



2023-2024

Parent Handbook

2023-2024 SCHOOL YEAR

**Welcome to the School Age Child
Care:**

mY Time After School Program

The Danville Family YMCA welcomes you and your child(ren) to the School Age Child Care mY Time Program. We are looking forward to a great school year and are happy that you picked us to fulfill your After School/Days Out child care needs.

The YMCA and your school district feel that the School Age Child Care mY Time Program is a valuable service to provide a fun and safe after school option for children. This program is not licensed or regulated by DCFS. We are a licensed exempt program that is an extension of the school experience.

The School Age Child Care mY Time Program will provide your child(ren) with a safe environment, a variety of activities, positive interactions with other children, staff mentorship, and a quality experience each and every day.

Sincerely,

School Age Child Care Guardian Handbook

As you continue to read through this handbook, please familiarize yourself with the policies and procedures governing the School Age Child Care Program. As an extension of the school day, ALL school rules apply to our programs as well. If you have any questions, please feel free to call the YMCA. We are looking for-

Program Hours

School Dismissal—5:30 pm

Eligibility

Any child enrolled in District 118 elementary schools, in kindergarten through 4th grade at the Traditional Schools and through 6th grade enrolled at North-east.

Registration

A complete registration form must be completed prior to attending mY Time After School Program.

Please inform your child's school/teacher that they will be attending the afterschool program at the YMCA.

*Child cannot be registered or attend until outstanding fees from other

Daily Activity Schedule

- Homework opportunity
- Snack time
- Group Activities : Games, STEAM, gym time, *swimming
- Outdoor activities: Please be sure your children are dressed appropriately for the weather i.e. jackets, coats, gloves, etc.

Fees

The fee is paid monthly based on 10 equal payments (payments for no school days are not included). Payments are due at the beginning of each month.

Full Time (4-5 days) \$295 a month

Part time (1-3 days) \$245 a month

There will be no refund or credit given for days missed.

Discounts :

25% off for members of the YMCA—this is automatically applied

20% off Multiple Children after first child

10% off District for 118 Employees

10% off Payment Source on file

Financial Assistance

The YMCA uses Child Care Resource Services (CCRS) as a main source of financial assistance for the mY Time After School Program and Vacation Club Days . CCRS is a state funded agency that helps families pay for the child care services needed to work.

YMCA financial assistance through scholarship may be used for child care in the event that a family is denied assistance through CCRS. This financial assistance can also apply to membership rates and other YMCA programs such as swimming lessons, soccer, basketball, etc.

Leaving the program

Children may be withdrawn from the program by giving notice. The guardians MUST notify the Childcare Coordinator of cancelation and payment for future months will be stopped. You have a 48 hour window before the draft date to

Early Dismissal

The mY Time Program will be in session on early dismissal days

Snack

The children will be provided with an afternoon snack during the mY Time and Vacation Club program. Children with special dietary needs should contact the

Dress Code & Belongings

The school's dress code applies to the mY Time program. Belongings left behind will be placed in the Y's "lost and found" at the Front Desk, unless communicated otherwise by a guardian. The staff and YMCA are NOT responsible for

Medication

For safety reasons, participants should not keep, nor self-administer their medication. Medicine must be in its original bottled and dispensed by a staff member.

Emergency Medical Care

The YMCA does not provide insurance in case of an accident. Your child(ren) should be covered under your personal health insurance. If your child needs emergency medical care the staff will take whatever steps may be necessary. These steps may include, but are not limited to, administering emergency first aid or calling an ambulance

Guardian Involvement

Involvement of guardians in the program is essential. Guardians must cooperate with all policies and procedures.

Guardians are responsible for respecting our staff and handling concerns in a professional manner. Any concerns in which you feel need to be further re-

Discipline

This program has been developed to provide activities that are safe, creative and fun for youth. Another child's behavior will not be allowed to interfere with the others right to enjoy the program. This includes behaviors on the part of a child that interferes with the safety or well-being of themselves, any other person, or behavior that takes a staff member away from a group and or activity.

Any child who, after numerous attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from our program, or whose presence is detrimental to the group, will be discharged from the program.

Termination of School Age Child Care Program

A family's participation in the program may be terminated at any time for the following reasons:

Failure to pay fees for the program

Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the program, or whose presence is a detriment to the group, or

Disease Control

We are required to notify parents and the Department of Public Health, when children have been exposed to communicable diseases. Please inform the Childcare Coordinator if your child has a confirmed case of any of these diseases. To minimize exposure to others, please keep your child home if they had a fever of 100 degrees or more, rash/lesions, lice/scabies/parasites, pink eye, diarrhea, vomiting, strep throat, chicken pox, measles, Covid-19, etc.

If your child is showing any of these signs you will be required to pick them up immediately. Children will be welcomed back upon receipt of a doctor's note indicating they are no longer contagious. In the case of lice the child must be

Break-ation!

The YMCA follows the District 118 school schedule for closures on holidays and improvement days. We will be open for breaks including:

Fall Break: October 16-20

Winter Break: December 18-29 excluding Monday December 25 for Christmas.

Spring Break: March 25-29

Registration is located at the Front Desk—only one form is needed for the year

Time: 7:30am– 5:30pm

Fees : \$33/day

Those fees will be withdrawn on the day of or billed the following month.

Policies

Firearms are prohibited from school premises.

Adult Rules of Conduct

Any parent/guardian, authorized person, or site personnel who displays any one of the following behaviors will not be allowed at the site:

- Physical abuse, shaking, grabbing, hitting, pushing, etc.
- Verbal abuse
- Alcoholic beverages and drugs
- Smoking at the site

If YMCA staff suspects a parent/guardian of alcohol/substance abuse or views child abuse, the police will be called. The YMCA's first responsibility is the safety of the child.

Sex Offender Policy

The Danville Family YMCA is committed to maintaining a safe and comfortable environment for our members and guests. Our goal to build strong kids, strong families and strong communities relies on such a secure place for children, youth, and adults to enjoy a YMCA experience!

In order to help maintain this safe harbor at the YMCA, any and all individuals who are listed on a current sex offender registry or list will be barred from en-

Questions

For further assistance, contact Kendall Dalzell, Youth Development Coordinator

Email: kdalzell@danvilleyymca.org