



Warren County YMCA

After School Program Parent Manual

The primary goal of the YMCA After School Program is to provide a safe and happy place for your child to be while you are at work or attending school. Our program concentrates on promoting the YMCA character values of caring, honesty, respect, and responsibility. The purpose of this manual is to give you a better understanding of our After School Program, including our goals, staff requirements, registration, rate information, and the health and safety of your child. If you have any additional questions, call the Warren County YMCA at 309-734-3183.

The Goals of the YMCA After-School Program:

- To support and strengthen the family unit
- To help children develop to their fullest potential
- To deliver the program in a positive YMCA environment of safety, support, and care
- To promote the values of caring, honesty, respect, and responsibility

YMCA After-School Program Site:

- The Warren County YMCA, 700 West Harlem Ave. Monmouth, IL 61462
 - ASP Director: Emily Brooks – 309-371-3747

Transportation

- United and Monmouth-Roseville will bus all students attending the After-School Program to the YMCA each day. Including early outs.
- ICS students will be picked up in the Warren County YMCA Vans by a certified van trained ASP counselor each day.

A typical day with the YMCA After School Program includes the following activities:

- **Check-in** – Hang up coats & backpacks, bathroom break, etc.
- **Snack** – Snack is provided by the YMCA; may include crackers, cookies, pretzels, fruit snacks, granola bars, popcorn, pudding cups, etc.
- **Homework or Quiet time** – Complete homework, read silently, etc.
- **Classroom time** – Crafts, coloring, board games, classroom activities, etc.
- **Play time** – Free time outside, in the classroom, or in the gym (when available)

- **Check-out** – All children must be picked up by an authorized person by 5:30 p.m.

***Download the Remind App: You can send a text to 81010 & text @yASP2022 or join on the app and type in @yASP2022**

Schools Out Day Camp:

During the school year we do offer school's out day camp for all day care or early dismissals if they are scheduled on the calendar ahead of time. We cannot offer SOD if school gets canceled due to weather. We must be able to staff properly and be prepared. ASP pricing includes SOD so no extra charges will be applied.

Drop-off will be out front of the YMCA - you will see cones outside. You will pull up to the Wellness Center door and we will bring you the tablet to sign in your child(ren) and then they can head inside with us! Drop-off is from 7:30am-8:30am. If you drop off later, just stop at the front desk to check-in and the desk will walkie-talkie back to us to come get your child(ren). Please stay in the lobby.

Check-Out will be at the front desk in the lobby. We will always keep the tablet at the desk if you need to come pick-up early. All Parents/Guardians are REQUIRED to sign their child(ren) in and out of our programs. Check-Out will be from 4:00pm-5:30pm. If you decide to pick-up early, just stop at the front desk to check-out your child(ren) and the desk will walkie-talkie back to us to bring your child(ren) to the lobby. Please stay in the lobby.

All students will need to bring the following items to SOD:

- Cold Lunch
- Water Bottle
- Swim Attire
- Extra Clothes
- Snacks

We do NOT provide morning or afternoon snacks at SOD. We only provide snacks during our regular after school hours. All students will need a morning AND afternoon snack.

If students do not bring lunch, we will charge an extra \$10 for providing them lunch.

After School Program Staff:

The Warren County YMCA hires After School Program staff based on their experience in working with children, personality, and ability to be a positive role model. A background check is done on all staff hired. All staff is trained in CPR,

First Aid, child abuse prevention, and emergency procedures. Staff may not be alone with children they meet in YMCA programs outside the YMCA program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

Registration & Rates

Registration:

The After-School Program is available for all student's Kindergarten through 6th Grade. Parents should contact After School Director, Emily Brooks, or the Warren County YMCA for registration information.

Registration is strictly online. All personal information and records filled out and signed by parents/guardians will be stored in our Daxko system that is only for Warren County YMCA staff to have access to. There will be no physical papers filed in any of the offices. If you need anything printed off for your own records, we can go into Daxko and have those printed off for you. The Warren County YMCA part-time leaders will have printed off copies of emergency contact phone numbers, emergency contact names, and authorization pick-up names available to them always. Once the program has ended, those printed copies will be disposed of properly.

