



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TIME TO EXPLORE

KIDS' TIME 2018-2019 PARENT HANDBOOK
YOUTH ACHIEVEMENT YMCA
YMCA OF ROCK RIVER VALLEY



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COME EXPLORE WITH US!

DEAR PARTICIPANTS AND FAMILIES,

The Youth Achievement YMCA is proud to invite you to join us in any of our more than 20 Kids' Time locations. Our before and after school sites offer a mix of fun and educational activities aimed at improving the wellbeing of our students. Our programs center on three areas proven to impact the development of your child: friendship, achievement, and belonging.

We define Youth Development as the social-emotional, cognitive, and physical processes that all youth uniquely experience from birth to career. At the Y, we know a successful development process fulfills children's and teens' innate need to be loved, spiritually grounded, educated, competent, and healthy. Our Staff model and teach our Core Values of Caring, Honesty Respect, Responsibility, and Faith to develop the confidence, character, and teamwork our participants need to be successful in life.

Our job title is...

[YMCA Youth Development Staff](#)

But what we really are is:

[Program and staff leaders, dedicated to improving the experience for youth, families and staff in YMCA programs with a focus on belonging, achievement, and relationship building.](#)

Because we:

[Ensure that programs operate above and beyond a set standard with youth voice and empowerment, and staff dedication and ownership.](#)

This handbook is provided to help answer questions regarding our policies and procedures. Your child's safety, well-being, and program enjoyment are our primary concerns. If you have any questions, please give us a call at (815)489-1194.

In Y Spirit,

Penni Bostelman
Youth Achievement YMCA Executive Director

GET IN THE KNOW – KIDS’ TIME OVERVIEW

PACKAGES AND FEES

KIDS’ TIME AFTER SCHOOL ONLY PACKAGES

1 DAY	Member \$15/Week	Non Member \$17/Week
2 DAYS	Member \$30/Week	Non Member \$34/Week
3 DAYS	Member \$45/Week	Non Member \$51/Week
4/5 DAYS*	Member \$48/Week	Non Member \$54/Week

*Includes Camp Days; Registration required

KIDS’ TIME BEFORE SCHOOL PACKAGES*

1 DAY	Member \$6/Week	Non Member \$7/Week
2 DAYS	Member \$12/Week	Non Member \$14/Week
3 DAYS	Member \$16/Week	Non Member \$18/Week
4/5 DAYS	Member \$20/Week	Non Member \$24/Week

*BEFORE SCHOOL CARE NOT OFFERED AT ALL LOCATIONS

KIDS’ TIME SITE LOCATIONS

HARLEM DISTRICT

*LOVES PARK ELEMENTARY
MACHESNEY ELEMENTARY
*MAPLE ELEMENTARY
MARQUETTE ELEMENTARY
OLSON PARK ELEMENTARY
*PARKER EARLY EDUCATION CENTER
RALSTON ELEMENTARY
ROCK CUT ELEMENTARY
WINDSOR ELEMENTARY

ROCKFORD DISTRICT

BLOOM ELEMENTARY
BROOKVIEW ELEMENTARY
CARLSON ELEMENTARY
FROBERG ELEMENTARY
GREGORY ELEMENTARY
JOHNSON ELEMENTARY
MARIA MONTESSORI ELEMENTARY
*ROLLING GREEN ELEMENTARY
SPRING CREEK ELEMENTARY
*THURGOOD MARSHALL ELEMENTARY
WHITEHEAD ELEMENTARY

PECATONICA

*MORNING CARE OFFERED AT SITE

CAMP DAYS

Join your favorite Y staff on days when school is not in session for a classic day camp experience! Participants must be registered 3 days prior to the day of program. Limited space – first come, first served.

Member Rate: \$20

Program Member Rate: \$25

Late Registration Fee: \$15

REGISTRATION AND PAYMENT INFORMATION

GETTING REGISTERED

WE'VE GONE PAPERLESS!

Members wishing to register for KIDS' TIME 2018-2019 will be able to find all registration materials online. Please visit our webpage (www.rockriverymca.org) and complete registration using the Kids' Time & Camp Days 2018-2019 Enrollment Manual as your guide. You are required to register your child at least 48 hours in advance before your child can attend the program. All registrations will be done online unless you are applying for financial aid.

PAYMENTS

PAYMENT SCHEDULE

Members must have an updated billing method on file. All payments will be scheduled to draft from the account on file at the time of registration. Drafts are scheduled for the Friday before, 3 days prior to, the beginning of each week.

ABSENCES/CREDITS/REFUNDS

When you enroll for Kids' Time each week, you are reserving the time, space, staff and provisions (which are purchased in advance) for your child whether or not they attend. Absences will not be deducted from your fee—unless in the event of a serious illness and/or family emergency where credits may be issued. Credit/refund requests must be made by submitting a "Change in Schedule Request Form" 7 days prior to cancellation. Credit/refund requests should be directed to Youth Achievement YMCA. Processing may take between 2-3 weeks.

PAST DUE ACCOUNTS

Any parent/guardian owing a past due balance may not continue to register their child or continue to send their child to program or other YMCA programs until their account balance has been paid in full. The YMCA reserves the right to remove a child from program due to an outstanding balance. Returned payments will assessed a minimum fee of \$25.00.

CANCELLATIONS

In order to discontinue scheduled payments, members must notify Youth Achievement YMCA 4 days prior to the beginning of the cancelled week. A completed "Change in Schedule Request Form," available on the YMCA of Rock River Valley website, must be submitted to the Youth Achievement office in order to fully process your cancellation request. Any cancellation notifications later than 4 days prior to the beginning of the cancelled week will not be refunded.

PRO-RATING SESSIONS

We do not pro-rate any Kids' Time sessions or offer Drop-In Rates.

MEMBERSHIP REQUIREMENTS

Individuals must be active Program Members of the YMCA of Rock River Valley in order to register for programming. Individual Program Memberships will be assessed a fee of \$15 and Family Program Memberships will be assessed a fee of \$25 at the time of activation. Program Members will receive the non-member pricing; individuals with facility memberships will receive the member pricing.

