



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Y-PALS 2018-2019 PARENT HANDBOOK

### About The YMCA

The Y is for youth development, for healthy living and for social responsibility. The Y is here to make the world a better place. The Y offers a wide range of programs to development self-confidence, good sportsmanship, character development, fine motor skills and many other assets children need to make their world a better place. Our mission at the Y is: "To put Christian principles into practice through programs that build healthy spirit, mind and body for all."

### Y-PALS Before and After School Program

Y-PALS is a mission driven program centered on making a difference in the lives of the youth we serve. This program is not just childcare. It is child development. We not only teach our core values of caring, honesty, respect and responsibility, but we also teach children how to live these values. The goal of the Y-PALS program is to help participants grow spiritually, physically and mentally. The program also strives to provide challenging activities in both small and large group settings under the guidance of caring, well-trained staff members. Y-PALS gives children an experience that lasts a lifetime!

### At Y-PALS you can expect:

- Exceptional care
- Encouragement to develop to their fullest potential
- Assistance with homework
- Fun games and activities daily
- A safe and positive learning environment
- Character development

### Y-Pals Locations

- Cedar Ridge Elementary School (PM only and late start mornings)
- First Presbyterian Church of Danvers (Olympia North Elementary School students) (PM only)
- Towanda Elementary School (AM and PM)

### Hours of Operation

The Y-Pals program is held at all 4 locations from the end of school to 5:30 PM. Towanda Elementary will also offer a before school program from 6:45AM to the start of school. We will have an extended morning program for Unit 5 late start mornings at both Cedar Ridge and Towanda Elementary from 6:45am-8:30am.

### Registration and Payment Procedures

- 1) Parents must complete and return a registration form before the participant may begin the program.
- 2) A non-refundable registration fee is due annually at the time of registration.
- 3) **All payments for Y-PALS attendance will be made through the Electronic Funds Transfer option in our computer system. Payments will be charged to the account on file on the 1<sup>st</sup> and 15<sup>th</sup> of every month. No payments will be taken at the Y-PALS sites.**
- 4) It is the parent's responsibility to notify the YMCA should their account information change at any time.
- 5) Children with an overdue balance will not be allowed to attend the program until their account is current. Participating children with outstanding balances will be sent to the school office and parents/guardian will be called to pick them up.
- 6) **All returned payments will be charged a return fee of \$25.**

7) The Y reserves the right to make changes in its program and program fees without advance notice. Also, the Y reserves the right to close sites that do not meet the minimum requirements of attendance. The minimum number required to offer before care is five children per site. The minimum number required to offer after care is eight children per site.

	<b>Daily Payment Rates</b>	<b>If a student at Towanda attends both AM &amp; PM, the rates per day are:</b> Member: \$13.50 Perspective Member: \$20
<b>YMCA Members</b>	\$6/AM \$9.25/PM	
<b>Prospective Members</b>	\$8.25/AM \$12.75/PM	
	<b>Weekly Payment Rates</b>	
<b>Towanda (AM and PM every day)</b>	YMCA Members: \$65	Prospective Members: \$98
<b>First Pres Danvers, Towanda, and Cedar Ridge (PM every day)</b>	YMCA Members: \$45	Prospective Members \$62

### Financial Assistance

It is our goal to ensure that no one is denied services due to an inability to pay. Therefore, we offer options for financial assistance to those who qualify. One option for financial assistance is provided by the Child Care Resource and Referral Network (800-437-8256). Upon approval, your family will be assigned monthly co-pays by the CCRRN to be paid to the YMCA. Applications for the CCRRN are available at the Bloomington-Normal YMCA member services desk or at [www.bnymca.org](http://www.bnymca.org).

If your family does not qualify for the CCRRN, they can apply for scholarship through the Bloomington-Normal YMCA. Scholarships are determined on a sliding fee scale. Applications for financial assistance through the Y are available at [www.bnymca.org](http://www.bnymca.org).

Scholarship dollars are provided by generous donors contributing to our annual Strong Kids campaign. If you would like to help the Y fulfill its mission by supporting our Strong Kids campaign, please contact the YMCA at (309) 827-6233 for more information.

### Policy of Inclusion

To the extent it is reasonably possible, and within the limitation of not-for-profits provided in the ADA, Y Child Care programs will provide services to children with disabilities, or any special needs child, in the same manner as services are provided for other children of comparable age. Y Child Care programs are group centered programs; they do not provide one-on-one care, except on an intermittent basis, such as for injuries, immediate disciplinary issues and certain personal care needs customarily provided to all children. If a Y staff member determines that a special needs child requires individual one-on-one attention, the Y shall immediately discuss this issue with the child's parents. Parents shall be reminded of the above policy. Together, the Y and parents shall attempt to work out a solution or refer the child to a more suitable program. In order to better serve all children, if your child has special needs, an IEP or 504 Plan must be submitted before your child is enrolled in any Y-Pals program to help us assess and staff for any special needs that might be required.

### Drop-off & Pick-up Procedures

Y staff members are responsible for children once they arrive at the program. If a child does not come to the program at the end of the school day, the Y staff will not take responsibility for that child.

Parents are required to personally sign children in and out each day upon arrival and departure. Those persons authorized to pick up your child must do the same. A valid photo ID must be shown every time a child is picked up from the site.

