



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

# **LET'S GO**

# **EXPLORE**

**Adventure Club 2018-2019 Parent Handbook**

**BELVIDERE FAMILY YMCA**

**BEFORE & AFTER SCHOOL CARE**

# COME EXPLORE WITH US THIS SCHOOL YEAR!

## DEAR PARTICIPANTS AND FAMILIES,

Welcome to the Belvidere Family YMCA's 2018-2019 Before & After School Program. We look forward to working with your family this school year! 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 through this program.

Y Kids' Care, the Y Kids' Before and After School Program, and its staff are committed to providing a quality care experience for your child. We strive to provide opportunities for growth in spirit, mind, and body that emphasize fun and focus on the social, physical, emotional, and leadership development of your child. Our program sites operate on a curriculum that contains a combination of fun, physical, and educational activities aimed at creating a safe, welcoming care environment and increasing the overall well-being of your child.

In all interactions and activities our staff model and teach the Y's Core Values of Caring, Honesty, Respect, and Responsibility. The YMCA Counselors take the time to listen and make every child feel included as they learn, play, and grow at our program.

This handbook is provided to help answer any questions you may have regarding our program policies and procedures. If you have any further questions or concerns, please give our staff a call at 815.547.5307 or e-mail our coordinator at [aporter@belviderefamilyymca.org](mailto:aporter@belviderefamilyymca.org). Please read on for more information on how to prepare your child for the School Care Program.

Sincerely,

Antiya Porter | Child Care Coordinator

Mel Nellis | Activities & Curriculum Coordinator

# GET IN THE KNOW – PROGRAM OVERVIEW

## GUIDES

Our YMCA counselors and staff

## EXPLORERS

Our Kindergarten and 1<sup>st</sup> grade group

## ADVENTURERS

Our 2<sup>nd</sup> and 3<sup>rd</sup> grade group

## VOYAGERS

Our 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade group



## LOCATIONS

### BELVIDERE

**Ages: 5 – 13 Years Old**

Belvidere Family YMCA  
220 West Locust Street  
Belvidere, IL 61008  
Serving District 100

### POPLAR GROVE ELEMENTARY

**Ages: 5 – 13 Years Old**

Poplar Grove Elementary School  
208 North State Street  
Poplar Grove, IL 60165  
Serving District 200

## CAMP HOURS

### AM DROP OFF\*

Elementary: 5:30-7:15AM  
Middle: 5:30-8AM

### PM PICK UP

Elementary: 2:30-6PM  
Middle: 3:30-6PM

**\*Please check in with us about the bus schedules for your child's school**

**Please note that we do not provide transportation to and from Caledonia Elementary School**

# 2018-2019 PROGRAM CURRICULUM

**Want to know what we're doing at Y Kids' Care?  
Here's a sneak peek at what's in store for your child this fall.**

## **AUGUST: BACK TO SCHOOL ADVENTURE**

To explore you need the right rules and tools! Sometimes, when we experience new things, it helps to have a guide who can point us in the right direction. At Y Kids' Care, the guides are our enthusiastic staff and our tools are our YMCA Core Values. During the month of August, students will learn YMCA rules, explore the YMCA building, meet YMCA staff, and make academic, personal, fitness, and behavioral goals for the year.

## **SEPTEMBER: CREATURE FEATURE**

On our adventure we are going to encounter new things and learn along the way. During the month of September, students will be introduced to a variety of crazy creatures from around the world and learn about what makes them amazing.

## **OCTOBER & NOVEMBER: AROUND THE WORLD IN 61 DAYS**

Our adventure will take us different places. During the months of October and November, students will get to experience different countries and their culture/traditions.

## **DECEMBER: HOME FOR THE HOLIDAYS**

Sometimes, adventurers just need to go back to their roots and head home! We will end our fall curriculum by looking at holiday traditions around the world as well as our own holiday traditions that make this time of year so special.

# ONGOING PROGRAM ACTIVITIES

## GARDEN CLUB (BELVIDERE LOCATION)

Through the University of Illinois Extension, students in Garden Club will gain and develop gardening skills and knowledge of plants as they maintain our program garden alongside Master Gardener volunteers.