PROGRAM WITHDRAWAL

Participants leaving the program are required to notify the Youth Achievement office in writing by completing a "Change in Schedule Request Form." The parent/guardian who registered the child for program is responsible for completing the form. The form can be dropped off or faxed to the Youth Achievement office. The form must be completed and received by the office at least 7 days prior to the week the child will be leaving the program. If a 7-day notice is not given, no credits or refunds will be given. Parents/guardians are responsible for paying any balance prior to withdrawal. After 30 days, unpaid accounts may be submitted to a collection service.

RETURNED PAYMENTS

If a payment comes back returned, you will be contacted by the Youth Achievement YMCA office and will need to provide an additional, reliable form of payment. The payment will be immediately accessed unless you advise us to schedule otherwise, and a minimum \$25 returned payment fee will be added.

REMOVAL FROM PROGRAMS FOR NON-PAYMENT

Failure to pay program fees in a timely manner may result in suspension or termination from the program. If services are suspended, it is your responsibility to ensure alternative care is provided at the end of the school day. We will not be able to accept your child into the program and will escort them to the school's office. A fee becomes past due on the last day of the week, and a late payment fee of \$25 will be added to your account. Any past due balance will result in the child being removed from the program effective the following day. No further YMCA participation is allowed until the balance is paid in full. We are committed to working with you should you experience financial challenges. You are encouraged to discuss payment issues with the Youth Achievement YMCA office before services are suspended or terminated. Arrangements during times of unusual hardship or extraordinary circumstances may be considered.

MULTIPLE BILLING PARTIES

The enrolling parent/guardian is responsible for all fees related to your child's participation in programming. This includes families receiving financial assistance through third party agencies (DCFS, etc.) such as copays. Upon request, we are able to send account statements to a billing party other than the enrolling parent/guardian. However, please remember that the enrolling parent/guardian is still responsible for seeing those fees are paid in full. If your situation requires multiple parties to be billed from the same account, both parties must complete and authorize a "Multiple Party Billing Agreement Form." A "Multiple Party Billing Agreement Form" is available at the Youth Achievement YMCA office and must be completed and processed before your child can attend the program.

UPDATING METHODS OF PAYMENT

If you need to update your method of payment, you may do so online or by contacting the Youth Achievement YMCA office. You may add an additional bank account, debit or credit card. You may also stop into the Youth Achievement YMCA office and pay your balance with cash, card or check, but you must have previously arranged a payment plan with our Financial Aid Coordinator first. If your method of payment is lost, stolen or expired, you must notify the Youth Achievement YMCA office immediately to stop payments and to avoid additional fees. You must also provide a supplementary form of payment. The YMCA is not responsible for any overdraft, return or late fees charged by your bank or financial institution. You are responsible for updating your bank information; we do not communicate with your bank. If you wish to stop a payment, you must call at least 4 days before the Friday draft date to ensure proper cancellation. We will require you to reschedule the payment.

REGISTRATION INSTRUCTIONS

Please follow the procedures below in order to successfully register for Kids' Time programming.

1. Visit our webpage (www.rockriverymca.org) to view program options and navigate to our registration page
 - a. Under "Program Quick Links," select "Kids' Time"
 - b. Select the "Register" button to continue to online registration, following items 2-5
2. You have now navigated to our online registration page (<https://ops1.operations.daxko.com/Online/3141/Programs/search.mvc/>)
3. Log in before continuing with the registration process
 - a. Facility Members WITH previously activated accounts
 - i. Select "Login" in the top right hand corner of the webpage
 - ii. Enter email and password associated with their Daxko account
 - iii. Select "Sign In"
 - b. Facility Members WITHOUT previously activated accounts
 - i. Select "Find Account"
 - ii. Enter search criteria, select "Submit"
 1. Enter email associated with membership, new login information will be sent to this email account
 2. Member will receive an email prompting them to reset their password, click the link provided
 3. Reset new password
 - iii. Return to original login screen, member may now login with the new password associated with their email
 - c. New Members
 - i. Select "Login" in the top right hand corner of the webpage
 - ii. Select "Sign up"
 - iii. Select "Youth Achievement" in the drop-down menu bar prompting branch selection
 - iv. Select membership type
 1. Choose "Program Member / Family" if more than one child is being registered
 2. Choose "Program Member / Individual" if only one child is being registered
 - v. Enter all personal information on the "Create a New Account" page
 - vi. Select the "Youth (12 and under)" button to add a child to the membership
 - vii. Once all members have been added, select "Continue to Payment"
 - viii. Enter payment information, select "Submit"
 - ix. Enter and confirm new password, select "Submit"
4. Browse and select 2018-2019 Kids' Time program of interest
 - a. Select "Program Search"
 - b. Search "Kids' Time"
 - c. Select from "2018-2019 Kids' Time Before School – Harlem," "2018-2019 Kids' Time After School – Harlem," "2018-2019 Kids' Time Before School – Rockford," "2018-2019 Kids' Time After School – Rockford," "2018-2019 Kids' Time After School – Pecatonica," "2018-2019 Camp Days – Rockford," and "2018-2019 Camp Days – Harlem" and "2018-2019 Camp Days – Camp Winnebago."
 - d. Select the Kids' Time site your child will be attending
 - i. SPECIAL NOTE: 2018-2019 Kids' Time Before School for Rock Cut Elementary and Windsor Elementary will be offered at Maple Elementary. Marquette Elementary and Olson Park Elementary will be offered at Machesney Elementary.
 - ii. SPECIAL NOTE: 2018-2019 Kids' Time Before School – Rockford is available at Rolling Green Elementary and Thurgood Marshall Elementary School

CONTINUED ON NEXT PAGE

5. Select your preferred Kids' Time Package
 - a. Select "Register"
 - b. Select the child you wish to register, click "Select"
 - c. Select the weeks child will be attending the program
 - d. Select "Next"
 - i. SPECIAL NOTE: You MUST designate days the child will be attending program for any package less than a full week
6. Follow all remaining registration prompts in order to complete the online registration process.

