



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# TIME TO EXPLORE



## 2018-2019 Y-KIDS FAMILY HANDBOOK

WEST COOK YMCA 255 S. Marion Oak Park, IL 60302 | P 708 383 5200 | F 708 383 0016 | [westcookymca.org](http://westcookymca.org)

## **WEST COOK YMCA Y-KIDS AND Y-TEENS BEFORE AND AFTER SCHOOL PROGRAMS**

The Y-Kids and Y-Teens programs provides healthy, values focused, activities and care for children grades kindergarten through middle school. Through an arts integrated approach our global education activities and service learning opportunities enhance children's cognitive, social, physical and emotional development. We want all of our students to feel a sense of Achievement, Relationship and Belonging during their time with us.

### **OUR GOALS:**

- To inspire kids to work together and play together to create friendships that can last a lifetime.
- Let students enjoy their out of school time and have fun in a safe and secure environment.
- To instill our YMCA core values in each child: respect, responsibility, honesty and caring.
- To encourage and promote family wellness and togetherness by having events throughout the year that the whole family will enjoy.
- To enhance belonging and accomplishment by creating a place where kids are safe to be themselves and try new activities.

### **OUR STAFF**

The West Cook YMCA Y-Kids/Y-Teens programs maintain high standards for safe, quality programming. Our professional, DCFS qualified School-Age staff members are experienced and committed to the values of the YMCA and its programs. All staff members receive extensive training in developmentally appropriate practice, child abuse prevention, and customer service, as well as, Universal Precautions, CPR and First Aid Certification.

Additionally, our staff members are bound by a strict Code of Conduct that helps to guide a level of professionalism and quality of service. Copies of the Code of Conduct are available upon request.

### **WEST COOK YMCA MISSION**

The West Cook YMCA, rooted in Judeo-Christian tradition, is dedicated to developing the spirit, mind and body of all persons through quality leadership programs and services, in cooperation with community groups for the common good.

### **HOURS OF OPERATION**

- Monday through Friday
- Before school 7:00 – 8:00 A.M. and after school 3:00 – 7:00 P.M. (2:00 P.M. on Wed.)
- Please be advised that children needing YMCA Vehicle Transportation must be dropped off no later than 7:15 A.M.)
- Half days: From the time of school dismissal to 7:00 P.M.

### **CLOSINGS**

The Y-Kids program will close due to weather conditions corresponding with District 97. In case of a late/delayed start, the Y-Kids Program will run as usual. If a school were to close during the school day, the Y's World Kids program will close as well and parents will be responsible for picking up their children from school.

## **CHILD CARE CLOSED DAYS:**

### **2018**

Monday, September 3  
Thursday, November 22  
Friday, November 23  
Monday, December 24  
Tuesday, December 25  
Monday, December 31

### **2019**

Tuesday, January 1  
Monday, May 27

## **HALF DAYS**

West Cook YMCA Y's World Kids Program will operate on half days in correspondence to the District 97 calendar. There are no additional fees for half days and parents do not have to register. Please be sure to pack a lunch and drink on these days.

### **Half Days:**

#### **2018**

Thursday, October 25  
Friday, October 26

#### **2019**

Thursday, January 31  
Friday, February 1

## **SCHOOL'S OUT SPECIALS**

**Age:** K-8th grade

**Time:** 7:00A.M. - 7:00 P.M.

On these days off of school, we run a separate full-day program for families who may need it. Separate registration is required for these days and need to be done 7 business days in advance or sooner. Snack is provided. Students should bring a nut-free lunch and their swimsuits on these days.  
Cost: Members: \$55/day Program Member: \$75/day

### **School's Out Special Dates:**

#### **2018**

Monday, October 8  
Monday, October 9  
Wednesday, November 21  
Wednesday-Friday December 26-28

#### **2019**

Wednesday-Friday, January 2-4  
Monday, January 21  
Friday, February 15  
Monday, February 18  
Monday-Friday, March 25-29  
Friday, April 19

## **TRANSPORTATION**

The YMCA does provide transportation to and from many of the area schools based on availability.

