

Y-Zone

Parent Handbook

Y-Zone Philosophy: The philosophy of Y-Zone is to provide a safe, healthy environment for children before and after school to enrich their spirit, mind and body.

Character Development: A common thread through YMCA's across the world is to actively develop good character in program participants. Y-Zone will emphasize the values of caring, honesty, respect and responsibility to all participants. We also emphasize the importance of why we should use the values here, at school, and at home.

Y-Zone Goals: Our goals are:

- ✓ To partner with parents to ensure academic success of their children.
- ✓ To promote positive character development.
- ✓ To maintain safety and security of children during the hours before and after school.
- ✓ To partner with parents to promote the overall success and well-being of their children.
- ✓ To promote healthy eating and physical activity that is encouraging to our youth.

Y-Zone Rules: All program participants are expected to follow these rules:

- ✓ Be Caring
- ✓ Be Honest
- ✓ Be Respectful
- ✓ Be Responsible

Parent Expectations: Parents of program participants are expected to:

- ✓ Communicate any issues regarding their children to Y-Zone staff.
- ✓ Complete and return all required paperwork to the Clinton Community YMCA courtesy desk.
- ✓ Make all payments to the courtesy desk of the Clinton Community YMCA by the payment deadline.
- ✓ Inform site coordinator daily if your child will be attending PM Y-zone

****Parents are asked to email the site coordinator at clintonyzone@gmail.com daily by 3 pm if your child will be attending PM Y-zone. This is for the safety of your child as well as to insure proper staffing ratios. By notifying staff beforehand, we will be able to insure that your child arrives at Y-zone as expected and prevents transportation/pick-up errors (for example if your child accidentally gets on the bus but is supposed to be at Y-zone, we can catch them before the bus leaves.)****

Hours of Operation: On Monday through Friday, Y-Zone hours are 6:30 a.m. until the start of school and the conclusion of school until 6:00 p.m. (including early dismissal days). There will be a \$5.00 charge for every 5 minutes your child is not picked up after 6:00 p.m.

Y-Zone Location:

Y-Zone will be held at two separate sites. If your child attends Douglas or Lincoln School, your child's site will be at Lincoln School. If your child attends Clinton Elementary School, their site will be there. Busing

will be provided by the school district to and from school if your child attends Douglas School. **You must turn in Transportation forms to Douglas School 48 hours prior to your child attending.** You may get these forms at school registration or at the Douglas School Office.

Arrival and Departure Procedures:

Children must be physically signed in and out. Only persons on the pick-up authorization form will be allowed to take or drop off the children. Children may not be left prior to 6:30 a.m. and they must be picked up prior to 6:00 p.m.

Payment:

Payments must be made to the courtesy desk at the Clinton Community YMCA. Onsite staff will not accept payments under any circumstances.

- **Late Fee**

There will be a \$15.00 late fee assessed to all accounts that are not paid in full by the 30th of each month.

- **Children will not be allowed to participate in the program if their payments are not current.**

Failure to make timely payments may result in child being removed from the program.

Cost: The rates will be as follows:

A.m. \$9/ p.m. \$12/ both a.m. & p.m. \$15

Entire week- \$70

10% discount for 2nd child (and 3rd, 4th, and 5th,...) Only if not receiving any financial help.

If you have a monthly parent co-pay (through Child Care Resources or Public Aid) divide and pay weekly- i.e. Monthly Parent Co-Pay of \$50.00 should pay \$12.50 per week.)

Y-ZONE EMERGENCY - On days when school is called off due to extreme cold or weather we will watch your K-5 Grade child at the YMCA. Cost is \$30 per child (no discounts apply for Y-Zone Emergency). Child needs to bring lunch and swim gear. We will provide snacks, activities, swim time and most important...FUN!!

On days when there is no school (except major holidays) Y-Zone Extreme will be available at the Clinton Community YMCA (See Y-Zone Extreme information page).

Absenteeism:

There will be no refunds or credits given for absent days. However, we appreciate you notifying the Clinton Community YMCA courtesy desk if your child will not be coming. The main reason for this is that we will assume your child missed his/her bus to Y-Zone or something else may have happened. Once a call has been made to the YMCA, they will notify the on-site staff to inform them of the absent child.