Rates:

Y Members:

1 Child: \$65/Weekly
2 Children: \$110/Weekly
3 Children: \$145/Weekly
4 Children: \$180/Weekly

Y Non-Members:

1 Child: \$80/Weekly
2 Children: \$130/Weekly
3 Children: \$175/Weekly
4 Children: \$220/Weekly

***All payments will be automatically deducted from your bank account or credit card. No exceptions.**

Late Policy:

There is a late charge of \$10 per 15-minutes per child if you pick up your child after 5:30p.m. The only exception is bad weather. The fee will be automatically added onto your bill. If three late pickups occur, your child may be dismissed from the YMCA After-School Program.

Parent Responsibility:

For your child's safety, a responsible person must sign out your child each evening. Persons not listed on the "Pick-Up Authorization Form" will not be

allowed to leave with children. Please do not be offended if we ask for a Photo ID of people we do not recognize. Please inform the coordinator or school staff if your child(ren) will not be attending a specific day. You must contact the Site Director if you want someone other than an already authorized person to pick up your child.

School Cancellations:

If school does not open in the morning due to bad weather, there will be School's Out Day Camp. If school closes early during a regular school day, we will be there to care for your child, **please send students with lunch**. When there is inclement weather, we ask that you pick up your child as soon as possible.

Health & Safety

Health and Safety:

For your child's wellbeing, please do not send a sick child to the YMCA After-School Program. Children who have these symptoms:

- a severe cold
- fever
- upset stomach
- undetermined rash

Will be asked to be sent home.

If your child develops any kind of symptoms of having lice, (itching, scratching, uncomfortableness from their heads), whether there are physical bugs on the child's head or just the eggs, they CANNOT attend after school. We are NOT the school and have different policies. We want to ensure all children and staff are safe and healthy while attending after school.

*If your child develops any of these symptoms while at YMCA ASP, we will notify you immediately.

*All children attending the After-School Program must be potty trained.

*The safety of the children is our primary concern, but if your child is seriously injured while at YMCA ASP, we will attempt to notify parents or an emergency contact. If the situation warrants, we will call emergency personnel.

*The YMCA does not provide health or accident insurance for any of its programs.

Emergency Preparedness

- Every month we go through our fire and severe weather drills with our staff and students

- Fire escape map is located on the wall near the entrance of the cafeteria
- All staff has been CPR/First Aid Certified
- Our First Aid Kit is located on top of the after-school program cabinet where staff has quick access to it
 - We have a full first-aid kit filled with band-aids, alcohol wipes, gloves, self-adherent wrap, self-adherent pads and anti-bacterial gel. Our first aid kit is checked monthly for inventory and all staff are CPR/First Aid certified.
- In case of an emergency, all emergency phone numbers are located inside the clipboard folder that is upstairs in the employee room. Also, upstairs in the kids room that is visible for all to see are the emergency phone numbers that include, 9-1-1, Monmouth Fire Department, Monmouth Police Department, OSF Holy Medical Center in Galesburg, IL, Galesburg Hospital Ambulance Service, and poison control.
- Located on all exterior doors of the YMCA you will find a sign that says “No Firearms” from the Illinois State Police. Next to the sign you will see a copy of the policy that is provided to parents stating that all firearms are prohibited on the premises.
- All staff will always have a cell phone on them. Cell phone use is ONLY for emergencies. We do not have a landline inside our program.

After-School Program Staff:

The Warren County YMCA hires After-School Program staff based on their experience in working with children, personality, and ability to be a positive role model.

Risk Management Policy

The Warren County YMCA After-School Program follows the Illinois Department of Human Services Rule 50.820 Staff Qualifications for License Exempt School-Age Providers. All staff are professionally and educationally qualified to work with school aged youth. A background check and finger printing are done through the Illinois State Police, FBI, the Illinois Sex Offender Registry, Child Abuse and Neglect Tracking System on all staff hired. All staff that do not meet the requirements listed above will not be allowed to work for the Warren County YMCA after-school program. All staff is trained in CPR, First Aid, child abuse

prevention, and emergency procedures. Staff may not be alone with children they meet in YMCA programs outside the YMCA program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval. All staff employed with the Warren County YMCA after-school program have received copies of our policies. A copy of our insurance coverage is located inside the after-school cabinet if needed.