## **ENROLLMENT/REGISTRATION INFORMATION**

Parents will be given a registration packet with the required registration forms. Parents are required to complete all forms prior to registration. Y-Kids begins the first day of school (Wednesday, August 22, 2018) and ends the last full day of school (tentatively scheduled for Friday, May 31, 2019 if no school closures occur). Registration is accepted throughout the year, provided space is available. The first payment is due at the time of registration. Payments are due on the 15<sup>th</sup> of each month, for the following

month's tuition (i.e. October's tuition is due on September 15<sup>th</sup>, November's tuition is due on October 15<sup>th</sup>, and so on). At the time of enrollment parents are required to fill out one registration packet for each child.

### **REGISTRATION PACKET**

As required by DCFS, a complete and confidential information file is kept on each child in the Y-Kids program. Parents are required to read, complete and sign each document to be contained in the file. Registration Packet is due at the time of registration in order to complete registration for the program. All completed documents must be returned before your child's registration is considered complete. The West Cook YMCA reserves the right to terminate your child's services if the parent or guardian does not comply with the documentations requested.

The following documents must be submitted by August 1, 2018 (or at time of enrollment is registration occurs after August 1, 2018):

- DCFS Completed Physical/Health Form (TB test and Lead assessment must be indicated)
- Copies of Immunization Records
- Copy of child's birth certificate

### **FEES AND PAYMENT STRUCTURE**

Payments are due on the 15<sup>th</sup> of each month, for the following month's tuition (i.e. October's tuition is due on September 15<sup>th</sup>, November's tuition is due on October 15<sup>th</sup>, and so on). Payment for September is due at registration and includes any days in August. The last payment is for the month of May and includes any days in June. If your payment is not received by the close of business on the 15<sup>th</sup> of the month, there will be a \$25.00 late fee. If payment is not made by the 20<sup>th</sup> of the month, your child will not be able to participate in the next month of the program and your child's spot will be forfeited to the next person on the waiting list.

- Payments of cash, credit/debit cards and checks are accepted.
- Full day School's Out Specials are not included in Y-Kids tuition fees.
- A reoccurring monthly bank draft may be established. Please see the Youth Development Administrator for details.

Parents are responsible for the monthly payment regardless of the amount of time your child spends in the program. Your tuition will not be pro-rated based on the number of days your child attends the program that month. Once you are registered, your spot is guaranteed, provided monthly payments are being made. There will be no refunds under any circumstance. You must give notice 30 days prior to your child's last day of attendance when removing your child from the program.

### **RETURNED PAYMENTS**

Because the West Cook YMCA is charged a \$20 returned check fee by its bank, any returned check will receive a \$20 fee. For any returned credit card payments, the fee is \$10.

### **RELEASE OF PERSONAL INFORMATION/CONFIDENTIALITY**

All personal files are to remain confidential and will not be released to outside persons or agencies without a signed released form. All medical and personal forms and information are the property of the YMCA and will remain on file after the child leaves the program.

## **FINANCIAL ASSISTANCE**

It is the goal of the West Cook YMCA to provide financial assistance to individuals and families who do not have the ability to pay the full cost of the program. All child care participants must first apply for subsidy through Action for Children before applying for financial assistance from the YMCA. Eligibility for YMCA financial assistance is based on sliding scale criteria and is limited. Applications for both types of subsidy may be requested at the front desk.

For families receiving Action for Children, it is a requirement that your child maintains an average monthly attendance of 82%. If your child's attendance drops below 82% for two consecutive months, your Action for Children eligibility will be cancelled.

## **PROGRAMMING**

Children will be involved in a variety of enrichments and learning activities that focus on Achievement, Relationship and Belonging.

Students will:

- Be given opportunities to take leadership roles
- Learn problem-solving and new ways to overcome obstacles
- Try things for the first time in an environment that encourages effort, not just success
- Make new friends, develop social skills and build self-esteem
- Experience the diversity of our community
- Start a habit of physical activity for enjoyment and healthier living
- Thrive in an environment where it is safe to be yourself

Please check the Parent Board in your child's classroom to see lesson plans and other materials pertaining to the program.

## **SNACKS/FOOD**

The YMCA will provide a nut-free afternoon snack. If your child does not like the snacks provided, parents are welcome to pack a nut-free snack from home. Parents must inform Y-Kids staff of any food allergies.

## **PERSONAL BELONGINGS**

Toys and personal belongings are not to be brought from home. Cell phones and other technology is not allowed in the Y-Kids Program. School issued iPads can be used only during designated homework time. The YMCA is not responsible for lost or stolen items.