## SWIMMING (BELVIDERE LOCATION)

Through the Belvidere Family YMCA, students will have the opportunity to swim in our indoor pool twice a week. Swimming is a fun fitness activity! Please send your child with a swim suit and towel so they can participate.

## PARTNERSHIP WITH THE NORTHERN ILLINOIS FOOD BANK

Cold suppers and snacks are provided to all participants at no additional cost through the Belvidere Family YMCA's partnership with the Northern Illinois Food Bank. Monthly menus are posted at sites.

## NEW THIS YEAR

Be on the lookout for info on student interest based clubs. Throughout the year (depending on student interest), students will have the opportunity to take part in art, fitness, and homework based clubs right here at the YMCA.

## SERIOUSLY STEM PROGRAM (BELVIDERE LOCATION)

Through the Community Action Partnership, students will be engaged in weekly hands on lessons focused on the fields of Science, Technology, Engineering, and Math led by YMCA staff. This project will be conducted with funds provided under the Community Block Grant Program administered by the Illinois Dept. of Commerce and Economic Opportunity (DCEO).



# PROGRAM INFORMATION

## BRING TO Y KIDS' CARE

- Gym shoes (no sandals or flip flops unless designated for swimming time)
- Backpack for keeping possessions safe
- Water bottle (NO GLASS BOTTLES ALLOWED)
- Comfortable clothing and shoes
- A positive attitude

*Please label all belongings, articles of clothing, towel, backpack, and water bottle, with your child's name*

## DO NOT BRING TO Y KIDS' CARE

- Money (unless specified)
- Toys, trading cards, sports equipment
- Blankets, pillows, stuffed animals
- Flip flops/sandals (unless designated for swimming time)
- Inappropriate behavior, language, clothing, etc.

## DROP OFF & PICK UP PROCEDURES

Upon arrival, please go directly to the sign in table located in the Social Room.

Upon pickup, please go directly to the sign in table or out in the backyard (if the students are outside playing) and sign your child out for the day.

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 approved by a parent/guardian.

Campers are not to be dropped off before 5:30AM and must be picked up by 6PM.

After 6PM there is a \$5 charge per family for each 15 minutes past care time. 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 camp. If staff 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 pickup.

If your child is a regular program attendee and will not be attending for a day of care, please leave a message with the front desk at 815-547-5307 and call your child's school so the correct transportation arrangements can be made.

## MEDICAL PROCEDURE POLICY

All student information forms must be completed before registration to reserve your child's spot at our program. Forms can be found on the Y's website or at the front desk. Students cannot attend our program without new forms being completed/updated.

We are only able to accommodate and treat minor first aid injuries in the Before/After School Program setting. If a student is unable to resume participation in their activities, parents will be notified to pick up the student 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 (Antiya Porter) prior to the first day of program attendance.

If your child needs to take medications during program hours please indicate this on the student information form. Please contact the Child Care Coordinator (Antiya Porter) prior to the first day of program attendance if you have any questions about these forms.

If your child has an Epi-pen or an inhaler, please label it and give it to the program staff.

All medication must be labeled and given to program staff with a doctor's note and directions for dispensing. Medications will not be dispensed without proper documentation from your child's doctor.

## **OUTDOOR ACTIVITIES POLICY**

Our program 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. Please send your child in closed toed shoes.

## **POOL POLICY**

Pool rules are discussed on the first day of the program and throughout the school year. Children will be swimming at our onsite indoor pool twice a week.

Children who wish to swim in the deep end will need to 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.

Children who need 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.

While the weather is nice and students are outside, we will take regular water breaks throughout the afternoon. Please ensure your child brings a reusable water bottle. We will have opportunities to refill them throughout the day.

## **PERSONAL PROPERTY POLICY**

Please label all of your child's property.

Please do not send cash with your child. There is no need for money during any of our activities. Use of vending machines is prohibited during program hours.

