

SCHOOL AGED CHILD CARE: 1st Quarter All Day Care



Belvidere Family YMCA is proud to offer supportive child care to **school-aged children in District 100.**

We are committed to continuing quality childcare during this time.

We strictly follow the safety precautions set forth by the CDC and public health officials.

What We Ask You Provide:

Chromebook & necessary school supplies

Sack lunch

Reusable water bottle (labeled with name)

Face covering (must cover nose & mouth)

Please have campers dress in comfortable clothes. Electronics can be brought; please label them. Children are responsible for their own electronics and personal items.

AGES: Kindergarten-8th grade

DATES: Begins Tuesday, September 8th

LOCATION: Belvidere Y (220 West Locust Street, Belvidere)

CARE TIMES: Monday-Friday, 5:30am-6:00pm

Register at belvidere.recliquecore.com/programs or call 815-547-5307

MEMBER FEE: \$30 a day per child

NON-MEMBER FEE: \$35 a day per child

What We Will Provide:

Breakfast

Snack

Support of remote learning

Crafts, structured activities, community partners

**VISIT OUR
WEBSITE FOR THE
REGISTRATION
FORM, HANDBOOK
& GUIDELINES!**

belviderefamilyymca.org

YWCA CCAP & DCFS pre-approved payments are also accepted.



Have questions? Please contact us at info@belviderefamilyymca.org or 815-547-5307
220 West Locust Street, Belvidere, IL 61008 | 815-547-5307 | www.belviderefamilyymca.org

Child Care Enrollment Form

All families must fill out a new enrollment form for the 2020-2021 school year.

INFORMATION ABOUT YOUR CHILD(REN)

Child 1 Name _____
Date of Birth _____ Age _____ Grade _____ School _____
Medical Concerns/Allergies: _____

Child 2 Name _____
Date of Birth _____ Age _____ Grade _____ School _____
Medical Concerns/Allergies: _____

Child 3 Name _____
Date of Birth _____ Age _____ Grade _____ School _____
Medical Concerns/Allergies: _____

Hours of Care Needed: _____

Type of Care Needed: Before After Before & After Full Day Care Blended Care

INFORMATION ABOUT GUARDIANS

Guardian's Name _____ Relation _____

Home Address _____ City _____ State _____

Zip _____ Phone _____ Email _____

Employer _____ Hours of Employment _____

Guardian's Name _____ Relation _____

Home Address _____ City _____ State _____

Zip _____ Phone _____ Email _____

Employer _____ Hours of Employment _____

Parent/Guardian To Be Contacted First in Case of Emergency: _____

CHILD RELEASE FORM

In the event that I am unable to pick up my child/children personally, or if I cannot be reached in an emergency, I give consent for my child/children to be released **ONLY** to the following individuals who are over the age of 18.

Contact #1 Name _____

Home Address _____

City _____ State _____ ZIP _____ Phone Number _____

Contact #2 Name _____

Home Address _____

City _____ State _____ ZIP _____ Phone Number _____

Contact #3 Name _____

Home Address _____

City _____ State _____ ZIP _____ Phone Number _____

MEDICATIONS- RULES & REGULATIONS

The Belvidere Family YMCA requires a prescription for all medications that are to be administered to your child while enrolled in Y Kids' Care. Over-the-counter products are administered ONLY with a note from a physician indicating:

The dosage amount.

The frequency of the dosage.

The duration of the medication.

Medications are ONLY given from the original prescription container, having the child's name, date, prescription number, doctor's name, and dosage amount printed. NO EXCEPTIONS!

Medications are to be given at home at least once before it can be given at the Belvidere Family YMCA, in case of an allergic reaction.

All medications are administered by the Program Director, Assistant Director, or by a Counselor.

Parents must fill out the medication request form before any medications can be given.

Name of Child's Doctor: _____

Doctor's Phone Number: _____

Name of Child's Dentist: _____

Dentist's Phone Number: _____

SPECIFIC DIRECTIONS FOR ALLERGIES OR MEDICAL CONDITIONS: _____

SCHOOL AGED CHILD CARE RELEASES

I give permission for my child/children to receive emergency medical treatment. I understand that the Belvidere Family YMCA will provide medical treatment in an emergency situation. This may include, but is not limited to, First Aid and CPR given by Staff or care by a physician, paramedic or local hospital. I understand that I will be responsible for any fees incurred in emergency care.

I have received, read, and understood the handbook and YMCA policies.

