th	February 24th – March 7th	
April 20th	March 10th – March 21st	Galesburg No School March 17th Galesburg No School March 18th–21st (Spring Break)
May 5th	March 24th – April 4th	Knoxville No School March 24th
May 20th	April 7th – April 18th	No School April 18th (Easter Break)
June 5th	April 21st – May 2nd	No School April 21st (Easter Break)
June 20th	May 5th – May 16th	
July 5th	May 19th until the end of school	Galesburg Last Day of School May 21st Knoxville Last Day of School May 20th

In situations that require parents to make co-payments, these will be debited out on the 15th of the month. If you are approved after the 15th of the month then copays will be debited out on the 1st of the month following your approval for all backdated payments. 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.

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 a subsidy, 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 to the inability to pay and offers financial assistance through our Annual Support Campaign. We do ask that families apply to Child Care Resource and Referral (CCR&R) through the State of Illinois before applying for the Y scholarship program. Participants can get an application 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 fees paid will be applied to your CCR&R copay. If you are not approved for CCR&R, you may meet with the Program Director to apply for a scholarship.

Please visit the Y in person to register. The registration fee will be subsidized to \$5 per child.

Tax Statements and FLEX Reimbursement

Tax statements will be available starting February 1st. 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 pick-up 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 6pm. Late charges begin accruing at 6:01pm. and are \$1 per child per minute late. Late charges are due when picking up your child and will be automatically drafted using the account on file.

If child is not picked up by 6:15pm, we will begin contacting emergency contacts. If we cannot reach anyone on the contact sheet by 6:30pm, 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.

Contact Information Changes

If you experience a change of address, phone number or email, please submit your changes in writing to the YMCA as soon as possible. In the event of an emergency, it is critical that we are able to reach you.

Concerns for Safety

Safety is our number one priority. If we have reason for concern regarding the safety of a child's release to a parent or other adult, we may call the police. Cause for this course of action includes:

- Parent/adult suspected to be "under the influence."
- Parent/adult is abusive or threatening to the child, our staff, or any other persons present.
- If there is a concern for the safety of our program participants, please contact the YMCA AT 309-344-1324 .

INFORMATION ABOUT THE SCHOOL SITES

Lombard Middle School meets at the Y.

- We only offer After School for this site and it is held at the Knox County YMCA.
- This program is for 5th and 6th graders.
- For pick up please enter the Y at the McBride Gym door, located in the back parking lot by the pavilion. You will need to come in to sign your child (ren) out.
- Lombard students will be bused to the Y. After school students will arrive after 3:30pm, please plan to pick them up after this time.

King School – Galesburg

- Before and After School for this site is held at the school.
- This program is for K-4th graders.
- In the mornings, please use the gym doors located on the north side of the building. Please use the YMCA doorbell to be let into the building.
- In the afternoons, depending on the timing please try the cafeteria doors, please use the doorbell. Or, if it's after 4:30pm please try the gym doors.
- You will need to bring your child into the building to be sign in. You will also have to come into the building at the end of the day to sign them out.
- When the weather is nice the staff may take the kids to use the playground. There will be a note on the door to let you know if they are outside. Please go around the building to get your child from the playground. They will still need to be signed out.

Silas Willard – Galesburg

- Before and After School for this site is held at the school.
- This program is for K-4th graders.
- Please drop off at door 8, by the car lane (located on Fifer St), then enter the cafeteria to sign in.
- You will need to bring your child into the building to be sign in. You will also have to come into the building at the end of the day to sign them out.
- When the weather is nice the staff may take the kids to use the playground. There will be a note on the door to let you know if they are outside. Please go around the building to get your child from the playground. They will still need to be signed out.

INFORMATION ABOUT THE SCHOOL SITES CONT'D

Steele School – Galesburg

- Before and After School for this site is held at the school.
- This program is for K–4th graders.
- Please use the cafeteria doors located on the west side of the building, which face McClure St. Please use the YMCA doorbell to be let into the building.
- You will need to bring your child into the building to be sign in. You will also have to come into the building at the end of the day to sign them out.
- When the weather is nice the staff may take the kids to use the playground. There will be a note on the door to let you know if they are outside. Please go around the building to get your child from the playground. They will still need to be signed out.