PLEASE NOTE: All future payments will be scheduled from the account selected at time of registration.

FINANCIAL AID

CHILD CARE ASSISTANCE PROGRAM AND OPEN DOORS

CCAP – CHILD CARE ASSISTANCE PROGRAM

The Child Care Assistance Program (CCAP) provides low-income, working families with access to quality, affordable child care. Families must apply for this state-funded, cost-share program in order to be considered. Families that receive CCAP funding prior to the start of the 2018-2019 school year must submit a “Change of Provider Form” (provided by the caseworker) or an application for childcare assistance (hard copies available at Youth Achievement YMCA or online at www.ywcanwil.org) at the time of registration, designating Kids’ Time as their childcare provider.

REGISTERING FOR KIDS’ TIME WITH CCAP

CCAP “Change of Provider” forms must be submitted on the dates and locations designated below. At these times, families utilizing CCAP will be able to register for Kids’ Time.

YOUTH ACHIEVEMENT YMCA
5596 E Riverside Blvd.
Loves Park, IL 61111

July 16, 2018	2:30pm – 5:30pm	August 1, 2018	3:00pm – 6:00pm
July 18, 2018	3:00pm – 6:00pm	August 3, 2018	3:00pm – 6:00pm
July 20, 2018	3:00pm – 6:00pm	August 6, 2018	2:30pm – 5:30pm
July 23, 2018	2:30pm – 5:30pm	August 8, 2018	3:00pm – 6:00pm
July 25, 2018	3:00pm – 6:00pm	August 10, 2018	3:00pm – 6:00pm
July 27, 2018	3:00pm – 6:00pm		
July 30, 2018	2:30pm – 5:30pm		

*First week (July 16, 18, 20) open to Harlem Students only due to State of Illinois 30 day policy.

Families interested in learning more about the Child Care Assistance Program should contact Rosie Frasca at (815)489-1194 or rfrasca@rockriverymca.org.

OPEN DOORS

The YMCA of Rock River Valley offers a scholarship program for families in need through our Open Doors Program. YMCA programs such as After School Care, Youth Sports, and Swimming Lessons are available to qualifying households at an income-based rate scale. Pre-determined weekly rates have been established in a sliding scale format. Open Doors funds are only available as donation and contribution funds allow.

OPEN DOORS QUICK FACTS

- Open Doors awards up to a 35% program discount
- Open Doors can be applied to Kids’ Time and Camp Days fees
- Open Doors are valid for one school year (August – June)
- Applications can be found on our website (www.rockriverymca.org) under Programs, Kids’ Time and Financial Assistance or by contacting Youth Achievement YMCA

Families interested in learning more about Open Doors should contact Rosie Frasca at 815.489.1194 or rfrasca@rockriverymca.org.

PROGRAM INFORMATION AND PROCEDURES

WHERE TO GET KIDS' TIME INFORMATION

ONLINE RESOURCES

Our Webpage:
Facebook:

www.rockriverymca.org
www.facebook.com/TheYinRockford

BY PHONE

Youth Achievement Office:
Fax:

815.489.1194
815.489.1184

YOUTH ACHIEVEMENT YMCA LEADERSHIP

Senior Program Director
Regional Director
Regional Director

Lamya Cristillo (lcristillo@rockriverymca.org)
Katelyn Franzen (kfranzen@rockriverymca.org)
Becca Homb (bhomb@rockriverymca.org)

KIDS' TIME HOURS, PICK-UP & DROP-OFF INFORMATION

HOURS OF OPERATION

We offer programming Monday through Friday including most holidays and school breaks. For a complete list of Camp Days, visit page 17. Hours of operation vary based on school district and dismissal times. Every program closes at 5:30 pm.

SIGN OUT

Please remember to list yourself as the first authorized pickup. Please have your I.D. ready everyday. When you arrive at site to pick up your child, you must stop by the Parent Center to sign them out. Please sign your child out by signing the iPad. Children may not sign themselves out and must be escorted to and from the site by their parent/guardian. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

AUTHORIZED INDIVIDUALS ONLY

For the safety of your child, only persons authorized (18 years or older) may sign out and pick up a child. They will need to be listed as an Authorized Pick Up on the child's q/a form, or they will not be able to pick up the child. Authorized Pick Ups must be documented by a full first and last name, driver's license or state ID number, and contact phone number. Every pick up should have their ID out and ready for the staff to check, as staff will check any persons unfamiliar to them. This is especially important during the first weeks of school, when the staff are meeting families for the first time, or when you authorize a new person to pick up.

Without a government issued picture ID, we will not be able to release your child. Adults not listed on the q/a form, not authorized in writing by a parent, or without proper identification will not be permitted to remove a child from any Kids' Time program. You may add additional authorized pick-ups by completing a "Additional Pick-Up Form" and returning it to the Youth Achievement YMCA office. Forms are available online, at the Youth Achievement YMCA office, or at your child's program site. It is the parent's responsibility to inform all adults of the picture identification requirement. YMCA staff are not permitted to sign out children from program for the day. Additionally, any restricted or unauthorized pick-ups must have an order of protection on file with the Youth Achievement YMCA office.

LATE PICK UP FEES

Our programming ends promptly at 5:30pm. It is your responsibility to have your child picked up by this time. If your child has not been picked up by 5:30pm, YMCA staff will attempt to contact all contacts on the child's q/a form. You will be expected to pay \$1 per minute for the time your child remains in Kids' Time after 5:35pm, given a 5-minute grace period. The late fee will be charged to your account during your next billing cycle. Parents receiving financial assistance or receiving funding from third-party agencies are responsible for paying late fees. In instances where an authorized pickup is unable to be reached, the local police or children's service agency will be called. Parents who have not notified the site of their lateness can expect the following:

1. 5:35 pm – Site Coordinator begins calling parents/guardians/authorized pickups.

2. 6:00 pm – Site Coordinator contacts local authorities to determine if a problem related to the parent has been reported. The Regional Director is made aware of the situation.
3. 6:30 pm – Child is turned over to Sheriff’s department or local police and DCFS is contacted.