I agree to abide by the safety regulations/recommendations set forth by the CDC and public health officials during the COVID-19 pandemic and understand that guidelines may change at any time.

Parent/Guardian Signature

Date

Care Payment Procedures

Private Pay Families

MEMBER FEES:

Full Day Care: \$30 a day per child

NON-MEMBER FEES:

Full Day Care: \$35 a day per child

Fees and outstanding balances must be paid prior to care being provided.

CCAP/DCFS Approved Families

Please submit proof of approval to receive care. Co-pays and outstanding balances must be paid prior to beginning of care and must be paid on the 1st Friday of each month. Co-pays may not be prorated.

General Details

Children who are not registered for care will not be allowed to attend.

Should your child feel ill prior to coming to care, please notify us and we will gladly process a credit or refund for the unused care (private pay families).

Registration can be completed online at anytime or by calling 815-547-5307 between 8am-7pm Monday through Friday. Registration will be taken on a first come, first served basis. We have a maximum of 60 spots for care.

If you have questions regarding care, please contact us at info@belviderefamilyymca.org or 815-547-5307.

DROP OFF & PICK UP PROCEDURES

DROP OFF PROCEDURES

Upon arrival, please go directly to the sign in at the front desk. A staff member will conduct a health screening on your child. Should your answer to any of the health questionnaire indicate possible illness or your child's temperature be higher than 100.4 degrees, your child will be unable to receive care that day and asked not to return until they are symptom free for 10 days. Your child must be fever free for 72 hours without the use of fever reducing medication. Once entered, children will promptly wash their hands.

Parents will not be allowed past the front desk as a health safety precaution. Only one family allowed in at a time.

PICK UP PROCEDURES

Upon pickup, please go directly to the front desk. We will have your children sent out to that area to leave for the day. Only one family allowed in at a time.

Parents will not be allowed past the front desk as a health & safety precaution.

DETAILS

Campers are not to be dropped off before 5:30AM and must be picked up by 6PM. Unless previously arranged for, all pick ups after 6PM will be subject to 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. Please note that the individual will be required to show a photo ID to staff at the time of pickup.

Only one adult is allowed in the facility during pick up and drop off times. You must wear a mask upon entrance. We will sanitize the area after every guest interaction.

If your child will not be attending for a day of care, please leave a message at 815-547-5307.

DIVERSITY STATEMENT

It is the policy of the Belvidere Family YMCA to provide equal opportunities to all in the community, to provide programs that are accessible and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap, age, political affiliation or citizenship.

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 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 list on the registration form and discuss with the staff.

If your child needs to take medications during program hours please indicate this on the student information form. Please let the Y know 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.

All medication will be kept in a lock box behind the YMCA front office counter for the safety of all individuals. If you need to pick up your medication or prescription bottles, please inquire at the front desk.

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.

CLOSURES & PROGRAM ANNOUNCEMENTS

Please refer to the Belvidere Family YMCA Facebook Page for information regarding program closure for weather or emergency based situations. A mass email will also be sent to participants regarding any closure or changes. The Y reserves the right to cancel any programming, especially if recommended by the Boone County Health Department.

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:

- To respect all students and staff
- To take responsibility and be accountable for one's own actions
- To make honesty the basis for all relationships and interactions
- To care for ourselves and those around us
- To treat each other equally despite our differences
- 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 camper's behavior if it disrupts the program (fighting, bullying, swearing, stealing, hitting, biting, disrespect, non-compliance, and general misbehavior). If a solution is not found, the camper will be sent home and there will be no refund of camp fees.

In certain circumstances, we will be forced to withdraw children from our camp. 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 or camper 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 fee, an outstanding balance, or failure to follow registration policies.

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. Suspension dates cannot be chosen by the parent/guardian.

1st write up- Warning

2nd write up- Discussion with Child Care Coordinator

3rd write up- 1 Day suspension

4th write up- 2 Day suspension

5th write-up- 3 Day suspension

6th write up- Expulsion from program

NO CALL/NO SHOW POLICY

We ask that families contact us if their child(ren) will be unable to attend care for the day. That can be done by calling the Y at 815-547-5307 or emailing us at info@belviderefamilyymca.org.

If a child has three unexcused no call/no shows they will be dismissed from the program and placed on the waiting list.

WEAPON FREE ZONE

The Belvidere Family YMCA is a firearm free and weapon free zone. We do not permit firearms or any sort of weapons on property. If we do find a weapon, we will contact local law enforcement immediately.