## **SIGNING UP FOR YMCA CLASSES AND PROGRAMS**

Y-Kids participants may take YMCA classes offered during Y-Kids hours. Parents must submit a signed permission slip for each new session to have Y-Kids staff check out their child and transport their child to and from classes. Class fees are not a part of the Y-Kids program. These include enrichment classes and swim lessons. See current brochure for details. Ask a Youth Development staff member to get the permission slip. Students will not be transported to another program without a signed permission slip for the current session.

## WHAT TO BRING

- A swim suit and towel should be brought on swim days
- Book bag, homework, homework supplies
- Please label all belongings with your child's name

## LOST AND FOUND

The YMCA is not responsible for lost or stolen items. Any lost and found items will be taken to the Member Engagement Desk. All 'Lost and Found' articles are disposed of monthly to nearby charitable agencies.

## VOLUNTEER OPPORTUNITIES

Volunteers are essential to the YMCA and the community. Parents are invited to volunteer for homework time, other activities during the Y-Kids Program or special events. All volunteers must fill out a volunteer application to have a background check processed prior to volunteering.

## PHOTOGRAPHY

Photographs will be taken by an authorized YMCA staff only and may be used for future marketing and communication materials.

## DISCHARGE POLICY

Parents who wish to withdraw their child from the program at any point must notify the Youth Development Director, Elizabeth Lopez, in writing, 30 days in advance prior to your child's last day of attendance.

### **The YMCA has the right to withdraw any child from the program for the following reasons:**

- Habitual disregard of the center's policies and procedures
- Habitual disregard of the arrival and/or departure times
- Verbal or physical threats made to any child or member of staff, while on the grounds of the YMCA facility.
- Incidents of physical harm to self, other children or staff.
- A delinquency in payments or fees owed.

**The West Cook YMCA has a zero-tolerance policy in regards to threats or actions of any nature directed toward another child, staff or community member. Referrals and alternate care opportunities can be offered at time of disenrollment.**

## SAFETY PROCEDURES

Attendance and head counts will be taken at regular intervals daily. Head counts will be taken before and after every transition. For the safety of all children, parents are responsible for notifying the Youth Development Department if their child will be absent that day.

## EMERGENCY EVACUATION

- In the event of a fire, children and staff will exit the nearest exit and walk across the parking lot. The children will remain in a group away from the building and await further instructions.

- In the event of a tornado, children and staff will seek shelter in the lower level of the facility.
- Routine drills will be conducted throughout the school year.

## ACCIDENTS

If your child is involved in a minor accident, appropriate first aid will be given immediately. If it is a serious injury, the parent will be notified immediately and the instructions on the emergency care authorization will be followed. If the parents or other designated persons listed on the emergency care authorization are unavailable or cannot be reached, your child will be taken to the nearest hospital for treatment, via ambulance.

## INSURANCE

The West Cook YMCA does not provide accident insurance for your child. Insurance and payment of treatment is the responsibility of the parent.

## MEDICATION

Medication can only be given under the following procedure:

- Parents must complete medication permission form. The Medication forms are included on the registration packet or may be requested from the Youth Development Office
- All medication must be in its original container.
- Prescription medications shall be labeled with the full pharmacy label.
- Over-the-counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable, and in its original container.
- Medication shall not be used beyond the date of expiration.
- Children are not to be responsible for their medication at any time.
- Medication will be returned to the parent at the end of permission date.

**Leaving medication in backpacks is a safety hazard and places all children at risk of danger. We cannot allow children to store or keep any type of medication in or with their belongings. All medications will be kept locked in the Youth Development Office until they can be picked up by an adult.**

## DROP OFF AND PICK UP PROCEDURES

### Before school care 7:00 A.M. Drop Off

- Children will not be accepted into the program prior to 7:00 A.M.
- When dropping off, all children must be escorted into the YMCA and signed in by an adult in the classroom.
- The YMCA cannot take responsibility for any child who is not signed in by an adult.

### Morning Van Departure Time

- All students should arrive by 7:15am to ensure they catch our bus
- If your child is not here before van departure or misses the school bus, you will need to get your child to school on that day

### Afterschool Van Pick-Up Procedures

Time of arrival and departure is subject to change due to road construction, weather conditions, and student enrollment. The YMCA transportation van makes multiple stops and does its best to be at each

school at dismissal. Children need to go directly to the designated pick up area to ensure that the van remains on schedule. The YMCA van will wait 5 minutes from the time of school dismissal before departing. If your child missed the van or missed the school bus, your child will be picked up from school at the end of the next route.