Parent/Guardian Forms

All parents are required to fill out our registration form that is online and provide all the information that is on the form. On the form we will need parents to fill out the enrollment application, identification information, physician information, emergency contact in the immediate area, pick-up authorization, photo and video release, medical information, consent to administer medication, permission statements, liability waiver for participant and parent manual. This allows our staff to keep all children safe and know what to do in case of an emergency for the child. The Warren County YMCA After-School Program is not licensed or regulated by DCFS. All records are maintained in a safe place at the Warren County YMCA where no one outside the YMCA will be able to access your information. If a child moves away and no longer participates in our after-school program, we will dispose of all information given to us in regards to that child.

Medicine:

Site directors may **ONLY** administer **prescription medicine in its original container**. If medication is needed during a child's stay with the YMCA ASP, an "Authorization to Administer Medication" form must be completed and signed. A form is available from your Site Director.

YMCA After School Rules:

- Child must remain in view of staff
- Child must have permission to leave the group
- No fighting (including hitting, pinching, biting, kicking, spitting, or name calling)
- Child may not harm his/herself, others, or property
- Stealing or using offensive language will not be permitted.
- School rules apply to YMCA After-School Program children and staff

If rules are not followed, site directors may issue a written warning. After one written warning, the child may be suspended from the program for one week. Two written warnings for the **SAME** offense may result in the child being removed from the program permanently.

Dismissal from the After-School Program:

The safety and wellbeing of your child is our top priority. We do not wish to drop any child from the program, but may do so if:

- Rules and regulations at the site concerning the safety of the children are not followed
- Three late charges have occurred
- Third discipline offense has been issued
- The payments due are not kept current
- Any action by a child seriously endangers himself, other children, or staff



Frequently Asked Questions

When does ASP start? What are the times?

Our program runs from 3:00PM-5:30PM on a normal school day. Students will be picked up and dropped off from the school accordingly. Early out days will be scheduled ahead of time, and we will ensure that all children arrive at the YMCA safely.

Who do we contact during after school hours?

For concerns about the program, please contact Emily Brooks. Cassandra and Emily are on the "Remind" app if you haven't already downloaded it. You can contact Emily through the app or at their phone number which is listed on the first page.

How do we get our child(ren) signed up for the program?

If you are interested in sending your child(ren) to our after school program, contact After School Director, Emily Brooks, or call the Warren County YMCA Front Desk at 309-734-3183 for assistance to online registration or see our website: www.warrencountyyymca.org to register your child(ren).

Do I have to sign out my child each day?

YES! A responsible adult who has been listed on the enrollment application must physically come into the site and sign out each child. The staff uses the sign-out sheet to determine attendance at the program.

How can I be helpful?

Involvement of parents in the program is essential. Cooperation with all policies and procedures is basic. Take time to talk to the staff about your child and ask your child about the program each day. We gladly accept donations of materials, games, snacks, etc. Ask your Site Director about donations.

Whom do I call if I have a question or a concern regarding the After-School Program?

The first person you should contact is the After School Director, Emily Brooks. If you need further assistance, call the Warren County YMCA at 734-3183.

How should I dress my child?

Children will play outside as much as possible. Please be sure they are dressed appropriately for the weather. Gym shoes are needed for physical activities. Please mark all belongings. The staff is not responsible for lost items.

Who will have access to personal information about my child?

Information is available only to After School Program staff.

When is the program legally responsible for my child?

The After School Program is legally responsible for your child ONLY during the time that your child is signed into the program. The YMCA covers liability insurance. Medical or accident insurance must be provided by the participant, not the YMCA.

What happens if my child is injured?

If your child is seriously injured, the staff will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- A. Attempts to contact a parent or guardian
- B. Attempts to contact you through any persons listed on the emergency information form you completed for us

If we cannot contact you, we will do all of the following:

- A. Call an ambulance or fire rescue.
- B. Have the child taken to an emergency hospital in the company of a staff member.
- C. Administer emergency CPR or first aid.

How do we withdraw from the program?

Your child may be withdrawn from the program by giving Emily Brooks notice.