



Warren County YMCA
After-School Program
2024-2025
Parent Manual

Dear After-School Families,

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.

As these programs are growing, we are always looking for room to grow so your children have the best experience here at the Warren County YMCA. If you have any additional questions about these programs, please contact Emily Brooks, at 309-734-3183 or emily@warrencountyyymca.org.

Emily will be on Maternity leave July & August 2024. Emily will return on September 1st if all goes well. Please contact, After-School & Camp Coordinator, Katie McBride for any questions regarding After-School at 309-734-3183.

Let's have a great school year!

Daily Schedule:

- **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.
- **Play time** – Free time outside, in the classroom, or in the gym (when available)
- **Homework or Quiet time (Optional)** – Complete homework, read silently, etc.
- **Check-out** – All children must be picked up by an authorized person by 5:30PM.

****Please know that we cannot force the kids to do their homework. We will always encourage them to get their homework done at the YMCA. We always offer a quiet space and time for the kids to do their homework or reading if they would like.**

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

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. You may see the front desk for registration as they can help with the process or contact Emily Brooks at 309-734-3183 or emily@warrencountyyymca.org.

Rates:

Y Members:

1 Child: \$70/Weekly
2 Children: \$115/Weekly
3 Children: \$150/Weekly

Y Non-Members:

1 Child: \$85/Weekly
2 Children: \$135/Weekly
3 Children: \$180/Weekly

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

Late Policy:

There is a late charge of \$10 per 15-minutes per child if you pick up your child after 5:30pm. 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 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.

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.

YMCA After-School Rules for Children:

- 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 verbal warning, written warning, then suspension if a third offense happens. We have the right to remove any child from our programs if they choose to not follow our rules/expectations.

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

These rules also include parents/guardians. If any parent/guardian chooses to be disrespectful or mean towards any of the YMCA staff, then their children will be removed from the programs immediately. We are happy to work with anyone whose children may be having issues or struggling in the programs, but we ask that conversations are happening towards all YMCA staff in a professional manner.



Frequently Asked Questions

When does ASP start? What are the times?

Our program runs from 3:00PM-6:00PM 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 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.