

2019-2020 School Care Enrollment Form Belvidere Family YMCA

Staff Member: _____

- BEFORE & AFTER CARE
 - BEFORE CARE ONLY
 - AFTER CARE ONLY
 - DROP IN CARE ONLY
 - SCHOOL OUT DAYS ONLY
 - EARLY RELEASE DAYS ONLY
- (Please Check One)*

Children **MUST** be registered and paid in full (in office, by phone, or online) **the THURSDAY before the week they are attending.**

Drop ins **MUST** be registered & paid in full **AT LEAST 24 HOURS IN ADVANCE.**

If they are not on the roster, they will not be able to board the bus or van!

Belvidere Family YMCA Registration Policy

INFORMATION ABOUT YOUR CHILD(REN)

Name _____ Date of Birth _____
First Middle Last

Age _____ Grade _____ Medical Concerns/Allergies: _____

School Attending _____ Interests/Hobbies _____

Name _____ Date of Birth _____
First Middle Last

Age _____ Grade _____ Medical Concerns/Allergies: _____

School Attending _____ Interests/Hobbies _____

Name _____ Date of Birth _____
First Middle Last

Age _____ Grade _____ Medical Concerns/Allergies: _____

School Attending _____ Interests/Hobbies _____

INFORMATION ABOUT GUARDIANS

Guardian To Be Contacted First in Case of Emergency _____

Name _____ E-Mail _____

Home Address _____ City _____ State _____ ZIP _____

Cell Phone _____ Work Phone _____

Name _____ E-Mail _____

Home Address _____ City _____ State _____ ZIP _____

Cell Phone _____ Work Phone _____

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.

Contact #1 Name _____

Home Phone Number _____

Contact #2 Name _____

Home Phone Number _____

Contact #3 Name _____

Home Phone Number _____

If there are any custody arrangements or agreements that may have an effect on your child's pick-ups, please contact mnellis@belviderefamilyymca.org

If there are any individuals who are NOT allowed to have contact with your child, please contact mnellis@belviderefamilyymca.org

Parent/Guardian Signature _____

Date _____

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 give

Name of Child's Doctor: _____
 Doctor's Phone Number: _____ *First* _____ *Last*
 Name of Child's Dentist: _____
 Dentist's Phone Number: _____ *First* _____ *Last*

If your child has been given first aid, an
 TOUCH REPORT will be clipped to their sign
 in/out page.

MEDICAL CARE RELEASE/VACCINATIONS

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.

 Parent/Guardian Signature

 Date

VACCINATIONS

Does your child(ren) have their up to date vaccinations? Yes or No (Please Circle)

**If no a Y staff member will call you to discuss. The Y encourages, for the safety of your child and others around them, that vaccinations be current. If they are not, your child may be ineligible for the program.*

PHOTO RELEASE FORM

Please be advised that your child may be photographed or videotaped at various activities for the Belvidere Family YMCA.

___ **YES**, I give permission for my child's photograph or video to be used in promotional ads.

___ **NO**, I do not give permission for my child's photograph or video to be used in promotional ads.

 Parent/Guardian Signature

 Date

TRANSPORTATION RELEASE FORM

Children are transported to and from school via the YMCA Kids' Care Program Van or contracted transportation. If you give consent for your child to be transported by YMCA staff, sign below.

 Parent/Guardian Signature

 Date

LIABILITY WAIVER/HANDBOOK RECEPTION (Waiver details included in handbook)

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

 Parent/Guardian Signature

 Date



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

LET'S EXPLORE

**Y Kids' Care 2019-2020
BELVIDERE FAMILY YMCA
SCHOOL CARE PROGRAM**



EXPLORE WITH US THIS SCHOOL YEAR!

DEAR PARTICIPANTS AND FAMILIES,

Welcome to the Y Kids' Care program for the 2019-2020 School Year! We look forward to making new friends and seeing all those familiar, returning students this upcoming 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. Thank you for joining us!

The Y Kids' Care 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 operates on a schedule that contains a combination of fun, physical, and educational activities aimed at creating a safe, welcoming care environment.

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 while in 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 child care coordinator at mnellis@belviderefamilyymca.org

Please read on for more information on how to prepare your child for our School Care Program.

Sincerely,

Mel Nellis | Child Care Coordinator

BELVIDERE FAMILY YMCA LOCATION

Serving Students in Kindergarten through 8th Grade at...

WASHINGTON

MEEHAN

PERRY

IMMANUEL/ST. JAMES

SETH WHITMAN

BELVIDERE CENTRAL

LINCOLN

BELVIDERE SOUTH

AM Hours: 5:30AM-Bus Arrival*

*Please check with staff regarding your child's bus time

PM Hours: 2:05PM-6PM

Address: 220 W. Locust Street (Belvidere, IL)

Phone: (815) 547-5307

POPLAR GROVE ELEMENTARY LOCATION

Serving Students in Kindergarten through 8th Grade at...

POPLAR GROVE

CAPRON

MANCHESTER

NB UPPER/MIDDLE

AM Hours: 5:30AM-Bus Arrival*

*Please check with staff regarding your child's bus time

PM Hours: 2:30PM-6PM

Address: 208 N. State Street (Poplar Grove, IL)

Phone: (815) 765-3113

If your child needs special pick-up because of a club or activity, please e-mail us at mnellis@belviderefamilyymca.org



Payment Procedures

Private Pay Families

The weekly fee is due the **Thursday** before the week of attendance.

Drop in fees are due at least **24 hours** prior to day of attendance.

CCAP Funded Families

Those receiving CCAP funding will pay their monthly child care co-pay by the **2nd Friday of the month**.

A \$5 fee will be charged per child on **Late Arrival/Early Dismissal Days**.

