



# Y Safe 'n Sound Parent Handbook

## District 203

**Y Safe 'n Sound  
Administrative Offices  
2120 W, 95th St  
Naperville, IL  
p. 630.585.2207  
[sns@ymcachicago.org](mailto:sns@ymcachicago.org)**

**Elmwood Elementary School    Prairie Elementary School**

**Highlands Elementary School    Scott Elementary School**

**Mill St Elementary School    Steeple Run Elementary School**

*Updated August 2021*

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## **SCHOOL AGE CHILD CARE PROGRAM**

Y Safe 'n Sound  
Administrative Offices  
2120 W, 95th St, Naperville, IL

**Site Locations- District 203**

**Elmwood Elementary School**

1024 Magnolia Lane Naperville IL 60540

**Prairie Elementary School**

500 S. Charles St. Naperville, IL 60540

**Highlands Elementary School**

525 N. Brainard St. Naperville IL 60540

**Scott Elementary School**

500 Warwick Drive Naperville, IL 60565

**Mill Street Elementary School**

1300 N. Mill Street Naperville, IL 60563

**Steeple Run Elementary School**

6 S. 151 Steeple Run Dr  
Naperville, IL 60540

**Willow Springs School**

8345 Archer Avenue  
Willow Springs, IL 60480

**Holmes Primary School**

5800 Holmes Ave.  
Clarendon Hills, IL 60514

## **Safe `n Sound hours and dates of operation**

### **Hours of operation for School Age Program**

The School Age Program operates from 6:30 am – 8:05 am and 2:30 – 6:00 pm Monday – Friday in District 203 Schools.

The School Age Child Care Program begins the first full day of school and runs through the last full day of school, in accordance with District 203's schedule.

The School Age Child Care Program will be closed if District 203 is closed due to snow or other reasons. No refunds or credits will be issued.

### **Additional dates that all Safe `n Sound programs will be closed:**

September 6, 2021

November 25-26, 2021

December 24, 2021

December 31, 2022

May 30, 2022

### **Schools Out Camp and Holiday Camps will be offered on the following dates at Elmwood Elementary School**

October 7,8, 2021

November 24, 2021

December 22,23,27-30, 2021 Winter Break

January 3-5, 2022 Winter Break

February 21, 2022

March 4,14,15 2022

March 28-31, 2022 Spring Break

April 1,15, 2022

### **Schools' Out Camp**

Safe `n Sound's School's Out Camp for K-8th graders is a great way for children to have fun all day when there is no school. There are exciting planned activities that may include: field trips, swimming, interactive crafts, active physical group games and more! We are here to make your child's day off the most fun it can be!

The School's Out Camp and Holiday Camps may be available on non-school days. We offer the program at Elmwood Elementary. Schools Out Camp Programs operate from 6:30am to 6:00 pm on days school is not in session (most school holidays and teacher institute days). Children must pre-register for Schools Out Camp through Y Safe `n Sound by registering: online, in the office, or over the phone. Registration is separate from our Safe `n Sound Program tuition. Program information is available to participants prior to being available to non-

participants. Enrollment is limited, and it is the parent's responsibility to secure alternate care on those days, if necessary. Registration updates for these programs will be sent out to families via email, or at the Y Safe 'n Sound office, and our website [ysafensound.org](http://ysafensound.org). You are encouraged to register online.

### **Program Admission**

Any child in Kindergarten through 5th grade, enrolled in 203 Elementary Schools can enroll in the program. The Y Safe 'n Sound does not discriminate based on race, color, sex, gender identity, national origin or creed. Special needs enrollment will be evaluated on an individual basis as we are not able to provide one-on-one services. A minimum number of students are required to operate a program at the school. If at any time throughout the school year the enrollment falls below the minimum number of participants, the program may be cancelled. If this occurs, you will be given a one month's notice of program cancellation. An enrollment packet must be completed and received by the Y Safe 'n Sound Program Office prior to attendance in our program. Along with a copy of your enrollment application in order to enroll we need a copy of DHS Health History Form completed by a doctor with information about your child's last physical and a copy of your child's Birth Certificate. For proper registration, 48 business hours is required before your child can begin. For the safety of your child, keep all information current. Always notify the office of any changes in telephone numbers, e-mail and home addresses, alternate pick-ups and emergency contacts by calling 630.585.2207 or email [sns@ymcachicago.org](mailto:sns@ymcachicago.org).

