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BEHAVIOR MANAGEMENT

It is the Y's goal to provide a safe, secure, and healthy environment for all children who attend our program. The Y program emphasizes the six core values when working with students who attend our program:

- To respect all students and staff
- To take responsibility and be accountable for one's own actions
- To make honesty the basis for all relationships and interactions
- To care for ourselves and those around us
- To treat each other equally despite our differences
- To include all students in program activities

Counselors have a support network of supervisors to aid them in certain situations or concerns that may arise.

The staff will use positive reinforcement as much as possible with the campers. If a disciplinary need arises, campers will be placed in either individual or group time outs. Certain behaviors may result in a write up. Continued misbehavior or severe acts of misconduct by a camper may result in immediate excusal from the program.

We will not hesitate to quickly inform parents/guardians of their camper's behavior if it disrupts the program (fighting, bullying, swearing, stealing, hitting, biting, disrespect, non-compliance and general misbehavior). If a solution is not found, the camper will be sent home and there will be no refund of program fees.

In certain circumstances, we will be forced to withdraw children from our program. Depending on the severity of the circumstances, notice may be waived. Refunds will not be issued in this instance. The following circumstances may warrant immediate expulsion:

Any destructive, violent behavior by a child that is harmful to the child, other children, staff and/or property

Assault or threat of assault by parent/guardian or camper to campers, other parents/guardians or staff

Parent/Guardians' use of abusive language or any inappropriate behavior towards others

Non-compliance with the policies and procedures of the site

Non-payment of fee, an outstanding balance, or failure to follow registration policies.

Continual lateness when picking up of a child

Please note that depending on the situation your child may be temporarily suspended from the program and the parents will be required to find alternate arrangements. Suspension dates cannot be chosen by the parent/guardian. If a suspension occurs staff will call parents before the child is picked up to let them know.

Please make note of our Disciplinary Action Policy:

A write-up may be given out to a child in the event that they are misbehaving, using inappropriate language, or violent actions towards other students or staff. Inappropriate language or violence towards others is an automatic write-up, if there is a case of self-defense we will look into what happened and work to find a resolution and appropriate disciplinary actions will be taken.

1 Write-up = Warning

2- Write-up = Discussion with Child Care Coordinator

3- Write-ups = 1 Day Suspension—Meeting with Parents and child

4—Write-ups = 2 Day Suspension

5- Write-ups = 3 Day Suspension

6- Excused from Child Care Program

* Please go over these policies with your child/children so they understand there are consequences for their actions*

Please Sign & Date Below that you have read and understand these policies

Parent/Guardian Signature

Date

Child's Name

*** Please Sign and Return to the YMCA Thank you***

Care Payment Procedures

Private Pay Families

Fees and outstanding balances must be paid prior to care being provided.

CCAP/DCFS Approved Families

Please submit proof of approval to receive care. Co-pays and outstanding balances must be paid prior to beginning of care and must be paid on the 1st or 4th Friday of each month. Co-pays may not be prorated. The State does not allow prorating of the co-pays.

General Details

Children who are not registered for care will not be allowed to attend.

Should your child feel ill prior to coming to care, please notify us and we will gladly process a credit or refund for the unused care (private pay families). If you do not, call prior to care to report an illness, we are unable to process your credit.

Private pay registration can be completed online at anytime or by calling 815-547-5307 between 8am-7pm Monday through Friday. CCAP and DCFS registration may not be completed online due to the difference in payment processing.

DROP OFF & PICK UP PROCEDURES

DROP OFF PROCEDURES

Upon arrival, please walk your child up to the doors at the back of the school by the playground. Your child must be fever free for 24 hours without the use of fever reducing medication. Parents will not be allowed past the front desk as a health safety precaution.

PICK UP PROCEDURES

Upon pickup, please go directly to the front desk. We will have your children sent out to that area to leave for the day. Parents will not be allowed past the front desk as a safety precaution.

DETAILS

Campers are not to be dropped off before 5:30AM and must be picked up by 6PM. Unless previously arranged for, all pick ups after 6PM will be subject to a \$5 charge per family for each 15 minutes past care time. The additional charge is payable to the Y at the time the child is signed out.

Only those individuals specified on the registration form under authorization of release are able to pick up your child from Y Care. If staff are unsure of who the individual is, they will request a photo ID.

If a different person will be picking up your child, please let us know ahead of time. Please note that the individual will be required to show a photo ID to staff at the time of pickup.

Only one adult is allowed in the facility during pick up and drop off times.

If your child will not be attending for a day of care, please leave a message at 815-547-5307.

DIVERSITY STATEMENT

It is the policy of the Belvidere Family YMCA to provide equal opportunities to all in the community, to provide programs that are accessible and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap, age, political affiliation or citizenship.

MEDICAL PROCEDURE POLICY

All student information forms must be completed during registration to reserve your child's spot in our program. Students cannot attend our program without having registered online.