HYGIENE, SANITIZATION & DISTANCING

The Y will follow the strictest hygiene and sanitation procedures. Areas will be wiped down throughout the day. Staff will hand out items in all circumstances possible. Supplies will not be shared. Children will not be placed in groups of more than fifteen. Children will not be allowed to leave the room they are in. There will be a specific bathroom area for each classroom. The bathrooms will be wiped down after each use. The facility will be sanitized thoroughly with a Clorox 360 machine. Activities will be geared towards a focus on social distancing

ACTIVITIES

We will be supporting distance and e-learning. Additionally, we will do a variety of activities such as crafts, bingo, coloring sheets, STEM, virtual partners' interactive presentations, physical play and games that are appropriate to play with social distancing taken in to account. Children are allowed to bring their electronics. They are responsible for their own electronics. Electronics will need to be kept on silent and/or headphones be worn. Please remind your child to only watch and/or play content that is appropriate for all age groups.

SUPPORTING REMOTE LEARNING

Children will be required to participate in remote learning unless otherwise instructed by the guardian. Our staff will play a supportive role in e-learning; staff are not licensed teachers. We encourage families to check all work. Please supply the staff with any necessary schedules for the children to participate in school activities. Please send any supplies with your child that they will need to complete their schoolwork. Please ensure your child's chromebook is fully charged. Headphones are required. Your child will be assigned their own work space. Supplies may not be shared.

SWIMMING

The children will be able to swim on days of care. This will begin the second week of care. A schedule will be emailed to the parents. Your child will need to bring a swimsuit and towel. Your child will need to pass a swim test to go in the deep end. Social distancing will be followed in the pool.

MASKS/FACE COVERINGS

We require that children wear a mask/face covering that must be pulled over the nose and mouth area. If a child does not have a mask, they will be unable to enter the program for the day. Should your child be medically unable to wear a mask; we will require medical documentation. Masks must be worn at all times unless socially distanced eating, sleeping or during outside, socially distanced play.

ILLNESS & PROGRAM EXCLUSION

Should your child become ill, feel ill, display symptoms of being ill or have a fever, staff will automatically remove the child from care and place them in one on one care. The parent/guardian will be contacted to come pick up the child immediately. A child may not return to care until they are symptom free for 10 days. Your child must be fever free for 72 hours without the use of fever reducing medication.

Should the child in care, a family member or member of the household display symptoms of COVID-19 or contract the virus, please refrain from sending your child to care. Please call the Y immediately in order to follow proper precautions and follow up for the children, families and staff.

If your child's is quarantined, your child and any siblings may not attend Y care during that time. They will be able to attend once they are released by health officials. Documentation will be required.

If your child or other household residents travel to a CDC hot spot or have visitors from one of those areas, your child will be unable to attend care until after return of visit or after the visitor has left.

All guidelines for return and future care will be dictated by the current statues from the Illinois Department of Human Services and public health officials. Guidelines may be updated or changed.

The Y may suspend care for the whole facility in the case that there is possible exposure or outbreak. This will be evaluated on a case by case basis in coordination with public health officials.

FOOD & FOOD GUIDELINES

For full day child care, breakfast and an afternoon will be provided. A sack lunch will need to be provided. Should you want or need a different or additional meal for you child, please send it. Please send a labeled refillable water bottle for your child to use during the day.

We are a NUT FREE ZONE. Your child will not be allowed to eat anything that has nuts in it.

Children will wash their hands prior to and after meal/snack time. They will be able to remove their masks during meal time but will need to be at their designated, socially distanced worksite.

SOCIAL MEDIA POLICY

Children are not allowed to create content or post on social media platforms through the day. Additionally, they may not photograph or record any participants in the program.

LICENSE EXEMPT PROGRAM

The Belvidere Family YMCA's child care program runs as a license exempt program. This means that the Y follows the guidelines put in place by the Illinois Department of Human Services. If you have any questions regarding it, please let us know!

LIABILITY WAIVER

I am aware that participation in the Belvidere Family YMCA program has some inherent risks and injury can occur. On rare occasions, these injuries can be serious. In consideration of my child(ren) being allowed to participate, I, the parent/guardian, assume the risk of all injury and agree not to sue the Belvidere Family YMCA, the directors, officers, employees, independent contractors, sponsors, partners or volunteers for any and all injuries caused by or resulting from participating at the Belvidere Family YMCA *(You will sign this on the enrollment form)*.