If you are going to be late picking up your child, you must contact the Youth Achievement YMCA office and they will contact the Site Coordinator of the program site. If you are unable to pick up your child, you must arrange for an authorized pick-up to do so. You risk dismissal from the program if you fail to pay the late fee or are late picking up your children 3 times within a 30-day period. Please keep the Youth Achievement YMCA office notified of phone number changes for work, home, or emergency contacts. It is the parent’s responsibility to ensure the information is kept up-to-date; it is not the responsibility of the school administration to inform the YMCA of changes.

CHILDREN AT RISK

Authorized pick-ups who arrive at the YMCA or KIDS’ TIME site to pick-up a child in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the police will be called.

IMPORTANT POINTS TO REMEMBER

- YOU MUST SIGN IN AND SIGN OUT YOUR CHILD EVERY DAY
- BRING A GOVERNMENT ISSUED PICTURE ID TO SIGN OUT YOUR CHILD
- YOUR CHILD WILL ONLY BE RELEASED TO PREVIOUSLY AUTHORIZED ADULTS

EXTRACURRICULAR ACTIVITIES

You are responsible for informing your program site in writing if your child will be participating in an afterschool activity, including school-sponsored events, sports, clubs, etc. Please fill out an Extracurricular Activities Form and be prepared to provide the following information.

- Schedule including days of the week they will be attending the activity, time period (start and end) of the activity, and time child is expected to arrive at the Kids’ Time program.
- Type of activity (tutoring, sports, Girl Scouts, etc.)
- Start and end date
- Name of authorized person (teacher, coach, etc.) to pick up/drop off your child

YMCA staff cannot release your child without the above information in writing.

ABSENCE

If your child is going to be absent, you must call and notify the YA office so they have time to notify the Site Coordinator. You will be contacted if your child does not attend program on their scheduled days. If your child leaves school for any reason (sickness, doctor’s apt., etc.) you have to notify the program site.

PARTICIPANT HEALTH

MEDICATIONS

All YMCA’s are required to receive in writing parental authorization to dispense prescribed and “over-the-counter” medicine to participants. An “Authorization to Administer Medication form” must be filled out prior to medicine being dispensed to children. These forms are available at the Youth Achievement YMCA office. Parents must give medication to the Site Coordinator.

- Complete an “Authorization to Administer Medication Form”
- Keep all medication in the original container with the prescription label/direction label attached.
- Medication must be labeled with the child’s name, physician’s name, name of medication, the dosage amount, and the time(s) to be given.
- Hand all medication (including inhalers, etc.) to the Site Coordinator. Children are not allowed to keep medications on their person, in their backpacks or lunch bags unless they have doctor and parent permission to self-carry medication (including EpiPens).
- All medications will be locked up and given to your child at the prescribed time.

Staff are not allowed to administer any over-the-counter without having written instructions. Additionally, they cannot split pills or administer amounts other than specified on prescription labels unless in writing by the physician. Medication logs will be filled out by staff for each medication for a child, detailing when it was administered and by who. You may ask to see this log at any time.

CHRONIC HEALTH ISSUES

We administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. We will not administer insulin shots. Any other substitute foods for raising blood sugar, such as honey, orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must be reachable by the YMCA staff the entire time the child is at the Kids' Time program.

MANAGEMENT OF COMMUNICABLE DISEASES

If a child has any of the following signs or symptoms of illness, he/she shall be immediately isolated and discharged to his/her parent/guardian. If any of these symptoms occur prior to programming, please do not send your child for the well being of all children:

- Diarrhea
- Severe Coughing
- Temperature of 100°F, with a combination of any other sign of illness
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Vomiting
- Evidence of lice, scabies or other parasitic infestation
- Pink or runny eyes
- Severe stomach or head pain

The child will be isolated from the group and will be supervised by a staff member; parents will be called immediately and asked to promptly pick up their child. If the child has a communicable disease, a return note from the physician may be requested. Upon departure, parents/guardians will be notified verbally or by a written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

If you are contacted, you must make arrangements to pick up your child within 1 hour. The YMCA is not equipped to handle ill children beyond ensuring their immediate comfort. We utilize the Department of Early Care and Learning (DECAL) communicable disease chart as a guide.

Any child not attending school on any regular school day may not attend the YMCA program during that day. If your child goes home from school due to an illness, call the Youth Achievement YMCA office to report their absence. The school does not notify Kids' Time if your child goes home sick.

SUNSCREEN POLICY

If the weather permits, our staff take children outside every day. If you know it's going to be an especially sunny day, send sunscreen with your child. We do try to schedule groups to stay out of the sun during hours when the sun is the most intense.

FIRST AID

All YMCA Kids' Time staff are CPR and First Aid certified. Any first aid administered by staff will be recorded on the proper form and turned into the Youth Achievement YMCA office. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the log.
- The child will periodically be observed after First Aid has been applied.

INJURY/ MEDICAL EMERGENCY

All precautions will be taken to prevent serious health risk to all participants. In the event that a child is injured, sick or in need of emergency medical attention, the parent or guardian will be notified immediately. If he or she cannot be reached, the YMCA will notify the emergency contact listed on the participant's q/a form. 911 will be contacted in any event requiring medical attention beyond basic First Aid.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders in the permission section of your child's q/a form. In general, the following steps will be taken in the event of a major injury or health problem:

- Immediate First Aid will be administered by Kids' Time staff until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.

- A staff will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times. *It is not the responsibility of the school to update your information with us.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry. The YMCA does not carry accident insurance on participants.

EMERGENCY PLAN

Each site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, locations of fire extinguishers and first aid kits, etc. Staff are trained and are expected to be well versed in emergency procedures.

SCHOOL CLOSING - SEVERE OR INCLEMENT WEATHER

In the case of severe inclement weather, staff will follow all YMCA safety protocols. No refunds will be given for inclement weather closures or modifications.