**\*\*YOUR CHILD WILL NOT BE ABLE TO ATTEND THE PROGRAM UNTIL ALL PAPERWORK IS RECORDED AND RECEIVED.**

### **Parent Communication**

The Y Safe 'n Sound office is the main point of contact for all communication. The phone number is [630.585.2207](tel:630.585.2207). Our phones are staffed with key staff contacts for each site. To report an absence or if you are late to picking up your child, please call and we will immediately get the information to the Site Staff.

Additionally, if there is a change in who will be picking up your child, please contact the Y Safe 'n Sound office and our staff member will contact the site.

If your child becomes ill or has a minor emergency which does not require immediate medical care, the site will contact the Y Safe 'n Sound office, the office will then contact parent/guardian or additional contacts if the parent/guardian is not available. This allows our Site Staff to continue to work with your child and tend to their needs.

A Program Director is always available throughout program operating hours. In addition, Y Safe 'n Sound Site Staff are readily available in any situation requiring immediate attention.

### **Y Safe 'n Sound Leadership Team Information**

Program Office - [sns@ymcachicago.org](mailto:sns@ymcachicago.org) 630.585.2207

Erika Wood – Executive Director 630.608.6708  
[ewood@ymcachicago.org](mailto:ewood@ymcachicago.org)

Shannon Payton – Director of Operations 630.585.2347  
[spayton@ymcachicago.org](mailto:spayton@ymcachicago.org)

Susan Chansey – Billing Manager 630.579.5714  
[schansey@ymcachicago.org](mailto:schansey@ymcachicago.org)

**Program Directors**

Danielle Boaz-Program Director  
 630.579.5711 [dboaz@ymcachicago.org](mailto:dboaz@ymcachicago.org)

Jaime Pabich-Program Director 630.579.5713  
[jpabich@ymcachicago.org](mailto:jpabich@ymcachicago.org)

Brian Spychalski- Program Director 630.264.3123  
[bspychalski@ymcachicago.org](mailto:bspychalski@ymcachicago.org)

<b>After School Program Design</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Check In/Snack	Check In/Snack	Check In/Snack	Check In/Snack	Check In/Snack
Homework Help*	Homework Help*	Homework Help*	Homework Help*	Physical Fitness
Physical Fitness*	Physical Fitness*	Physical Fitness*	Physical Fitness*	Fun Friday!
Literacy	Science Explorer	Dramatic Arts	STEAM	Rotation Station
Check Out	Check Out	Check Out	Check Out	Check Out

**\*This is an approximate order and may be subject to change due to special activities, program space, weather, etc.**

**About Science Explorer**

The Science Explorer program is a collection of experiments that blend academic content with curiosity-building activities. The program invites young people to study bubbles and rainbows, investigate optical illusions, and test the effects of static electricity. While the young scientists make a mess, they ask questions and discover answers—and they develop a variety of skills, from measuring and classifying to predicting, experimenting, and forming hypotheses. The Science Explorer program was created by the Exploratorium, San Francisco’s nationally recognized leader in inquiry-based, hands-on education.

<b>Before School Program Design</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Check In	Check In	Check In	Check In	Check In
Interest Areas	Interest Areas	Interest Areas	Interest Areas	Interest Areas
Structured Activity	Structured Activity	Structured Activity	Structured Activity	Structured Activity
Group Time	Group Time	Group Time	Group Time	Group Time
Dismissed to Class	Dismissed to Class	Dismissed to Class	Dismissed to Class	Dismissed to Class

**\*This is an approximate order and may be subject to change due to special activities, program space, weather, etc.**

### **Interest Based Activities**

This is a time for students to choose from a variety of activities that may include activities such as board games, crafts, puzzles, group games or eating their breakfast from home. If weather permits, children will have the opportunity to go outside for playground time.

### **Structured Activities**

This is a time for students to engage together in an activity such as fitness, outside activities, dramatic art, character development, service learning and much more. Kidz Lit and Science Explorer may also be used during structured activities.