Illness:

Children should not be sent to Y-Zone if they have any of the following conditions within 24 hours.

Children must be symptom free without medication for 24 hours before returning to Y-Zone.

- ✓ Fever: if over 100 degrees or accompanied by other symptoms such as vomiting, diarrhea, etc.
- ✓ Respiratory problems: severe congestion or unexplained wheezing.
- ✓ Vomiting and/or diarrhea: which occurs more than once or is accompanied by other flu-like symptoms.

- ✓ Rash: if the cause of the rash is unknown or if the rash is not being treated, or if the rash is known to be contagious.
- ✓ Chicken pox: or other communicative diseases.
- ✓ Head Lice: must have approval from Health Department (free of charge) if child has missed Y-ZONE due to head lice.
- ✓ If a child becomes ill at Y-Zone, he or she will be isolated and a parent will be contacted to come pick them up.

Injuries:

If your child is injured at Y-Zone, the staff will take whatever steps are necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- ✓ Attempts to contact parent or guardian.
- ✓ Attempts to contact any person listed as emergency contacts.
- ✓ Contact of ambulance or paramedic.
- ✓ Transportation of child to the nearest emergency room in the company of a staff member.

Clothing:

Clothing should be appropriate by the standards of the schools. In the event that children are wearing inappropriate clothing, parents will be contacted to bring other clothes or pick up the child. When the weather is nice we will do many activities outside. If your child comes in flip flops or shoes that shouldn't get dirty, please have them bring an extra pair. We can't promise that your child will return clean!

Weather Appropriate Clothing:

Please discuss with your child(ren) about when it is and isn't appropriate to wear or not wear their coats when the weather starts to change. Every child's inner body temperature is different and many parents have different rules for this. **We will not be responsible for making this decision.**

Lost and Found:

The Clinton Community YMCA and Y-Zone staff are not responsible for lost or stolen items. We will place lost item in the schools lost and found bin.

Safety:

The health and safety of each child is a prime concern of the YMCA. Staff are trained in safety, First Aid and CPR. Our staff place an emphasis on preventative safety and supervise activities closely.

No Firearms

Posted on all entrances to facility "No Firearms". Firearms are prohibited on the premise.

Discipline Policy:

No child's behavior will be allowed to interfere with the overall success of the program and other participants. Praise and recognition of good behavior is built into our program. Consequences for deviant behavior are as follows:

- ✓ Warning
- ✓ Time Out (the age of the child)
- ✓ Extended Time Out
- ✓ Parent called and child removed from program for remainder of the day
- ✓ Child suspended for 3 days from program

- ✓ Child expelled from program for remainder of year

Y-Zone staff will record incidents of behavior that warrant 20 minute time-outs. The Y-Zone Site Coordinator reserves the right to skip over early consequences if behavior is severe enough to pose a risk to either the misbehaving Y-Zone child or others in the group. We try to give each child the opportunity to correct his or her own behavior.

Refunds and credits will not be given for days suspended.
Discipline Policy is subject to change due to sites behavior.

Homework Rules:

After snack time, the children will go to their assigned tables. Staff will do backpack checks to see if the students have homework. If your child does not have homework they will have the choice of either reading books, working on age appropriate worksheets, or play board games and cards. There will be a staff member at each table to assist with any homework and study help needed. All children are expected to sit quietly during this time so the students who do have homework will be able to focus on their school work. If your child's teacher has told you that they need to receive additional help in a subject area, please see the site coordinator so we can help. That is what we are here for!! We are not able to see how the children are doing until the report cards are sent out so we need your help if you know something we can help with. All the staff do the best that they can to make sure the children are doing their best. Again, we want to partner with you, the parent, to make sure your child is successful in school!

Medicine Policy:

If your child requires medication, it is vital that you inform the staff of the medical need. All medication must be given directly to a Y-Zone staff member in the original prescription container. Fill out the Health History Form on the registration form and include all medications. Medication not in the original prescription container will not be accepted.

Staff Background Check:

The facility's which Y-zone uses complies with the background check and clearance procedures through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers. The YMCA does not hire any staff or volunteer who does not receive a clearance following the IDHS background check.

Disclaimer:

Both C.E.S and Lincoln Elementary and programs provided by the Y.M.C.A are not licensed or regulated by DCFS.