



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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FUN FRIENDS FUTURE



**Y KIDS' BEFORE AND AFTERSCHOOL CARE
Districts 100 & 200
School Year 2017-2018
BELVIDERE FAMILY YMCA**

WELCOME

Welcome to the Y Kids' before and after School program for the 2017-2018 school year for Districts 100 & 200! We look forward to the upcoming school year to make new friends and see all those familiar, returning faces. The YMCA knows that you, as a parent/guardian, have many options available when it comes to the care of your child and we appreciate the opportunity to serve your family.

The Y Kids' before and after school program is committed to providing a quality experience for your child. Before and after school care provides many benefits such as the opportunity for growth in spirit, mind, increased confidence, emphasis on fun, physical learning and social development, the opportunity to strengthen friendships and the ability to learn through play.

Children leave the before and after school care with more than just fond memories. The children take with them leadership skills that prove to be useful into adulthood. The Y counselors take the time to listen and make every child feel special.

Please read on for more information on how to prepare your child for the school year.

Sincerely,

Adam Reardon | Child Care Coordinator

DROP OFF & PICK UP PROCEDURES

- For before school care, please go directly to the sign in table and check your child in.
- For after school care, please go directly to the sign out table and check your child out.
- All parents/guardians must accompany their child in to the Y to sign them in and out.
- Individuals signing a child in and out must be over the age of 18, unless written approval is given by a parent/guardian.
- Children are not to be dropped off before 5:30am and must be picked up by 6pm, if before school care is available at your care site.
- After 6pm there is a \$5.00 charge per family for each 15 minutes you are late. The additional charge is payable to the Y at the time the child is signed out.
- Only those individuals specified on the registration form under authorization of release are able to pick up your child from care. If the counselors are unsure of who the individual is they will request a photo id.
- If a different person will be picking up your child, please let us know ahead of time and that individual will be required to show a photo id at the time of pick up.
- If your child needs to leave early or will be missing a day of camp, please leave a message with the front desk at 815-547-5307.

MEDICAL PROCEDURE POLICY

- All Child Care Information Forms must be completed before registration to reserve your care for your child. Please find the packet on our website www.belviderefamilyymca.org to complete the necessary forms. Children cannot attend care without these forms being completed.
- We are only able to accommodate and treat minor first aid injuries in the child care setting. If a child is unable to resume participation in his or her activities, parents will be notified to pick up the child or in the case of major/sudden illness or injury, emergency services will be utilized.
- If your child has any serious medical conditions or behavioral concerns, please discuss them with the Child Care Coordinator **prior** to the first day of camp.
- If your child needs to take medications during hours of care please indicate this on the Child Care Information Form. Please contact the Child Care Coordinator **prior** to the first day of camp if you have any questions about these forms.
- If your child has an Epi-pen, please label it and give it to the day camp staff.
- All medication must be labeled and given to day camp staff with a doctor's note and directions for dispensing.

ACTIVITIES POLICY

- Y Kids' child care is partially an outdoor-based program. To ensure every child can fully participate in all outdoor and indoor activities, campers must bring suitable clothing for all types of weather.
- It is important that children understand the importance of sun safety. Please encourage all children to wear a hat when participating in outdoor activities.
- For District 100 participants, pool rules are discussed on the first day of care and throughout the school year. Children will be swimming both at our indoor pool.
- In District 100, children who wish to swim in the deep end will take a swim test to determine their skill level. The test is given by the Aquatics Director. If the test is not passed, the camper will not be allowed to go in the deep end.
- In District 100, children who need the assistance of a flotation device while swimming will not be allowed to take the swim test. We offer and encourage families to take part in swim lessons. Please ask the staff for more information if you are interested in this service.

PLEASE SHARE

We look forward to providing your child the highest quality before and after school experience. Your comments and suggestions are important to us as we work to exceed your expectations. Please contact the Child Care Coordinator at any time to share your feedback. Adam can be reached at 815-547-5307 or areadon@belviderefamilyymca.org.

PERSONAL PROPERTY POLICY

- Please label all of your child/children's property.
- Unless special permission is given, Y care is an electronic free zone.
- Please do not send cash with your child/children.
- We encourage children not to bring personal items (i.e. cars, stuffed animals, blankets, etc.) to summer camp.
- The Y is not responsible for lost or stolen items.

EMERGENCY EVENTS

- The children will practice different emergency drills with the staff at the Y. We want to ensure that that children are prepared in case of an emergency.
- In District 100, if an emergency occurs where the children need to be removed from the building they will be relocated to the Community Building, located at 111 W. First Street. Families will be notified if the children are relocated there.
- In District 200, the children will be relocated per the school guidelines.
- No refunds or make-ups for weather-related cancellations, including power outages.

BEHAVIOR MANAGEMENT

It is the Y's goal to provide a safe, secure and healthy environment for all children who attend Y Kids' child care. The Y program emphasizes the six core values when working with children who attend child care

1. To respect all participants at child care.
2. To take responsibility for one's own actions.
3. Honesty is the basis for all relationships and interactions.
4. We will care for ourselves and those around us.
5. To treat each other equally.
6. To include all participants in activities.

Counselors have a support network of supervisors to aid them in certain situations or concerns that may arise. It is our hope to keep every child at child care during the school year.

The staff will use positive reinforcement as much as possible with the participants. If a disciplinary need arises, children will be placed in either individual or group time outs. Certain behaviors may result in a write up. Continued misbehavior or severe acts of misconduct by a children may result in immediate excusal from the program.

We will not hesitate to quickly inform parents/guardians of their child's behavior if it disrupts the program (fighting, bullying, swearing, stealing, hitting, biting and general misbehavior). If a solution is not found the child will be sent home and there will be no refund of care fees.

In certain circumstances, we will be forced to withdraw children from our program. Depending on the severity of the circumstances, notice may be waived. The following circumstances may warrant immediate termination:

- Any destructive, violent behavior by a child that is harmful to the child, other children, staff and/or property
- Assault or threat of assault by parent/guardian to children, other parents/guardians or staff
- Parent/Guardians' use of abusive language or any inappropriate behavior towards others
- Non-compliance with the policies and procedures of the site
- Non-payment of fee
- Consistent lateness picking up of a child

Please note that depending on the situation your child may be temporarily suspended from the program and the parents will be required to find alternate arrangements.