Before school child care begins at 6:30?. Parents may not sign their child in before that time.

All children **must** be accompanied and signed in by parent/guardian. Before School Sites may be subject to change, depending on registration numbers.



Our goal is for each morning site to have a minimum of 12 children enrolled for operation. A minimum of 30 days notice will be given to parents in the event of a change in the site's operation.

### **Program Philosophy**

The Y Safe n Sound School Age Child Care Program provides a safe and nurturing environment and integrates rich content into fun, experiential learning, fueled by the imagination and enthusiasm of the youth.

As the leader in youth development, and youth centered approach - we understand the importance of providing children with a balance of academically rich activities, as well as an enhanced focus on overall physical well-being. We work side-by-side with industry experts and your district to design experiences that enable your child to learn, grow and thrive. The Y Safe 'n Sound program has an "open door" policy; parents are always welcome at our programs.

### **Goals of the Program**

- To protect and promote the child's health and well-being.
- To promote the child's social and emotional development through encouraging self-confidence, self-expression, self-discipline and curiosity.
- To provide each child with varied experiences, which will broaden their horizons, increase their ease of conversation and improve their understanding of the world in which they live.
- To provide each child with frequent chances to succeed.
- To develop a safe, nurturing environment that encourages each child to want to learn.
- To develop in each child and their families a responsible attitude toward society and foster feelings of belonging to their community.
- To instill in each child, the Y's core values of caring, honesty, respect and responsibility.

### **Program Structure / Content**

Research shows that the best afterschool programs do two things: 1) they engage students in fun activities that create a desire to learn; and 2) they build on what students are learning during the school day to extend the knowledge they already have.

Our Youth Center Program is designed to meet the developmental needs of children with an emphasis on experiential learning, social and emotional support, and promotion of healthy living while meeting the needs of working parents.

### **Our Youth Centered Approach focuses on the following eight key areas:**

- Social Competence and Conflict Resolution

- Homework Time
- Service Learning
- Literacy
- Health Wellness and Fitness
- Character Development
- Science and Math Enrichment
- Arts and Humanities

## **Covid-19 Procedures**

(Guidelines from Illinois Public Health, CDC Guidelines and YMCA Standards)

### **Capacity and Grouping**

Due to state guidelines regarding group sizes and space restrictions, enrollment will be limited. Groups will remain static with the same group of children weekly and groups will not mix with other groups during program hours.

### **Prevention Protocols**

The YMCA has adopted a variety of strategies from the Illinois Public Health Department and CDC to help create a healthy environment for children and staff.

- Child care guidelines require that all individuals wear a face mask when indoors except when eating or drinking. Masks do not need to be worn outdoors when social distancing is possible.
- Children will be spaced 3 feet apart from each other, unless they are eating/drinking at which point they will be 6 feet apart.
- Maintaining social distance to the greatest extent possible.
- When signing in/out parents are not allowed in the building and
- Actively encouraging regular handwashing with soap and water for at least 20 seconds-particularly at key times like before/after snack or after an activity.
- Contact tracing of infected individuals in collaboration with the DuPage County Health Department.
- Parents will not be allowed inside the school and must use the doorbell at each school at which point a YMCA staff member will bring the Sign in/out sheet to them.

### **Our Staff**

Our staff are selected on the basis of responsibility, ability to relate to children and sensitivity to each child's individual needs. Our staff receives training throughout the school year by the YMCA directors in age appropriate discipline, customer service, age appropriate activities, child abuse prevention and CPR/First Aid/AED. Moreover, the staff chosen to work with your children covers a variety of ages, chosen to expose children to persons with varying life experiences and ways of relating to children.

### **Photography- "Talent Release Waiver"**

Photographs and movies, which may include children, are occasionally taken for use with the YMCA. Occasionally, these or other photos may be used for newspaper articles about the center, for program brochures, flyers, or online marketing. *Included in the Registration Process/Package is a Talent Release Waiver giving us permission to take photos of your child and use them for the above-reasons. Please be sure to sign the Waiver and return it with your Registration Packet.* All photos are the property of the YMCA and will not be used for any other purpose. Whenever possible, use of these photos will be cleared with parents, but this is sometimes difficult or impossible in cases where photos contain large groups of children or are used several years after they are taken. We do not permit outside guests or presenters who provide enrichment opportunities to the students to take photos/movies unless they have written permission from you prior to the activity.