Mable Woolsey – Knoxville

- Before and After School for this site is held at the school.
- This program is for K–6th graders.
- Please use the doors at the back of the building where you enter the cafeteria. Please use the YMCA doorbell to be let into the building by the YMCA staff.
- You will need to bring your child into the building to be signed in. You will also have to come into the building at the end of the day to sign them out.
- When the weather is nice the staff may take the kids to use the playground. There will be a note on the door to let you know if they are outside. Please go to the playground to pick them up. They will still need to be signed out.
- 5th and 6th grade students will need to walk from the Junior High School to the Grade School to use our services. If you know your child will be walking over please let the school and the Y know.

SCHOOL HOURS FOR BOTH DISTRICTS

SCHOOL NAME	REGULAR SCHEDULE	1 HOUR EARLY	2 HOUR EARLY	1 HOUR DELAYED START
Lombard Middle School	7:30am to 2:15pm	1:15pm	12:15pm	9am
King Elementary	9am to 3:45pm	2:45pm	1:45pm	10am
Silas Willard Elementary	9am to 3:45pm	2:45pm	1:45pm	10am
Steele Elementary	9am to 3:45pm	2:45pm	1:45pm	10am
Mable Woolsey	8:15am to 2:55pm	1:55pm	12:55pm	NA

HEALTH AND SAFETY

Illness

If your child becomes ill while in program, he/she will be isolated from the other children and you will be contacted to pick him/her up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. Pick up by an authorized person shall be within 30 minutes. The YMCA does not provide health or accident insurance for any of its program participants.

Lice

In the event that your child has live lice while at the site, we will call you to pick up your child within 30 minutes. Children may return if there are no live nits present after 24 hours.

Soiled Pants

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.

Medication

If your child is required to take a medication during program, a written medication consent must be completed by the child's physician or parent prior to starting program. We also are required to have the medication in the original box with the original prescription label. Medication forms and medications must match exactly and be provided prior to the start date of the program. All medicines will be stored in a lock box.

Medical Emergencies

If your child is injured during program hours, the staff member in charge will take all steps necessary to obtain emergency medical care as warranted. In the event of a serious medical emergency, staff will provide first aid, contact parent/guardian immediately, contact emergency contacts if necessary and call 911.

Child Abuse Prevention

All YMCA staff are mandated reporters and required by law to report any suspicion of child abuse or neglect to DCFS.

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 will 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. Items that the children do not want go to a share table for others to get more snacks from.

Emergency Drills

Each program will conduct a monthly evacuation drill, along with semi-annual shelter-in-place drills. Drop-off and pick-up during these drills are restricted. In the event a situation arises that is not a drill, families will be notified immediately of any change in location or situation.

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.

Dress for Weather and Play

Please dress your child in washable clothes that are appropriate for weather and daily activities. For the safety of all participants, sneakers are required to be worn for physical activities in the gym, field, or playground.

HOMEWORK

Each day during after school care, children are provided an opportunity to complete schoolwork. While we do encourage children to do their homework, we are there to help, but we do not provide tutoring. If desired, please encourage or impress upon your child that homework must get done during program hours. You are welcome to send your child with a list of expected tasks. Our staff will encourage your child in accomplishing this. If in a school setting, YMCA staff are not permitted to escort children back to their classroom during the program time to pick up left items.

TOYS AND ITEMS FROM HOME

Toys or other items from home are not permitted, unless it is a part of your child's specific learning or behavior plan. We are not responsible for lost or stolen items brought to the School Age Child Care Program. Please connect with your site director if your child requires a comfort item or fidget to be successful in program.

ELECTRONIC DEVICES

Participants in our program may bring electronic devices including Chromebooks, iPads, or Kindles to complete schoolwork. Cell phones, iPods, or gaming devices are highly discouraged; however, if they bring it to program, the device must be turned off and stored away. If your child is in need of a specific device per a physician, please contact the Program Director.

Please be sure any devices needed for schoolwork are fully charged. Your child is solely responsible for the storage and safekeeping of all devices. The YMCA is not responsible for lost, stolen or damaged items.

BEHAVIOR MANAGEMENT

Our goal is for staff and participants to model our 4 core values of caring, honesty, respect, and responsibility. Using those values we require both staff and participants to choose behaviors that align with safe, respectful childcare.

