

The primary goal of the YMCA After School Program (KIDZ KLUB) is to provide a safe and happy place for your child to be while you are at work or attending school. Our childcare program concentrates on promoting the YMCA character values of caring, honesty, respect, and responsibility as well as fitness and nutrition.

We hope this handbook helps you understand all of the fun things that your child will have the opportunity to participate in this year while being involved in our program.

The Goals of the YMCA After School Program:

- To support and strengthen the family unit
- To help children develop to their full 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

In all YMCA programs we seek to help individuals and families to do the following:

- Grow personally
- Clarify values
- Improve personal and family relationships
- Become better leaders and supporters
- Develop specific individual skills
- Have fun

YMCA After School Program sites include

- Stark County Elementary in Wyoming
- YMCA of Kewanee

A typical day with the YMCA Childcare includes the activities from these various program areas:

- Play/Free time
- Fitness
- Homework/quiet games
- Active games/sports
- Creative/craft time
- Snack/nutrition time
- Reading
- Special programs (Nutritional activities, Red Cross Safety programs, Fitness, Character Development Education)

Staff

The site directors and aides receive training in YMCA Childcare, CPR/AED and First Aid (Red Cross), Redwoods Abuse Training.

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

The After School Childcare Program is available for all students for K-6th grade. Registration is available at the YMCA or your school office. There is a onetime registration fee of \$25 per school year for each child. **Registration fees must be paid prior to your child attending YMCA After School sessions. All registered participants are subject to review and acceptance.**

Rates: Kidz Klub (per child)

(Mon. – Fri /after school until 6:00 P.M.)

2 day per week = \$15.00

3 days per week = \$19.00

4 day per week = \$22.00

5 days per week= \$25.00

(Must attend at least 2 days per week)

Scholarships are available at the YMCA of Kewanee

Payments

Payment **MUST** be paid to \$0 balance by week two if children are to continue in the After School program. Please make payment to your Site Director with check or money order payable to YMCA of Kewanee. Please write in After School Program (KIDZ KLUB) in the Memo on you checks.

Co-payments

In situations that require parents to make co-payments, these must be received at least every two weeks or your child will not be permitted to attend any further sessions until payment is made. We are required to notify the participating agency in cases when payment is not being made. **The parent is responsible for daily session fees until approval is received into a subsidy program.**

Late Policy

If you are late picking up your child, a late charge will be assessed and collected that night of \$5 per child/ per each 15-minute period (after 6:00 P.M.). If three late pickups occur, your child may be dismissed from the After School Program KIDZ KLUB.

Tax I.D. Number

Your childcare expense may be tax deductible. The tax I.D. of your caregiver is required on your tax forms each year. The YMCA of Kewanee tax I.D. number is 36-2239384.

Parent Responsibility

For your child's safety, a responsible person **must** sign the child/ren out before leaving each evening. Children that arrive on the bus will be signed in by the YMCA staff.

We can only assume responsibility for your child during the time that they are signed into the program.

No child is allowed to leave the site with any unauthorized person. The parent or authorized person **MUST** be listed on the registration form, or we must be notified in writing prior to pickup time if there is to be a change. For your child's protection, we may ask for identification from the person who is picking up your child.

Children need to be dressed appropriately for the weather. We try to go outside as much as possible. We ask that you and your child comply with our rules as well as those of the school.

We encourage you to visit our site at any time. **We would love to have you volunteer to share any special activities or talents with our children!** Please contact Shaun Gruszeczka, Program Director, for more information (309-853-4431) or email shaung@kewaneeymca.com.

Weather

School Closing

If school does not open in the morning due to bad weather, there will be no childcare. If school closes early during a regular school day, KIDZ KLUB will operate and care for the children, **as long as they have been served lunch**. If school is dismissed **before** lunchtime, there will be no childcare available. When there is bad weather we ask that you pick up your child as soon as possible. **During winter months if school closes early due to poor weather conditions (ice, snow, bad road conditions, etc) WE WILL NOT HAVE KIDZ KLUB.**

Announcements will be made on the radio WKEI 1450am. You may also contact the YMCA of Kewanee 309-853-4431.

Health and Safety

For your child's well being, please do not send a sick child to YMCA After School Program. Children, who have a severe cold, fever, upset stomach, or undetermined rash, will be more comfortable at home. If your child develops any of these symptoms while at YMCA Kidz Klub, we will notify you.

Reminder: Site Directors and Site Aides are not equipped to be changing soiled pants. If your child has had an accident in his/her pants the parents will be called and they must come to the site and change their child's pants. If this occurs 3 times your child may be removed from the After School program.

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

Medicine

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

YMCA Staff

- Will promote each child's self-esteem and self-control
- Will make sure children clearly understand the rules and consequences if rules are broken
- Will treat your child with respect and understanding
- Will keep your child's activities and problems confidential

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/her self, others, or property
- Stealing or using offensive language will not be permitted.
- School rules apply to YMCA After children and staff

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

Dismissal from the After School Program(KIDZ KLUB)

The safety and well being 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.
- The 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.

Parents must come into the program site and sign their child/ren out for the evening. **The YMCA cannot assume responsibility for children not signed into the program.** This is for each participant's safety.

RELEASE INFORMATION

I have read and received a copy of the YMCA Before and After School
Childcare Handbook and understand all policies and procedures.

Child's name _____

Parent / Guardian Signature _____

Date _____

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