### **Policy on Release of Personal Information**

It is the policy of the YMCA to not release any sensitive personal information or personal health information about our children or their families without a signed release form. All medical and personal forms and information on children are the property of the YMCA and will remain on file after the child leaves the program.

### **Early Dismissal and School Closings**

In the event of a late/delayed start, the after school part of the day will run as usual. If a school closes during the school day, the Y Safe 'n Sound program works in cooperation with the School District to determine **if** YMCA programming will continue. You will be notified of such changes in the "All School Announcements". No refunds or credits will be issued in the event the School District closes all after school programming.

If there is an early release day that your child is not regularly scheduled for and you would like them to attend the program, please contact our Customer Service Team at 630.585.2207 to register your child and pay the required additional fee.

### **Tuition and Payment Schedule**

- Fees are determined by spreading the total cost of the program into nine equal monthly installments. Therefore, the monthly amount is always the same no matter how many program days occur in a month. Billing begins on August 1<sup>st</sup> and ends on April 1<sup>st</sup>.
- We bill one month in advance for tuition. Bills are emailed or mailed to you on the 1<sup>st</sup> business day of each month for the upcoming month. **\* If there is an email on the child's account, monthly bills will be emailed.**
- **Payment is due by the 15<sup>th</sup> of the month prior to the month of service.**
- Payments can be made by mail, via telephone to the Y Safe 'n Sound program office, in person at the Fry Family YMCA, or via our website. **Payments cannot be made at the school sites.**
- If payment is going to be delayed and will not be received in our office by the 15<sup>th</sup> of the month prior to the month of service, you must contact our Y Safe 'n Sound Program Office at 630.585.2207 and make payment arrangements with your Program Director. Your Program Director will attempt to assist you with arrangements to avoid any break in child care services for your child.

- Failure to make payment by the 15<sup>th</sup> of the month prior to the month of service or make satisfactory payment arrangements with your Program Director by then could result in your child being dropped from the program, and a \$25 late fee.
- The easiest and most convenient payment method is an automatic draft payment plan. Drafts can be made from a checking or savings account, or credit card (MasterCard, Visa, Discover, or American Express). Contact our office for additional information and the appropriate authorization form. Payments will be drafted on the 15<sup>th</sup> of each month beginning August 15<sup>th</sup> through April 15<sup>th</sup>.
- Any non-sufficient fund checks or returned draft (bank or credit card) payments will result in a \$25.00 charge per check or per draft.
- Fee adjustments cannot be made for any absences, personal vacations, behavior issues or school closings.
- Registration fees are non-refundable. If you drop from the program and decide to rejoin the program, you must pay an additional registration fee and availability is not guaranteed.
- The child's custodial parent is the person responsible for all payments.
- At the YMCA of Metro Chicago, "within our financial resources, no one is turned away due to inability to pay." Reduced rates for the Y Safe 'n Sound program are available for those who apply and qualify. If you would like to apply or find out if you qualify for reduced rates, please contact the Y Safe 'n Sound program office on 630.585.2207. The fee assistance program is partially funded by the "The Stronger Together Campaign" and the United Way of Metropolitan Chicago and Fox Valley United Way.

### **Past Due Fee**

If your payments are not paid by the 25<sup>th</sup> of the month for the upcoming month there will be a \$25 late Fee assessed.

Example: If payment is not received by August 16<sup>th</sup> your child cannot attend after September 1<sup>st</sup> until payment is made. If the fees are not paid by the August 25<sup>th</sup> you will be assessed a \$25 past due fee. In order to stay active in the program your fees have to be current or you may risk losing your spot in the program.

### **Withdrawing from the Program**

You must give two-weeks advance notice to the Y Safe 'n Sound program office. If two weeks' notice is not given, you will still be responsible for the billing of those weeks, even if your child does not attend the program. If payment is made by draft, a one (1) month notice period is required. Any outstanding balance is due at the time you withdraw from the program. Notifying the Site Staff does not constitute an official withdrawal. You must contact the program office at 630.585.2207.