If the school closes at any time due to emergencies, the YMCA program will not be provided. You will be responsible for having an alternate plan for childcare for these days. We do not provide refunds or credits for these days.

SUPERVISION

We operate on a ratio of 1 staff for every 15 children.

ALLERGIES

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other food/non-food items in our programs. For the protection and comfort of our participants, we are a peanut-free zone.

We try our best to accommodate participants without inconveniencing others. If you are aware that your child is severely allergic to something, it is your responsibility to notify the Youth Achievement YMCA office in advance so we may take proper precautions.

SNACKS AND COLD DINNERS

Afternoon snacks are provided, but children are welcome to bring their own as long as they are healthy, low-sugar snacks that meet the Healthy Eating and Physical Activity standards (HEPA). Please don't send soda, food, or drink in glass containers, or food that needs to be refrigerated. Freezing beverages the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please don't pack food that will need heating or to be microwaved. Staff are not responsible for food preparation or pre-heating meals. Children are NOT permitted to use the soda or vending machines.

PARTNERSHIP WITH THE NORTHERN ILLINOIS FOOD BANK

Cold dinners and snacks are provided to all participants at no additional cost through the YMCA of Rock River Valley's partnership with the Northern Illinois Food Bank. Monthly menus are posted at sites and available at the Youth Achievement YMCA office. For more information, please contact the City of Rockford Human Services Department at (815)967-4039.

CAMP DAYS

WHEN SCHOOL'S OUT, CAMP IS IN!

YMCA Camp Days ensure your child's time is spent outside of school is engaging, safe, and fun. Our many available program locations allow Camp Days to provide your child with a diverse assortment of activities, including swimming, archery, crafts, nature hikes, S.T.E.M curriculum, and much more.

DISTRICT-BASED CAMP DAYS LOCATIONS

RPS DISTRICT 205	SWEDISHAMERICAN RIVERFRONT YMCA 200 Y Blvd. Rockford, IL 61107	CAMP WINNEBAGO YMCA 5804 N. Main St. Rockford, IL 61103	PEBBLE CREEK 5375 Pebble Creek Trail Loves Park, IL 61111
HARLEM DISTRICT 122	NORTHEAST FAMILY YMCA 8451 Orth Rd. Loves Park, IL 61111	CAMP WINNEBAGO YMCA 5804 N. Main St. Rockford, IL 61103	PEBBLE CREEK 5375 Pebble Creek Trail Loves Park, IL 61111

REGISTRATION

Registration opens the 15th of every month prior to the month of Camp Days programming. Children attending Camp Days must be registered at least 3 business days prior to the day of programming. Late registrations are subject to fees. Register for Camp Days with your 4/5 Day After School Package or separately online at our website. Families receiving financial assistance must register by contacting the Youth Achievement YMCA office.

POLICIES AND FEES

Due to the popularity of our Camp Days programming and in order to provide your child with the highest quality of program when school is not in session, children attending Camp Days **MUST** register. We do not accept drop-in participants. If you register your child less than 3 business days prior to the day of program, you will be subject to late fees. Register for Camp Days using our Camp Days 2018-2019 Registration Manual online (www.rockriverymca.org). Space is limited – first come, first serve.

PROGRAM FEES:

Member: \$20/ Camp Day
Member: \$25/ Camp Day

LATE FEES:

Late Registration Fee: \$15 in addition Program fee
Program Day-of Fee: \$25 in addition to Program fee

FREE CAMP DAYS – REGISTRATION REQUIRED

Camp Days are offered at no additional cost to our FULL WEEK KIDS' TIME AFTER SCHOOL TIME PACKAGE families. You will receive an email with your FREE CAMP DAYS coupon code, redeemable on the 15th of the month before. All registration and late fee policies apply. Camp days are offered from 6:45am until 5:30pm. Children are required to bring a sack lunch. Refrigeration and/or warming of food cannot be provided.

WHAT SHOULD MY CHILD BRING TO CAMP DAYS?

Please send your child to Camp Days with a backpack to keep all of their belongings together. Children should wear clothes/shoes appropriate for outdoor play. If they choose to swim, please pack their swimsuit, towel, bag for their wet swimsuit, a clean change of clothes, and a brush if needed. Please be sure to label all of your child's belongings with their name or initials. The YMCA is not responsible for any items that are lost or stolen, and under no circumstances will reimburse lost, stolen, or broken items.

BRING:

- Swim Suit
- Towel
- Close-Toed Water Shoes
- Lunch with beverage
- Snack
- Water Bottle
- Weather Appropriate Clothing

LEAVE AT HOME:

- Phones/Electronics
- Pokémon Cards
- Toys
- New or Expensive Clothing
- Jewelry
- Weapons
- Alcohol/Drug

CAMP DAYS (cont.)

Below is a list of all Camp Days for Rockford and Harlem school districts.

RPS 205 Dates:

Oct. 3, 2018
Oct. 8, 2018
Nov. 12, 2018
Nov. 21, 2018
Jan. 11, 2019
Jan. 21, 2019
Feb. 18, 2019
March 4, 2019
April 19, 2019
April 22, 2019
May 3, 2019

Harlem Dates:

Sept. 27, 2018
Sept. 28, 2018
Oct. 5, 2018
Oct. 8, 2018
Nov. 12, 2018
Nov. 21, 2018
Jan. 18, 2019
Jan. 21, 2019
Feb. 14, 2019
Feb. 15, 2019
Feb. 18, 2019
March 15, 2019
April 18, 2019
April 19, 2019
April 22, 2019

Winter/Spring Breaks

RPS: **WINTER BREAK:** Dec. 24, 2018-Jan. 4, 2019
 SPRING BREAK: March 25, 2019-March 29, 2019

Harlem: **WINTER BREAK:** Dec. 24, 2018-Jan. 4, 2019
 SPRING BREAK: March 25, 2019-March 29, 2019

FREQUENTLY ASKED QUESTIONS

WHAT SHOULD MY CHILD BRING TO CAMP DAYS?