We encourage children not to bring toys (i.e. cars, stuffed animals, dolls, etc.) to our Before/After School Program.

Electronics are only allowed during morning care and on specified electronics days. Charging of electronics is not permitted, except through personal portable chargers.

We do not allow children to store their swim suits or personal belongings (blankets, etc.) at the Y. This is only permitted for before care students who plan on swimming in the afternoon.

The Y is not responsible for lost or stolen items.

## **WHAT IF MY CHILD LOSES SOMETHING AT Y KIDS' CARE?**

Items will be turned in to our program lost and found or the Y's general lost and found. Our lost and founds are emptied at the end of each week.

## **FOOD/SNACK POLICY**

Afternoon snacks are provided, but children are welcome to bring their own as long as they are healthy, low-sugar snacks that meet the Healthy Eating and Physical Activity standards (HEPA). Please don't send soda, food, in glass containers, or food that needs to be refrigerated. Freezing beverages the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please don't pack food that will need heating or to be microwaved. Staff are not responsible for food preparation or pre-heating meals. Children are NOT permitted to use the soda or vending machines.

## **EMERGENCY EVENTS**

The campers will practice different emergency drills with the staff at the Y. We want to ensure that children are prepared in case of an emergency.

If an emergency occurs where the campers 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 campers are relocated there.

## **BEHAVIOR MANAGEMENT**

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

1. To respect all students and staff
2. To take responsibility and be accountable for one's own actions
3. To make honesty the basis for all relationships and interactions
4. To care for ourselves and those around us
5. To treat each other equally despite our differences
6. To include all students in program activities

Counselors have a support network of supervisors to aid them in certain situations or concerns that may arise.

The staff will use positive reinforcement as much as possible with the campers. If a disciplinary need arises, campers 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 camper 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, chronic disrespect, and general misbehavior). If a solution is not found, the student will be sent home and there will be no refund of program fees.

## **BULLYING**

Everyone has the right to feel physically and emotionally safe at Y Kids' Care. Our staff does

everything they can to create and preserve a physically and emotionally safe environment. We ask that our campers and their parents do the same. Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, or cyber- or any combination of these). Bullying can be one child bullying another or a group of children bullying another child or group of children. Bullying is NOT tolerated at the Belvidere YMCA. Students who violate our bullying policy may face suspension or expulsion from our program. Please sign the student/parent bullying agreement found in your registration packet prior to attending the Before/After School Program.

## **PROGRAM SUSPENSION OR EXPULSION**

In certain circumstances, we will be forced to withdraw children from our program. Depending on the severity of the circumstances, notice may be waived. Refunds will not be issued in this instance. 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 campers, 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 free or an outstanding balance
- 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 alternative arrangements.



## **NEWSLETTERS & PARENT COMMUNICATION**

Newsletters will be available every month! Please read them to keep informed about program issues and information. From time to time we may send out a flyer with additional information. The sign in/sign out table will have the most recent communications that were sent home so if you feel you have missed a flyer or newsletter check there.

## **SHARE WITH US**

If you have any ideas, questions, or concerns, please do not hesitate to talk to our program staff. You are also encouraged to e-mail us at [aporter@belviderefamilyymca.org](mailto:aporter@belviderefamilyymca.org) or call us at 815-547-5307.

**WE LOOK FORWARD TO WORKING WITH  
YOU AND YOUR FAMILY THIS SCHOOL  
YEAR!**

### **ANTIYA PORTER**

**Child Care Coordinator  
Belvidere Family YMCA**

Phone: 815-544-8434

E-mail: [aporter@belviderefamilyymca.org](mailto:aporter@belviderefamilyymca.org)

### **MEL NELLIS**

**Activities & Curriculum Coordinator  
Belvidere Family YMCA**

Phone: 815-544-8434

E-mail: [mnellis@belviderefamilyymca.org](mailto:mnellis@belviderefamilyymca.org)

**Find us on FACEBOOK!**

Look for the Belvidere Family YMCA Facebook Page at:  
<https://www.facebook.com/belviderey/>