### **Absences**

### After School Participants Only

- If your child is unable to attend the Y Safe 'n Sound program, you must leave a message on the Absence Hotline before 12:00 p.m. on 630.420.3984 or send us an email at [sns@ymcachicago.org](mailto:sns@ymcachicago.org).
- If you are reporting an absence after 2:00 p.m., please call the Y Safe 'n Sound program office on 630.585.2207.
- The school office will not notify us of your child's absence from the Y Safe 'n Sound Program.

### **Arrival and Departures Procedure (sign in/out procedures)**

The YMCA takes responsibility for your child once he or she is signed in for the morning program or arrives at the after school program. YMCA operates the following procedure:

- Sign in/out with the site coordinator at the Y Safe 'n Sound program. Legible signatures along with the in/out time are required each time your child is dropped off or picked up from the program.
- Only those 18 or older and authorized in writing by parents/guardians will be allowed to pick-up your child. All persons, including parents picking up children, should bring photo identification at each pick-up.
- If an older sibling is picking up, they must be on the authorized pick-up list, be over the age of 18, and have a valid photo I.D.
- Your child will **not** be released to another adult without prior written consent.
- The YMCA is legally obligated to withhold the release of any child if the authorized pick-up is intoxicated or under the influence. In this case, the YMCA reserves the right to notify relevant authorities.

### **Drop Off/ Pick Up Locations**

When you are dropping off in the morning and picking your child up in the afternoon, please be sure to use the appropriate door for each school.

- **Elmwood-** Door 1-main doors
- **Highlands-** Door 14 Band Room
- **Mill Street-** Door 5
- **Prairie-** Door 3
- **Scott-** Door 3
- **Steeple Run-** Door 17

### **Inclusion**

The YMCA of Metropolitan Chicago invites persons with disabilities to enjoy Y programs and facilities. If you require a modification due to a disability to enjoy any of our programs, please select "yes" to the request option on the registration materials. A member of our Inclusion Team will then contact you. Any questions that you may have can be sent to [inclusion@ymcachicago.org](mailto:inclusion@ymcachicago.org).

### Late Pick Up

Children must be picked up by 6:00 p.m.

When a parent or guardian is late picking up his or her child, the child will remain on site at the school. The site staff will work with the designated Y team member at the Y Safe 'n Sound office to contact the parents. We will use the child's emergency numbers listed on the enrollment form to contact the names listed on the enrollment form. For this reason, it is imperative that you provide Safe 'n Sound with up-to-date emergency contact names and telephone numbers and written notification of any changes in your child's emergency contact information throughout the course of the year.

- The person picking up the child is required to sign documentation acknowledging the late pick up, and have proper ID with them.
- Safe 'n Sound staff will not hold your child responsible for the situation, and will discuss the issue only with the parent or guardian and never with the child.
- Staff will make every attempt to reach the parent, guardian or authorized persons until the last staff member is scheduled to leave. Attempts to reach the parent, or guardian, or authorized person listed on the enrollment form will be made every 10 minutes, until 6:30pm then we will contact appropriate governmental authorities such as the DCFS hotline, police, etc.
- Late fees cannot be paid at the site. You will receive notification by email of the amount owed and payment must be made within 72 hours. **If payment has not been made within 1 week your child will be unable to attend the program until it is paid.**

Late fees are as follows:

<b>TIME OF LATE PICK-UP</b> (please check reflecting above time)	<b>AMOUNT TO BE CHARGED</b>
ð UP TO 10 MINUTES	\$5.00
ð UP TO 15 MINUTES	\$10.00
ð UP TO 20 MINUTES	\$15.00

ð	UP TO 25 MINUTES	\$20.00
ð	UP TO 30 MINUTES	\$25.00
ð	UP TO 35 MINUTES	\$30.00
ð	UP TO 40 MINUTES	\$35.00
ð	UP TO 45 MINUTES	\$40.00
ð	UP TO 50 MINUTES	\$45.00
ð	UP TO 55 MINUTES	\$50.00
ð	UP TO 60 MINUTES	\$55.00
ð	5 or more times late picking up (Flat rate charge in addition to the late fee above for each additional offense)	\$10.00

If you will be late picking up, please contact our office on 630.585.2207. and/or arrange for an alternative pick up to pick up your child if necessary. This, however, will not excuse the parent from paying the appropriate late fee. After the third time that a child is picked up late, the fee will increase to a \$10.00 flat rate and include the late fee above. If a child is still at the site at 6:30 p.m., we reserve the right to notify the proper authorities.