Please send your child to Camp Days with a backpack to keep all of their belongings together. Children should bring their own water bottle to stay hydrated during the day. They should bring a sack lunch with a beverage, and wear clothes/shoes appropriate for outdoor play. If they choose to swim, please pack their swimsuit, towel, bag for their wet swimsuit, a clean change of clothes and a brush if needed.

BRING:

- Swim Suit
- Towel
- Close-Toed Water Shoes
- Lunch
- Snack
- Water Bottle
- Weather Appropriate Clothing

LEAVE AT HOME:

- Phones/Electronics
- Pokémon Cards
- Toys
- New or Expensive Clothing
- Jewelry
- Weapons
- Alcohol/Drugs

Please be sure to label all of your child's belongings with their name or initials. The YMCA is not responsible for any items that are lost or stolen, and under no circumstances will reimburse lost, stolen or broken items.

HOW DO I ADD SOMEONE TO THE PICK-UP LIST?

A "Change in Information or Additional Pick Up Form" is required. These can be found online, at the YA office, or at your child's site. If you download one online or pick one up from site, YOU must return it to the YA office in person, with a photo I.D. This form needs to be turned in 48 hours before you intend on having your child picked up. Hand-written notes or phone calls to change information will NOT be accepted.

WHAT IF MY CHILD LOSES SOMETHING AT KIDS' TIME?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found at each site location. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for possessions that are lost or stolen (See Lost & Found section).

HOW CAN I BE INVOLVED IN MY CHILD'S KIDS' TIME EXPERIENCE?

We keep multiple lines of communication open between our organization, our staff and our families. You will receive frequent communications from us, in person and in writing, so you're constantly informed of your child's progress, achievements, and daily activities. You're welcome to drop-in anytime and enjoy the program.

PROGRAM NEWSLETTERS

A monthly program newsletter will be sent out by Site Coordinators and will detail themes, highlight activities, field trips, school events and other important information about Kids' Time programs. Newsletters will be emailed out as well.

PARENT CENTER

When you sign your child out, please check the Parent Board for program highlights, daily schedule and student spotlight. There may be posters and brochures for other YMCA events and opportunities.

EMAIL

You can email the Youth Achievement YMCA office (ya@rockriverymca.org) with all general inquires regarding programming, registration and payments, etc. The Branch Administrator will filter all questions to the correct department and you will receive a response within 48 hours. For behavior, discipline or other sensitive issues, you may call and make an appointment with a Regional Director.

Other methods of communication include parent surveys, feedback forms, conferences, and family events.

PARENT ADVISORY COUNCIL

You can sign up to be a part of the council by contacting the Youth Achievement YMCA office (ya@rockriverymca.org). Once a month, the council will come together to share ideas and suggestions regarding program content and quality, family activities, and enrichment opportunities.

MEET THE STAFF/PARENT INFORMATION NIGHT

During the first few weeks of our program, you will have a chance to attend the “Meet the Staff” night at your child’s site, where you will meet the Site Coordinator, Instructors, and Regional Director of your child’s school district. This is a wonderful opportunity to learn more about our staff and ask any questions you have. We will also have copies of the Parent Handbook and will go over the details with everyone.

WHO DO I SEE IF I HAVE QUESTIONS?

Your Parent Handbook is going to be your first resource – we have designed this guide to highlight very specific aspects of our programs to better serve our families. If your question cannot be answered by this guide, please call or email the Youth Achievement YMCA office and your message will be forwarded to the correct party. We respond to voicemails and emails within 48 hours.

PROGRAM CONTENT

WHAT TO EXPECT

Our curriculum is designed around promoting our core values: Caring, Honesty, Respect, Responsibility, and Faith, and helping to build a healthy spirit, mind and body for all. It is our commitment at the YMCA of Rock River Valley to make the experience a positive one by employing staff that are committed to excellence and serving as quality role models for your children.

A TYPICAL DAY AT KIDS' TIME

Each site is unique, but follows similar schedules. The following is a sample schedule:

6:45am - 8:15am: Before-School Care (board games, cards, field games, etc.)

1:45-2:10pm: Sign In and Bathroom Breaks

2:15-3:00pm: Snack Time

3:00-3:30pm: Homework Support

3:30-4:00pm: Large Group Activity (Trust Exercise)

4:00-4:30pm: Small Group Activities (based on age group)

4:30-5:00pm: Dinner Time

5:00-5:30pm: Clean up, sign out and choice time

Children participate in a variety of activities each day. Activities have been designed to align with our Afterschool Upgrade Initiative and include (varies by site): ice breakers, crafts, teambuilding activities, service learning projects, community service projects, songs, skits, STEM, and specialties.

FIELD TRIPS

On occasion, your child's site may arrange for a field trip during program hours. You will receive detailed information at least 2 weeks before the field trip date. Permission slips will go home with your child. If you do not want your child to participate in the field trip, you will be responsible for making alternate arrangements in advance for that day.

PERSONAL SCREEN-FREE ZONE

Kids' Time is a personal screen free and cell phone free zone. Personal cell phones, video games, iPods, etc., become disruptive to our afterschool program and detract from the Kids' Time experience. If a cell phone, iPod, personal gaming device, etc. comes to school and is misused, it will be confiscated and placed in a locked cabinet until pick up. Please contact the Youth Achievement YMCA office if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics.

WEATHER

Outdoor play is an important part of our daily Kids' Time schedule. We ask that you dress your children appropriately for the weather conditions. Closed toed shoes and shoes without heels are preferred.

LOST & FOUND

Please mark all of your child's belongings and be sure to check that they leave with everything they came with at the end of each day. The YMCA is not responsible for lost, damaged or stolen articles. Please do not send valuables to the site with your child. After two weeks, lost and found items will be donated to a charitable organization. Each site has a lost and found bin; if you are unsure of its location, ask your Site Coordinator.

PROGRAM GOALS

Our goal is to provide quality programming in the community for children thereby assisting them to develop intellectually, socially, emotionally and physically in a safe and nurturing environment. Family and community involvement is strongly encouraged to support our goals. We allow children to explore their interests and talents, develop lifelong skills, and grow.