We are only able to accommodate and treat minor first aid injuries in the program setting. If a student is unable to resume participation in their activities, parents will be notified to pick up the student or in the case of major/sudden illness or injury, emergency services will be utilized.

If your child has any serious medical conditions or behavioral concerns, please list on the registration form and discuss with the staff.

If your child needs to take medications during program hours please indicate this on the student information form. Please let the Y know prior to the first day of program attendance if you have any questions about these forms.

If your child has an Epi-pen or an inhaler, please label it and give it to the program staff.

All medication must be labeled and in the original prescription bottle and then given to program staff with a doctor's note and directions for dispensing. Medications will not be dispensed without proper documentation from your child's doctor.

All medication will be kept in a lock box behind the YMCA front office counter for the safety of all individuals. If you need to pick up your medication or prescription bottles, please inquire at the front desk.

EMERGENCY EVENTS

The students will practice different emergency drills with the staff at the Y. We want to ensure that children are prepared in case of an emergency.

If an emergency occurs where the campers need to be removed from the building they will be taken outside to parking lot in the back of the school or the field past the past the playground.

NO CALL/NO SHOW POLICY

We ask that families contact us if their child will be unable to attend care for the day for any reason. That can be done by calling the Y at 815-547-5307 or emailing us at info@belviderefamilyymca.org. **If a child has three unexcused no call/no shows they will be dismissed from the program.**

WEAPON FREE ZONE

The Belvidere Family YMCA and Poplar Grove Elementary School are a firearm free and weapon free zone. We do not permit firearms or any sort of weapons on either property. If we do find a weapon, we will contact local law enforcement immediately.

HYGIENE & SANITIZATION

The YMCA staff will follow the strictest hygiene and sanitation procedures. Tables and chairs are wiped down before/ after breakfast, before/after snack and again when closing for the night. Children will wash their hands after playing in the gym or outside, and during bathroom breaks. Children will also use hand sanitizer before breakfast and afternoon snack.

ACTIVITIES

We will do a variety of activities such as crafts, bingo, coloring sheets, STEM, physical play and games. Children are allowed to use their chrome books for school work/ studying only. They are responsible for their own electronics. Students will swim 2 days out of the week and the book mobile will visit the YMCA every Tuesday after school. If your child does not have a library card please pick up a form at the front desk and return it to the Y.

BEFORE & AFTER SCHOOL CARE

The Y will be providing before and after school care at Poplar Grove Elementary School for Capron, Poplar Grove, Manchester and Upper Elementary Schools. Transportation will pick up and drop off your child/ren at Poplar Grove Elementary School.

We will also provide care at the YMCA for Lincoln, Washington, Perry, Meehan, Caledonia and Seth Whitman elementary schools along with Belvidere South and Belvidere Central Middle schools. First Student will pick up/drop off at the YMCA.

TRANSPORTATION-Transportation will be provided by North Boone Transportation for Capron, Manchester and Upper elementary schools to Poplar Grove Elementary. The Y does not provide transportation for North Boone Schools. First student will provide before/after school transportation for D100 elementary schools. **The YMCA will provide transportation for Caledonia Elementary (after school) , Belvidere South and Belvidere Central Middle Schools (before/after).**

ILLNESS & PROGRAM EXCLUSION

Should your child become ill, feel ill, display symptoms of being ill or have a fever, staff will automatically remove the child from care and place them in one on one care. The parent/guardian will be contacted to come pick up the child immediately. Your child must be fever free for 24 hours without the use of fever reducing medication.

FOOD & FOOD GUIDELINES

All children will be provided an afternoon snack. Children in before care, will receive a cold breakfast. Please send a labeled refillable water bottle for your child to use during the day.

WE ARE A NUT FREE ZONE. Your child will not be allowed to eat anything that has nuts in it!

Children will wash their hands prior to and after meal/snack time.

SOCIAL MEDIA POLICY

Children are not allowed to create content or post on social media platforms through the day. Additionally, they may not photograph or record any participants in the program. Children are asked to watch appropriate content. Should these guidelines not be followed, use of electronics beyond school will be prohibited.

LICENSE EXEMPT PROGRAM

The Belvidere Family YMCA's child care program runs as a license exempt program. This means that the Y follows the guidelines put in place by the Illinois Department of Human Services. If you have any questions regarding it, please let us know!

STATE OF ILLINOIS

The Y Kids' Care will follow the guidelines set by DCFS and the State of Illinois for mitigation and COVID related protocols.

LIABILITY WAIVER-I am aware that participation in the Belvidere Family YMCA program has some inherent risks and injury can occur. On rare occasions, these injuries can be serious. In consideration of my child(ren) being allowed to participate, I, the parent/guardian, assume the risk of all injury and agree not to sue the Belvidere Family YMCA, the directors, officers, employees, independent contractors, sponsors, partners or volunteers for any and all injuries caused by or resulting from participating at the Belvidere Family YMCA (*You will sign this when registering*).