Safe 'n Sound acknowledges its responsibility for your child's protection and well-being until you, your designee, or appropriate governmental authorities arrive.

### **Snacks**

A snack will be provided daily in our **afternoon program only**. Parents that wish to send a snack with their child to eat during the morning program are welcome to do so, but that snack must be nut free and healthy. All snacks are provided through your school lunch provider and follow criteria established by the Alliance for a Healthier Generation. Children receive snacks from two food groups each day, which are a combination of fruits, vegetables, 1% or low fat dairy and whole grain. Additionally, water is provided throughout the day. We will try as best we can to accommodate allergies. Please make a note on the child's paperwork and inform the Site Coordinator of any allergies.

### **School Maintenance**

As it is not the responsibility of the YMCA Safe 'n Sound program for maintenance of the school property, which also includes Pest Control. If the school informs us of any spraying for pest control we will then move forward with communicating that information to all parents.

### **Clothing**

Appropriate clothing for indoor and outdoor play (boots, scarf, hat, mittens for outdoor play) is required. We will try to be outdoors as much as possible, thus please

dress for the weather at all times. Please label all clothing. Also, if sunscreen or insect repellent is used, children must supply and apply their own.

### **ILLNESS**

If your child becomes ill, a parent will be contacted by the designated Y Staff member, and asked to immediately make arrangements for the child to be picked up. Your child will be separated from the other children, within sight and hearing distance of an adult, until the parent arrives. You will be required to pick up your child as soon as possible (within half an hour). If the parent cannot be reached, the staff will call the emergency contacts listed on your child's enrollment form.

Children will not stay inside during outdoor playtime. If you want to keep your child inside for a few days, please keep him/her home a little longer. We do not maintain staff to care for a child in this situation. Each school will have a designated and supervised isolation space for participants to wait for an authorized adult to pick them up if they begin to exhibit symptoms of covid-19 during the day.

**The YMCA is not licensed to provide care for sick children. Therefore, parents or emergency contacts must come as soon as possible, preferably within one-half hour after being contacted by the staff. Medication should be administered by parents prior to coming to the program. Children may not bring self-administered medication to the site (aspirin, eye drops, cough syrup, etc.)**

Any child absent from the program due to a serious or contagious illness must notify the YMCA and have a doctor's note to return.

### **COVID-19**

Children who have symptoms of infectious illness or certain symptoms of COVID-19 should not attend our program. Please be on the alert for signs of illness in your child and to keep them home when they are sick. Symptoms of COVID-19 include:

- Fever (temperature 100.4 °F or higher)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough)
- Diarrhea, vomiting, or stomachache
- New onset of severe headache, especially with a fever

If your child is experiencing any of these symptoms, they will NOT be permitted into our program.

If your child has tested positive for COVID-19 they may come back to our program after



- 10 days since their symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving

If your child has had close contact with someone who has tested positive for COVID-19 they should stay home and quarantine for 14 days after their last exposure to that person. Once 14 days have passed and your child is not exhibiting any symptoms, they may return.

### **Mildly Ill Policy**

Where a child has certain symptoms or conditions, he or she will not be allowed to attend the Y Safe 'n Sound program unless the child's physician states that the child can be in the childcare setting and the child is able to participate fully in the program's activities.

These symptoms and conditions include:

- An oral temperature of 101 degrees Fahrenheit or higher accompanied by behavior changes or other signs and symptoms, such as loss of appetite or irritability.
- Vomiting or nausea
- Diarrhea (excessive)
- Some children vomit in the morning when they have swallowed mucus the night before. If the child is vomiting and also has other symptoms such as abdominal pain, diarrhea, and significant behavior changes, the child should stay home.
- Loose and more frequent stools than usual (diarrhea)

When a child has a single loose stool, he or she does not need to be at home. However, if the child has very runny stools that the child cannot reach the toilet in time, the stool may contaminate the school setting.