Our specific goals include:

Providing a safe, supportive and caring environment

Developing the inner-strength of youth

Focusing on increasing self-confidence and feelings of self-worth

Developing interpersonal skills of youth

Focusing on learning to be effective members of a group

Improving the ability of parents and children to communicate with and understand each other

Our program framework is centered around [achievement](#), [relationships](#), and [belonging](#).

We are committed to developing a healthy [spirit](#), [mind](#) and [body](#).

[Spirit](#) refers to self-esteem and willingness to help others, and to activities that develop these qualities. It also includes a sense of fun and a climate of positive energy. YMCA activities include collaboration with others, conflict-resolution skills, and opportunities for success regardless of ability.

[Mind](#) refers to learning and to activities that promote learning. YMCA activities include and encourage problem solving, using school gathered knowledge, and having high expectations each time an activity is under-taken.

[Body](#) refers to health, wellness, and the activities that promote these qualities. YMCA activities include and encourage physical fitness and active games.

CURRICULUM COMPONENTS

[HEALTHY LIVING](#) (daily) – We build strong children by providing a minimum of 30 minutes of physical activities per day. We partner with organizations and schools that encourage healthy lifestyles.

[CHARACTER DEVELOPMENT](#) (daily) – We teach, model, and integrate our core values of caring, honesty, respect, responsibility and faith into all our programs. You will see these values incorporated through site rules and daily curriculum. Children will learn the meaning of each and are encouraged and expected to display and recognize these values.

[HOMEWORK SUPPORT](#) (daily)- Our homework centers provide time and space for children to work quietly and efficiently on their assignments. Our staff provides support for 30 – 40 minutes daily, grouping children based on their grade level. We ask you impress upon your child the importance of taking advantage of homework support. Please make them aware that they must bring all essential items (worksheets, books, calculators, etc.) to Kids' Time and will not be allowed to go back to their classroom or locker once signed in. If they have already completed their homework or have not been assigned any, they will be asked to complete silent reading time or work on an educational worksheet provided at site.

[SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH – S.T.E.M](#) (one or more times per week) – We incorporate age-appropriate activities into weekly curriculum that introduce science and technology concepts. We focus on hands-on, interactive learning approaches.

[ARTS AND HUMANITIES](#) (three or more times a week) – Visual and performing arts are easily integrated into our programs. Children will be able to participate in drama, music, arts, crafts, art history, poetry, etc.

[SOCIAL COMPETENCE AND CONFLICT RESOLUTION](#) (one or more times a week) – We help educate your children in using natural and logical consequences and encourage them to accept responsibility for their behaviors and actions. We guide activities and give children strategies for dealing with conflict when it comes their way, and help them to develop socially acceptable ways of interacting with one another.

[LITERACY](#) (three or more times a week) – We include reading, writing, speaking, gathering information, using information and critical thinking in our weekly curriculum.

[SERVICE LEARNING](#) – We develop your child's skills, knowledge and civic awareness while making meaningful, lasting contributions to our community. We incorporate volunteering, leadership and character development. Possible community service projects may include a park cleanup, mural painting, or food drive.

KIDS' TIME RULES AND SAFETY

EXPECTATIONS AT KIDS' TIME

EXPECTATIONS OF PARTICIPANTS

Participants are entitled to a pleasant and safe environment while participating in the Kids' Time program. We know everyone is not always going to get along or agree on things. However, we expect these disagreements will be handled in a non-violent and nonthreatening manner. We want everyone to feel they are in a safe environment where they are valued. All participants should use their number one resource when an unexpected altercation happens, that is to self-report to the instructor in charge right away.

We expect every participant to abide by the following guidelines:

- Respect themselves, others and property
- Exercise safety before all else
- Speak for themselves and listen intently
- Be responsible for their own words and actions

Please review with your child the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your child to have a successful time at Kids' Time.

Friends Helping Friends:

- Honesty and respect will be the basis for all relationships and interactions.
- We encourage children to reach out and make a new friend each week.
- We respect each other and the environment.
- If we listen to others, they will listen to us.
- Use your magic words, "please" and "thank you" often.
- Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply WILL NOT BE TOLERATED.

Social Inclusion:

- Teamwork and cooperation will be the basis for including every one.
- Politeness and courtesy go a long way.
- People are responsible for their actions.
- Use positive language at all times.
- Speak for yourself, not anyone else.
- Encourage others by avoiding put downs.
- Show respect.
- Every person is important.
- Keep hands and feet to yourself at all times. Touching another participant/staff member in a negative way is not permitted.

Building a community:

- Every child is part of Kids' Time. Your child is here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun.
- Respect all Y staff, Y members, instructors and fellow participants.
- The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support.
- Not only do we respect each other but also we respect our program environment by putting litter in its place, by not destroying property that belongs to program or to others and putting equipment up in its proper place.
- We are all responsible for our words and our actions.
- Be responsible for personal belongings. More things are lost than found. Leave important things at home.
- The child should stay in program areas with instructor, cooperate with staff, and follow directions.

EXPECTATIONS OF FAMILIES

Our families are our partners and we believe every family is entitled to a safe, inclusive environment. Please be mindful of your actions towards staff and other participants. If a parent/guardian, or authorized pick-up, threatens, intimidates, abuses, harms or speaks inappropriately towards a staff member or participant, they risk suspension from the program.

A verbal warning will be issued for the first offense, and if the behavior persists, your child will be suspended from program. The Site Coordinator will determine the length of your child's suspension based on the severity of the situation, a period of one day to one week.

In order for your child to return to the program, you will need to have a meeting with the Regional Director and Site Coordinator. If the behavior persists further, your child could risk removal from program for the duration of the school year.

BULLYING POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the programs and be especially hurtful when persons are targeted with meanness and exclusion.

At YMCA Kids' Time, bullying is inexcusable and we have a firm policy against all types of bullying.