On Winter & Spring Break, a **\$10 activity fee** will be charged per child.

If at any time your funding is cancelled and you continue to send your child, we will charge private pay rates.

BELVIDERE FAMILY YMCA

After Care Rates

Member: \$65, Non-Member: \$70

Before Care Rates

Member: \$40, Non-Member: \$45

B&A Care Rates

Member: \$85, Non-Member: \$95

Before Drop in Rate: \$13 per day

After Drop in Rate: \$18 per day

B&A Drop in Rate: \$25 per day

NORTH BOONE

After Care Rates

Member: \$55, Non-Member: \$60

Before Care Rates

Member: \$35, Non-Member: \$40

B&A Care Rates

Member: \$75, Non-Member: \$85

Before Drop in Rate: \$10 per day

After Drop in Rate: \$15 per day

B&A Drop in Rate: \$22 per day

***When the YMCA is closed, fees will be pro-rated for that week.**



ONGOING PROGRAMS

GARDEN CLUB (MUST SIGN UP) (Belvidere Location Only)

Through the University of Illinois Extension, students in Garden Club will gain and develop gardening skills and knowledge of plants as they maintain our garden alongside Master Gardener volunteers. Only 20 slots available!

SWIMMING (Belvidere Location Only)

Through the Belvidere Family YMCA, students will have the opportunity to swim in our indoor pool. Please send your child with a swim suit and towel so they can participate. We swim on Tuesdays and Thursdays from 2:30-3:30PM.

PARTNERSHIP WITH THE NORTHERN ILLINOIS FOOD BANK

Cold suppers 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. Please notify staff of dietary restrictions.

QUESTIONS?

Contact Mel Nellis at mnellis@belviderefamilyymca.org

Find us on
Facebook!



SCHOOL CARE REGISTRATION POLICY

How Do I Register?

Registration can be completed...

- online at <http://www.belviderefamilyymca.org/>
- in person at the Belvidere Family YMCA office
- over the phone at (815) 547-5307
- Children receiving state funding are automatically registered at the beginning of each month, **but must register for school's out days.**

Registration FAQs

- You can (and **MUST**) register for the weeks your child will be attending.
- Weekly attendees must register and pay in full by the **Thursday before the week attending**. Drop ins must register and pay in full **at least 24 hours in advance**. **NO EXCEPTIONS.**
- If you register a child for a day of care and they are not able to attend due to illness, activity, etc. please contact the YMCA office (815) 547-5307 or e-mail the Child Care Coordinator (mnellis@belviderefamilyymca.org).
- Unsure of whether your child has been registered? You are always welcome to check in with our office staff in person or by phone (815) 547-5307.

3 Strike Registration Policy

- *Strike 1:* The first time a child is sent to our program without being registered, a registration reminder will be received by the parent/guardian. The child will still be able to attend the program.
- *Strike 2:* The second time a child is sent to our program without being registered, a warning letter will be issued. If the child is not registered for the program within a 24 hour period of receiving the warning letter, the child will not be able to attend care until they have been registered.
- *Strike 3:* The third time a child is sent to our program without being registered, the child will not be able to attend the program that day and will be excused from our program.

If you have any questions regarding registration you are always welcome to contact our office at (815) 547-5307.

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.

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. Please check for updates with staff upon pick-up.

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. Please note that the individual will be required to show a photo ID to staff 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 or email the child care coordinator at mnellis@belviderefamilyymca.org.

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 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 (Mel Nellis) 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 (Mel Nellis) 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.

North Boone students will be relocated to **First United Methodist Church.**

CLOSURES & PROGRAM ANNOUNCEMENTS

Please refer to the Belvidere Family YMCA Facebook Page for information regarding program closure for weather (Snow/Cold Days). If District 100 or 200 are closed due to weather, our program will also be closed. **Refunds will not be issued for these closures.**

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

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*).





NORTH BOONE KIDS' CARE SCHEDULE

No Care Days (Care WILL NOT be provided at Poplar Grove Elementary)

**Weekly fees will be pro-rated*

- September 2nd
- October 25th
- November 28th
- November 29th
- December 24th
- December 25th
- December 31st
- January 1st
- April 10th
- April 13th

All Day Care Days (Care is provided at Belvidere Family YMCA)

- October 14th
- November 27th
- November 29th
- December 23rd
- December 26th
- December 27th
- December 30th
- January 2nd
- January 3rd
- January 20th
- February 17th

Late Start Days

(Care is provided for an extra hour before school at Poplar Grove Elementary)

**School begins at 9:30AM or 10AM (depending on school attended)*

**A \$5 will be added for Before and Before & After School attendees*

- September 18th
- November 20th
- January 22nd
- March 11th

First Day of School: August 15th

Last Day of School: May 21st



BELVIDERE YMCA

KIDS' CARE SCHEDULE

No Care Days (Care WILL NOT be provided at Belvidere Family YMCA)

**Weekly fees will be pro-rated*

- September 2nd
- November 28th
- November 29th
- December 24th
- December 25th
- December 31st
- January 1st
- April 10th

All Day Care Days (Care is provided at the Belvidere Family YMCA)

- October 14th
- November 27th
- December 23rd
- December 26th
- December 27th
- December 30th
- January 2nd
- January 3rd
- January 20th
- February 17th

Early Release Days

(Care is provided for an extra hour after school at the Belvidere Family YMCA)

**School ends at 1:05PM (Private Schools will have regular schedule)*

**A \$5 will be added for After School and Before & After School attendees*

- September 11th
- October 9th
- November 13th
- December 11th
- January 15th
- February 12th
- March 11th
- April 8th
- May 13th

First Day of School: August 20th

Last Day of School: May 22nd