Sometimes children get diarrhea when they take antibiotics. If the child feels and acts perfectly well this may not require extra staff attention. Staff should be informed if a child is taking medications.

- Runny Nose

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their hands, then rub them on their own or other people's clothing and on other surfaces.

- Pain

When a child is in pain, the child needs a parent's attention. The parent must take care of whatever is causing the pain and must comfort the child.

- Too sick to fully participate

Staff care for more than one child. When one child cannot participate, the caregiver must care for both the ill and the other children.

- *Yellowish skin or eyes*
- *Pinkeye, i.e., tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus*
- *Unusual spots or rashes*
- *Infected skin patch(es), crusty, bright yellow, dry or gummy areas of skin*
- *Feverish appearance or temperature*

- *Unusual behavior*
- *A child is cranky or less active than usual*
- Severe Coughing
  - *A child gets red or blue in the face*
  - *A child makes high-pitched croupy or whooping sound after he or she coughs*
  - *Breathing trouble*

**NOTICE TO PARENTS:**

The Center will notify all parents in the event that a child has been exposed to a contagious disease. The notice will be provided in writing and/or verbally and will include some information about the type of disease involved and specific instructions about what to do. In the event that quarantine is necessary, no persons will be permitted to enter or leave the Site until the Board of Health has approved. Parents will be notified and instructed.

**Communicable Disease Policy**

To ensure the health and safety of all children in all of the programs we require that children who have a condition that is contagious and poses immediate risk to others in the program should stay home to be cared for in a special care setting. The child may return to the program with a doctor's release statement.

Examples of contagious disease include:

Chicken Pox (Varicella)

The child should stay home for six days if the child has not been in contact with other children in the group in the day or two before the rash appeared; if the child is too ill to participate; or if the child needs more care than the caregiver can provide. In general, keeping a child with chicken pox at home will not stop its spread if the other children already were exposed to the child one-day before the rash developed.

Hepatitis A

The child should stay home until all those who should be protected have received gamma globulin shots.

Impetigo

The child should stay home until treatment starts.

Infectious Conjunctivitis (pink eye)

The child should stay home until 24 hours after treatment begins.

Infectious Diarrhea

The child should stay home until the child can get to the toilet and/or until a health consultant says the child can return.

Lice

The child should stay home 24 hours after treatment starts.

Ringworm

The child should stay home 24 hours after treatment starts.

### Scabies

The child should stay home 24 hours after treatment starts.

### Strep Throat, Scarlet Fever

The child should stay home 24 hours after treatment with antibiotics.

## **Medication**

Storage: All medications are stored under lock or in a secure area away from children.

Dispensing: Only prescription drugs that are in their original container and are accompanied with specific written directions from a licensed physician are dispensed to children by authorized personnel. Over-the-counter medication may be dispensed (with parent written permission and direction) to participants by authorized personnel only. Time and amount dispensed must be documented.

Medication Log: The YMCA of Metropolitan Chicago medication permission and log is used for all medication dispensed.

Inhalers: Children may carry inhalers on their person if the parent has signed the medication permission form and indicates permission for their child to self-administer the inhaler.

EpiPens: Any EpiPen must be in the container that has the doctor's prescription on it. Parent must sign the YMCA youth medical forms detailing the use of an EpiPen. If a parent has indicated that a child has an EpiPen, it is the requirement that the parent provides the Y Safe 'n Sound program with one as we do not have access to medical equipment of our own at the school. If a parent/guardian refuses to provide an EpiPen the child will not be allowed to attend the program.

## **Medical Policy**

**If your child/children needs medication administered, has allergies/epipen or any other prescribed medication, then we will need an action plan, and Permission to Dispense Medication Authorization Form will need to be filled out prior to your child starting our program. Please make sure to include any necessary information on your enrollment packet, and we will provide you with additional documentation. We also require an additional epipen to have at our program site. We cannot access your epipen in the School Office.**

In the event a Parent/Guardian refuses to sign the Medical Information Form permitting the Y to provide emergency medical treatment for their child, the child will not be allowed to enroll and participate in the program or camp.