- Staff will be proactive in preventing negative behaviors.
- Staff will address the behaviors in a calm manner and redirect the child to a more positive behavior.
- Staff will discuss the occurrence and strategies implemented with parents at pick up.
- If behaviors continue, staff will complete a behavior report with the child to encourage alternate strategies for a better outcome. Staff will share this with the parents.
- Each behavior report will specify the negative behavior, specify how staff redirected the behavior, and will note possible future consequences.
- If behavior continues, the child will be suspended for a minimum of 1 day.
- If behavior continues, the child may be suspended for up to 1 month and the parent must meet with the Program Director prior to the child returning to the program to discuss an action plan.
- If behavior continues, the child may be terminated from the program and all other Y programs for 12 months. After 12 months, the child may be re-enrolled with a 3 month probationary period.
- The Program Director or designee reserves the right to temporarily or permanently suspend a participant for repeated violations for the rules without refund.

CONDUCT POLICY

Please make sure both you and your child are completely familiar with these policies. The Program Director may suspend or terminate a child's participation in the program for the following reasons:

- Leaving the Before and After School Program premises without permission.
- Using foul or offensive language. Behavior that is not respectful to other participants, staff, or other school/YMCA personnel will not be tolerated.
- Defacing YMCA property, vehicles, or school facilities.
- Engaging in physical or verbal fighting as the means to solve a problem.
- Stealing or defacing another participant's property.
- Intentionally injuring or harming another participant, staff, or school/YMCA personnel.
- Refusing to stay with the group during outings or on the property.
- Refusing to follow check in and out procedures.
- Refusing to follow the basic rules of the program.
- Sexual harassment of any kind to another participant, staff, or school/YMCA personnel.
- Any conduct that puts the safety of the child, other participants, staff, or program at risk.

ENDING CARE

We reserve the right to end your child's enrollment for the following reasons:

- If you pick up your child after the program closes more than three times.
- If you have three returned payments.
- If there are consistent disciplinary occurrences with your child that put other children or program staff at risk physically and/or emotionally.
- If parent/guardian is abusive or threatening to staff or program participants.

FAMILY/CAREGIVER INVOLVEMENT

Parent support is critical to the success of the program. We have an open door policy and our families are encouraged to visit our program at any time. Please be respectful of the children's routines and program activities, as well as our staff's need to be with the children. We encourage you to schedule a time with your Site Coordinator/Director to discuss your child's progress.

TRANSPORTATION

YMCA staff are not permitted to transport children in their personal vehicles.

NO SCHOOL – NO PROBLEM

School Out Days are available for an additional fee on most days off from school. We use the Galesburg School District #205 calendar, to determine School Out Days. School Out Days must be registered for separately from Before & After. The registration fee must be paid in full at time of registration. This program is offered at the Knox County YMCA Family Branch.

Cost: Member: \$28 Non-Member: \$30

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.

Late Start

Late starts are determined by Galesburg School District #205. If there is a late start, the school should notify you by phone or you can listen to the radio for information. We will offer the program on late start days. It will be the normal rate for a late session.

Snow Days

If a snow day is called by Galesburg School District #205, we will have School Out Days at the YMCA Family Branch. This will be available to all students. Students will need to bring their own lunches.

Cost: Member: \$28 Non-Member: \$30

What To Bring On School Out Days or Snow Day

Your child will need a bagged lunch, sneakers, a water bottle, and weather appropriate clothing. School Out Day offers swim time during their program. Please pack a bathing suit and towel in a separate bag, if your child chooses to swim. Please label everything!

Program Holiday Closures

The YMCA School Age program runs from the first day of school until the last day of school. Child care is NOT available on the following days: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter and Memorial Day.

**PLEASE REVIEW ALL POLICIES WITH YOUR FAMILY AND ADDRESS
ANY QUESTIONS WITH YOUR SITE DIRECTOR. ALL POLICIES IN THIS
HANDBOOK ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE YMCA.**

Knox County YMCA | 1324 W Carl Sandburg Dr, Galesburg, IL 61401 | 309-344-1324
Downtown YMCA | 200 E Main St, Galesburg, IL 61401 | 309-342-0420
Early Learning Center | 192 E South St, Galesburg, IL 61401 | 309-342-4315
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