Our program philosophy is based on our mission statement, which ensures every child is accepted. We are open to all to develop their spirit, mind and body. We work together as a team to ensure children gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication between themselves and their participants. Both staff and children should be comfortable alerting us to any problems during their program experience. Every person has the right to have the best possible experience at Kids' Time, and by working together as a team to identify and manage bullying, we can help ensure all participants and staff have a great school year.

DISCIPLINE POLICY

The YMCA teaches the core values of **caring, honesty, respect, responsibility, and faith** to promote a healthy, safe, and secure environment for all program participants. Children are expected to follow the behavior guidelines and to interact appropriately in a group setting. Ground rules are built around respect for self, others and YMCA property.

This policy is meant to inform parents, staff, and participants of the actions in response to undesirable choices made by participants during their time at program.

Participants are expected to treat fellow children and staff with respect and to abide by program rules. Kids' Time is a safe place in spirit, mind and body for all, and we expect our participants to strive for the same. In response to breaking rules including disrespect, bullying, and physical violence, it is our policy to follow a four-step system.

Kids' Time staff will implement the following disciplinary steps in a fair and consistent manner appropriate to the participant and the situation:

1. **Reasoning and Redirection** - Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. **Removal From Specific Activity** - When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior and the removal should not exceed 10 minutes.

3. **Child/Site Coordinator Conference** - When the counselor is not successful in correcting behavior, the Site Coordinator may meet with the child to redirect him/her to use of proper conflict resolution strategies. The parent(s)/guardian will be notified in writing and the situation explained when they pick up.
4. **Parent Conference** - If after the above meeting the child is still unable to comply with the behavior expectations, the Regional Director will set up a conference with the parent(s)/guardian and Site Coordinator. A behavior agreement will be established and signed by the child (if appropriate), parent(s)/guardian and Site Coordinator.

REMOVAL FROM PROGRAM

YMCA staff works as a team with you to develop the best care plan for your child. A teamwork approach is the only way to correct repeated inappropriate behavior. Your patience, support and follow through are not only appreciated, but also necessary. However, removal from the program will be considered in extreme situations. If the above process has not resulted in corrected behavior, you will be required to remove your child from programming.

Immediate dismissal (including suspension or removal) will be decided at Site Coordinator and Regional Director discretion if a child exhibits one or more of the following behaviors:

- Any action that could pose a direct threat to the physical/emotional safety of the child, other children or staff (bullying, running away, or biting)
- Physical or verbal altercations (includes fighting, shoving, pushing and/or any intimidating act towards a staff or program participant)
- Possession of a weapon of any kind or use of alcohol/controlled substances unless under the prescription of a doctor
- Vandalism or destruction of YMCA property or property of others
- Inappropriate sexual conduct

The YMCA follows all school rules and policies. If your child is suspended at school, they will not be allowed to attend Kids' Time during the time of the suspension.

In order to return from their suspension or removal, a meeting between the child, parent, Site Coordinator and Regional Director is mandatory and required for them to be considered for re-enrollment.

SUSPENSION FROM PROGRAM

If your child has a serious discipline problem, they may be suspended for a period of 1-5 days, depending on the severity of discipline problem. As stated above, some actions will warrant immediate suspension or removal. No refunds or credits will be given if your child is suspended or removed from program.

BEHAVIOR-RELATED ISSUES

Please be aware:

- No staff member may ever strike, swear, abuse, or threaten with physical intimidation either a parent or child
- No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the program
- No child will be allowed to continue in the program who becomes a safety hazard to themselves or others
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child
- No parent or guardian will be allowed to harass, threaten, or display violent/intimidating behavior towards staff, participants or others members
- Any abrasive behavior displayed by a parent/guardian or individual associated with your child towards YMCA staff may result in suspension or termination from the program.

BEHAVIOR MANAGEMENT AND AGREEMENTS

If your child has a serious discipline problem, you may be called and requested to pick up your child between 30 min and one hour. Examples of these serious discipline problems include (but are not limited to):

Hitting, threatening or intimidating others, injuring another child or staff member, leaving program site or refusing to remain with their group, use of foul language or being repeatedly disrespectful, defacing YMCA or school property, or stealing.

A Behavior Agreement will be completed by your child, our staff and you to ensure the necessary steps are taken.

GRIEVANCE POLICY

If you have a grievance you wish to report, you may send it via email to the YA office and it will be directed to the correct party (ya@rockriverymca.org)

STAFFING

STAFF TRAINING

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the YMCA of Rock River Valley, our staff are CPR and First Aid certified. They explore techniques of how to better interact with children, build other's self esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with participants.

STAFF EXPECTATIONS

We hold our staff to the highest expectations and provide continuous professional development to ensure they are masters of their craft.

WHO TO SEE WHEN

Site Coordinators will be able to assist you with most questions regarding behavior concerns and curriculum. Your Regional Director will be able to assist you with questions regarding staffing concerns, serious disciplinary actions and other matters the SC is unable to attend to. The Branch Administrator will be able to assist you with concerns regarding scheduling, payments, and information changes.

BABYSITTING POLICY

Although YMCA staff work well with children, our policy states that employees of the YMCA are not permitted to have additional contact, baby-sit or provide transportation for families with children enrolled in our YMCA programs unless related.

GRATUITIES

Although our staff members work long, challenging hours, our policy states that employees are not to accept gratuities. If you wish, we would encourage you to make a donation to our Annual Campaign to help children and families in the community.

BATHROOM PROCEDURES

No child is ever by themselves or alone with a staff member. All children will take trips to the bathroom with the entire group and/or groups of children escorted by staff. Children will only use bathrooms inspected for safety by staff.

CHILD ABUSE PREVENTION

The YMCA maintains a policy of Child Abuse Prevention practices, which include procedures related to:

- Employee background checks and fingerprinting
- Training and supervision requirements for staff
- Staff relationships with children
- Unscheduled site evaluations by YMCA leadership staff

For more information, contact Sr. Program Director, Lamyia Cristillo (lcristillo@rockriverymca.org)

According to the Illinois Mandated Reporter Code, members of the general public may report suspected child abuse and neglect if they choose. However, state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. The YMCA adheres to the Mandated Reporter code.