### **Afterschool Arrival Procedures**

As children arrive at the West Cook YMCA, they will be greeted by a Y-Kids staff member and signed into the programs. Children will be directed to their assigned rooms at the time of their arrival.

### **Afterschool Pick Up Procedures**

- All children must be signed out by an authorized adult at the Youth Development Office
- Everyone picking up a child will be asked to show photo ID.
- Children will not be released to anyone unauthorized to pick up or without a photo ID.
- Anyone picking up a child must be at least 16 years of age.
- Children are not allowed to sign themselves out.

For the safety and protection of the children, we are unable to accept telephone pick-up authorization. You can e-mail authorization to the School Age Coordinator, Youth Development Administrator, or Youth Development Director (see contact information at the back of this handbook).

### **LATE PICK UP**

Parents are required to call ahead if they know or suspect that they will be late picking up their child. This allows the staff to prepare the child for the late arrival and to ensure program staff will be available to stay with your child until an authorized adult arrives. Staff will take into consideration weather emergencies when determining fees.

**Parents will be charged \$1.00 per minute past the 7:00 PM pick up time.** If the late fee is not paid within 24 hours, your child will not be accepted into the program until late fee is paid. The YMCA clock located in the Youth Development office will determine the time.

If any child is left for 30 minutes past closing without the parents notifying the staff, and if staff are unable to locate an emergency contact to pick up the child, the police will be called.

### **ABSENCES**

The Youth Development Office must be notified of any absenteeism. Please contact either the School Age Coordinator or the Department Administrator (See back of handbook for contact information)

### **ILLNESS**

At the West Cook YMCA, we strive to ensure that all children who attend our programs are healthy. Staff members will do daily "health checks" to ensure children do not have the following symptoms. If a child is found to present with these symptoms parents will be contacted and the child will not be allowed to return without a physician's release. We thank you in advance for your cooperation.

**Children will not be accepted into the program with the following symptoms:**

- Temperature of 100 degrees or above
- Diarrhea

- Severe coughing
- Redness of eyes with discharge
- Unusual spots or undiagnosed rashes
- Infected patches
- Vomiting
- Any type of contagious illness
- Severe itching of body or scalp

\* Please immediately notify the School Age Coordinator, if your child has a contagious symptom.

**Parents will be notified immediately if any of the above symptoms occur while your child is in the program. If parents cannot be reached, the emergency pick up person will be called.**

### **RE-ADMITTANCE AFTER ILLNESS**

**A physician’s release may be required before your child’s return in some cases of contagious illnesses.**

Colds:	4 days after symptoms appear
Temperature of 100 degrees:	24 hours after temperature has broken
Stomach Flu/Diarrhea:	24 hours after vomiting has stopped and when the child no longer has diarrhea or a fever.
Severe Coughing:	When coughing has stopped or Doctor states the child is no longer infectious.
Pink Eye:	24 Hours after medication has been administered
Spots or Rashes:	1 week after disappearance or until diagnosed by Doctor
Strep Throat:	24 hours after medication has been administered
Vomiting:	24 hours after vomiting has stopped
Diarrhea:	24 hours after diarrhea has stopped
Severe Itching of Body/Scalp:	24 hours after treatment has begun
Chicken pox:	Until all lesions are crusted over, usually about 7 – 10 days.
Rash with fever or joint pain:	Until diagnosed as not being measles or rubella.
Measles:	Until 5 days after rash starts.
Ring worm:	48 hours after treatment begins
Lice:	48 hours after treatment begins

**A doctor’s note must be presented to verify that the child is no longer contagious. Participants will not be allowed back in Y’s World Kids & Teens without the doctor’s note.**

### **WEST COOK YMCA YOUTH DEVELOPMENT DEPARTMENT STAFF CONTACT INFORMATION**

**Elizabeth Lopez –**

**Youth Development Director**

708-434-0230 elopez@westcookymca.org

**Lisa Gacki- Youth Development  
Administrator**

708-366-2764 lgacki@westcookymca.org

**Rebecca Boblett- School Age Coordinator**

708-427-8268 rboblett@westcookymca.org

**Member Engagement Desk: 708-383-5200**