

# Y-Zone

## Parent Handbook 2020-2021

**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.
- ✓ Follow the registration procedures outlined in the handbook

**\*\*Parents are asked to email the site coordinator at [clintonyzone@gmail.com](mailto:clintonyzone@gmail.com) if you have any specific questions about your**

**child, the program or need to notify the staff of changes to your childcare needs.**

**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. There will be a \$5.00 charge for every 5 minutes your child is not picked up after 6:00 p.m. For those that register for the 1:30-3:30 time slot, pick up is at 3:30. Late fees can be assessed for pick ups that occur after 3:30. If at all possible, please notify the YMCA @ (217) 935-8307 or email the staff at [clintonyzone@gmail.com](mailto:clintonyzone@gmail.com) if you know that you will be late picking your child up.

**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.

*\*Please see updated arrival and departure procedures under COVID Plan*

**Weekly Registration and Payment Procedures: (Please Make Special Note to the New Weekly Registration and Payment Policies)**

Due to the new COVID-19 restrictions implemented by the State of Illinois and the Department of Children and Family Services, our Y-Zone Program must follow strict staff to children ratios (15:1). To maintain the proper staff to child ratios and guarantee a roster spot for your child, parents are required to register their child by 12pm on the Saturday before the beginning of each new school week (See the "How to Register" section below). Parents will not be able to send a note to their child's teacher asking them to send their child to Y-Zone unless they have already registered their child for the day(s) needed for that given week. We understand that there will be times that parents may need Y-Zone services after registration closes each week. In these instances, we ask that you call the YMCA courtesy desk (217) 935-8307 and register your child over the phone so that we can ensure that the program has the proper space and staffing available.

*What does the new weekly registration do for the program?*

- Allows the Y-Zone Program to maintain the strict COVID-19 guidelines implemented by the State of Illinois and DCFS.
- Give flexibility in adjusting for the need for more staff and facility space when the need arises.
- Helps the Y keep the cost of the program at an affordable rate.

### **"How To Register":**

- **Online Method** – to register online, follow these steps. Online registration will close on each Saturday @ 12pm.
  - Step 1 – Access the Clinton Community YMCA online registration webpage at <https://clinton.recliquecore.com/login/> We have a new Membership Software, so you will more than likely need to either click "set up a new account" or "I do not know my credentials" and follow the prompts to set up your account. Once your account is set up, future log ins and registrations will be more streamlined.
  - Step 2 – Click on the Program Icon then locate the Clinton Y-Zone Box
  - Step 3 – Choose the day(s) of care that you need and follow the remaining prompts.
- **By Phone** – Call the courtesy desk at (217) 935-8307 and the staff will gladly register your child for the days and times you need.
  - All registrations over the phone require a payment method of either credit card or bank draft.
- **In Person** – Program registrations can be completed at the Welcome Center / courtesy desk which is located as soon as you enter the main entrance of the YMCA.

Payments must be made at the time of each weekly registration. Onsite staff will not accept payments under any circumstances.

- **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 have been adjusted to meet the changes of the school day under the new re-opening plan. With a daily dismissal time of 1:30pm, the program's operational time has increased by 40%. We have made every effort to accommodate your childcare needs and have developed new offerings to help reduce the financial burden of childcare.

- Morning only 6:30am to start of school - \$9.50 (Entire week - \$42.50)
  - After school 1:30pm to 3:30pm - \$12.50 (Entire week - \$56.50)
  - After school 1:30pm to 6:00pm - \$17.50 (Entire week - \$78.75)
  - Both morning and 3:30pm - \$18.00 (Entire week - \$81.00)
  - Both morning and 6:00pm - \$22.00 (Entire week - \$99.00)
- \*Rates can be adjusted throughout the year to meet any rising program costs*

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

If you need financial assistance, you can apply for CCRN (Child Care Resource Network) services. Information and forms can be found at <https://www.ccrn.com/>

**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 \$32 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. If school is cancelled due to any COVID-19 issues, Y-Zone may not be available. Information will be posted as to the availability of the program under these circumstances.**

**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.

**General Illness Guidelines:**

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 100.0 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 you 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 schoolwork. 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.

**Y-ZONE (CLINTON COMMUNITY YMCA)**

**COVID-19 Procedures**

**\*These procedures supersede all General Illness Guidelines**

**Staff Safeguards:**

Staff will adhere to strict personal health guidelines, set forth by the CDC, IDPH and Y-USA. This will include:

- Wearing a face covering while in the school building and when social distancing cannot be maintained while outside.
- Regular hand washing and/or hand sanitizing
- Staff will also practice social distancing, unless attending to a participant to assist with an activity or to tend to an injury.

Upon arrival staff will have their temperature taken each day. Any staff with a temperature of 100.0 or higher will not be allowed to work. Staff will also have the following questions asked of them. If they answer yes, they will not be allowed to work.