A \$1.00/per minute late fee will be assessed per child after 5:30 PM. The time used to assess late fees will be the clock on the cell phone of the staff at the site. This fee is to be paid by the end of the week before the child attends the following week.

Y-Pals staff will attempt to call the emergency number on your file if your child is not picked up by closing time. If no one can be contacted within 30 minutes and no parental/guardian communication has occurred, the Y-Pals staff is required to notify the local police department and place the child in their care. The Y child abuse prevention policies prohibit Y staff from transporting a child in their automobiles.

### **Personal Belongings**

Remember to label ALL items brought to the program. Encourage your child to be responsible for personal belongings. The Y cannot be responsible for lost items. We suggest leaving all personal items at home.

The following is a list of items NOT to be brought to the program:

- Toys
- Jewelry
- Money
- Gum
- Video Games and cell phones
- Any type of Weapons

If these items are brought to the program they may be confiscated and returned to the parent at the end of the day and disciplinary action may be taken.

### **Snacks**

Snacks will be provided during the after school program. The Y will serve peanut-free snacks to participants with peanut allergies. If your child has any food restrictions or allergies, please indicate this information on the medical section of your child's registration form. If your child chooses not to eat the snack of the day, no other snack will be offered.

### **Expectations**

- Follow directions.
- Keep hands and feet to yourself.
- Stay in assigned areas with a staff person at all times.
- Walk and talk quietly when inside.
- Respect staff, others and their property.
- Use good manners at all times using appropriate language and actions.
- Violent games, toys and play are not allowed.
- Honesty is always the best policy.

### **Discipline**

When behavior is severe or deemed dangerous to the child or others, parents will be contacted immediately to pick up their child. Failure to pick your child up in a timely manner may result in suspension or expulsion from the program.

At any time, the Bloomington-Normal YMCA may waive the disciplinary procedure and reserves the right to discharge any student without notice for misconduct without refund.

Praise and recognition of good behavior is utilized throughout your child's day. This will help children choose appropriate behavior.

### **Staffing**

The Y-Pals staff consists of positive role models dedicated to partnering with parents and teachers to further develop the youth in our program. All Y staff members pass background checks. We firmly believe that our staff is the best of the best. All staff are trained and certified in CPR, First Aid and Child Abuse Prevention. Our staff is experienced in working with children to have fun, be safe and develop in spirit, mind and body.

### **Child Abuse Reporting**

Please be aware that the Child Protection Law mandates the Y Staff report to DCFS any "suspected" case of child abuse or neglect. If a "suspected" case of abuse does occur and the offender is thought to be a parent, a report will be made

to DCFS. When there is “suspected” abuse and the offender is thought to be someone other than a parent, staff will also consult with the parents of the child. For the child’s sake, we recommend that the child remain enrolled in the program throughout the Protective Service Investigation. This may be their most stable environment during this time.

**Accidents & Injuries**

If your child is injured at the childcare site, the staff will take necessary steps to obtain emergency medical care. These steps will include, but are not limited to the following:

- 1) Attempts to contact parent/guardian
- 2) Attempts to contact the parent/guardian through persons listed on emergency information record.

If parental/guardian contact is not made, we will do any or all of the following:

- 1) Call 911 if needed.
- 2) Administer CPR and/or First Aid if needed.

**Medication Policy**

Prescription medicine in original bottles may be given at the Y-Pals program. Prescription medicines must include the child’s name, prescription number, doctor’s name, administration quantity and time. Parents must give all medications directly to the Y staff and fill out a medicine consent form.

**Inclement Weather**

On inclement weather days (i.e., snow days) Y-Pals program hours will be determined as follows:

- If school does not open in the morning, Y-Pals will not be provided.
- If school closes during the regular school day or after school activities are canceled prior to 12pm, Y-Pals in the afternoon will not be provided.
- If weather becomes bad during the program, staff will call parents to arrange early pick-up, if possible. Staff will stay with children until they are picked up by parent/guardian or authorized individuals.
- Child care sites will follow established emergency procedures for each building. You may request a copy from the school site.

**School Break Days**

On most days Unit 5 schools are not scheduled to be in session, the YMCA will host a full day of activities from 7:00 AM to 5:30 PM for children ages 5 through 12. Activities will include arts and crafts, structured games, swimming, group games, Legos and free play. Children attending should bring a lunch, drink, swimsuit and towel. Participants of School Break Days must pre-register at the YMCA. The 2017-2018 School Break Days fall on the following dates:

<b>September</b>	3rd
<b>October</b>	8 <sup>th</sup> , 9 <sup>th</sup> , 19 <sup>th</sup>
<b>November</b>	21 <sup>st</sup>
<b>December</b>	26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup>
<b>January</b>	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 7 <sup>th</sup> , and 21 <sup>st</sup>
<b>February</b>	18 <sup>th</sup> and 19 <sup>th</sup>
<b>March</b>	25 <sup>th</sup> , 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> , and 29 <sup>th</sup>
<b>April</b>	18 <sup>th</sup> and 19 <sup>th</sup>

**Questions & Concerns**

Questions and concerns about the policies and procedures of the Y-PALS program can be directed to Youth Development Coordinator, Sarah Tunall, at (309) 827-6233 or [saraht@bnymca.org](mailto:saraht@bnymca.org).