- Have you or anyone in your house traveled to another country in the last 14 days?
- Have you been in contact with someone under investigation for, or with a confirmed case of coronavirus?
- Have you or a family member been instructed to self-quarantine?
- Are you experiencing symptoms of illness? If so, what symptoms?

### Ensuring Participant Safety:

Upon arrival each child will have their temperature taken. Anyone with a temperature of 100.0 or higher will not be allowed to stay in the program. All parents will review the following questions each time they drop off their child for morning Y-Zone or for Y-Zone Extreme Days. If they answer yes to any of the questions, the child **will not** be allowed to stay.

- Have you or anyone in your house traveled to another country in the last 14 days?
- Have you been in contact with someone under investigation for, or with a confirmed case of coronavirus?
- Have you or a family member been instructed to self-quarantine?
- Are you or your child experiencing symptoms of illness? If so, what symptoms?

## **ALL SCREENING QUESTIONS AND TEMPS WILL BE LOGGED FOR STAFF AND CHILDREN.**

### Arrival Procedures:

Morning drop-off is between 6:30 am – 7:45 am. The main entrance at Lincoln and CES will be used for morning drop-off. Please remain in your car until greeted by program staff. Every child must be signed in with our staff.

The following protocols will be in place at all times during arrival:

- Parents must stay in their car at all times
- After questions have been acknowledged and temperature verified, staff will sign child into Y-Zone.

- Program staff will open car doors to let children out. Staff must wear gloves.
- Program staff will escort child to bathroom to wash hands as soon as they arrive.
- All staff wash hands once check-in is over and sooner as needed. (Staff should refrain from touching their face.)

### Departure Procedures:

After school / Evening pick-up is between 1:45 pm – 6:00 pm. Pick up at CES will be at the main entrance and pick up at Lincoln will be on the east side of playground if children are outside and at the main entrance if indoors. Every child must be signed out with our staff. Only persons authorized in writing, by the parent/guardian, may pick up a child(ren). This is for the child's protection. Staff will check for a picture I.D. and written authorization on all persons unfamiliar to them. Anyone without proper authorization will not be allowed to take a child from site. Parents will be called immediately if this occurs.

The following protocols will be in place at all times during departure:

- Program staff will work check-out.
- Parents will remain in their vehicle.
- Once ID is verified, program staff will ask for child to gather belongings and come outside.
- Staff will then sign child out for the day.

### Social Distancing:

Program staff will do our best to find daily activities that will help naturally adhere to social distancing guidelines.

**WHAT IS SOCIAL DISTANCING:** Defined by the CDC, as ensuring at least six feet of distance between program participants.

Kids are kids: We know keeping them apart will be a challenge, so we are putting in place some safeguards to practice proper hygiene to reduce the spread of any germs.

### Y-Zone Hygiene Practices:

Equipment Sanitization: Program staff will clean equipment used throughout the day immediately following use by participants. Additionally, any materials used during Y-Zone will be cleaned and disinfected at the end of each day using approved cleaning agents.

Frequent Hand Washing: Program staff and participants are required to properly wash hands every 60-90 minutes, or immediately following an activity. This will also allow time for program staff to disinfect items used in the previous activity.

# COVID-19 RESPONSE PLAN

## Isolation and Discharge of Sick Children and Staff:

Any child or staff member suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility. Symptoms of COVID-19 are fever (temp greater than 100.0), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea.

If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 15 minutes or less) in close contact with those in the childcare facility, the Y-Zone program may consider closing for 2-5 days to do a thorough cleaning and disinfecting and to continue to monitor for ill individuals.

## Returning to a childcare facility after suspected COVID-19 symptoms:

If a staff member or child is diagnosed with COVID-19, he or she is not to return to the childcare facility until **ALL** three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual's symptoms, including cough have been improved.
- It has been at least 10 days since the onset of the individual's illness.

If the child or staff member has symptoms of COVID-19 and it is subsequently determined by a medical provider that the individual likely does not have a COVID-19 infection, the child or staff member can return to the facility if the following is met:

- No fever for 72 hours without the use of fever reducing medications (fever is temp greater than 100.0)
- Negative test for COVID-19 or;
- A note from a medical provider documenting no clinical suspicion of COVID-19 infection.

The CDC recommends that any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 be excluded from the program for 14 days and monitored for symptoms. If symptoms develop, they are encouraged to be evaluated and tested for COVID-19.

**PPE and Program Details:**

- Face coverings will be worn by children and staff while indoors at the schools with some exceptions (these will be noted later when the Y is given the details). The staff will be encouraged to keep the children outside as much as possible when the weather permits to give the participants relief from wearing a mask. Please have your child prepared with proper clothing for outside recreation. When indoors for longer periods of time, efforts will be made to give your child relief from wearing a mask.
- Social distancing in all areas of the school as much as possible.
- Children will be placed in groups of no more than 15 when they arrive to Y-Zone and will remain in those groups throughout the duration of the child's time for that day.