## **Purpose**

As the leading nonprofit dedicated to youth development, the YMCA of Metro Chicago is committed to maintaining the health and protecting the safety of children in our programs who have life-threatening food allergies or other serious medical conditions. This policy is a strategy to prevent instances of allergic reactions to foods; in particular, peanuts, eggs, fish, soy sauce, shellfish, or any other food-borne

allergens and to ensure that staff is aware and able to assist with other medical conditions.

### **HIV/AIDS POLICY**

Y Safe 'n Sound prohibits any School-Age program from denying admission of a child to participate in our program based on their health conditions, including HIV/AIDS.

It is the Site's best interest to be aware of HIV-Positive status, in order to take precautions with regard to behaviors or conditions, which may weaken the immune system, and with regard to handling body fluids (blood, saliva, mucous), which may be infected. However, this may not be evident at the intake and no one except Site staff and required outside agencies (i.e., Board of Health) will be informed of an HIV positive child admitted into the program. This is mandated under the Agency's confidentiality policy.

Parents must inform the program of any health and safety needs of the child that the program may be required to address. Information will be shared with appropriate staff regarding accommodations needed in accordance with the program's policy.

To ensure proper sanitary precautions and to avoid any perpetuation about the illness, all Preschool and School Age students are educated about the facts of AIDS and HIV transmission, as part of regular staff in-service training.

AIDS does not fall into the same category as other communicable diseases. There is NO EVIDENCE that the Human Immunodeficiency Virus (HIV) can be spread through casual contact.

### **Child Abuse and Neglect Policy**

The staff of the Y Safe 'n Sound programs are Mandated Reporters by the Illinois Department of Children and Family Services (DCFS). In accordance with the Abuse and Neglect Child Reporting Act P.A. 81-1077, effective 7/1/80, we are required to immediately report or cause a report to be made in the Illinois Department of Children and Family Services of all cases of suspected child abuse and neglect.

All Y Staff are responsible for visually examining each child daily, upon arrival for indications of illness, injury, abuse and neglect. The Y Staff will immediately report any incidence of suspected abuse or neglect to their supervisor.

The YMCA School-Age Staff and Office of Children Services staff will cooperate with DCFS/staff requests to provide assistance and to follow-up with reported families.

Additional procedures for Childcare can be located in the **YMCA Personnel Policies and Procedures**, policy 14.00 "Standards and Ethical Behavior/Prevention of Child Abuse".

### **Injury**

Emergency procedures have been established at each location of the YMCA. If your child is injured at the Before/After School Age Child Care Program, the Site Coordinator will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to, the following:

- Contact Designated Y Staff member to contact and notify parent/guardian.
- Attempts to contact parent or guardian through emergency contact listed on enrollment forms.

If we are unable to contact, you we may be required do one or more of the following:

- Call the paramedics.
- Have the child taken to an emergency hospital.
- In the event of a serious emergency/injury, **911 will be called in the first instance!**

All accidents/incidents are recorded and kept on file at the YMCA.

### **Allergies**

While Safe 'n Sound is committed to ensuring the safety of all children in our programs, we are unable to guarantee that our sites are peanut and tree nut free at all times. Please review the following points below outlining our policies regarding allergens on site:

- All allergies must be listed on the child's paperwork. During the Y Safe 'n Sound Program, the school nurse's office is not accessible. Additional medication, (Epi-pen, inhaler, etc) must be provided for a child in the case of a reaction or episode during program hours. If your child has any allergies/epipen or medications additional forms will be required. Please reference our medical policy on page 16-17.
- Safe 'n Sound will take measures to ensure that program provided snacks are free from peanuts and not produced in factories that contain peanuts.
- In instances where delivered snacks do contain or are produced in factories that contain peanuts or tree nuts, Site staff will be notified and instructed on appropriate measures to keep all children safe.
- We request that parents do not provide snacks for their child that contains peanuts/tree nuts.
- At any time a meal or snack is consumed during a program, a separate allergen-safe table is to be identified and used by children with food allergies.
- The allergen-safe table must be washed with a separate wash bucket and cloth, solely for the cleaning of allergen-safe zones.
- In the event of severe allergies, the Y reserves the right to make a program and/or spaces completely allergen-free.

### **Independence**

All children are expected to be able to independently use the restroom, while enrolled in the program. Staff will not assist children with regular bathroom usage.

### **Insurance**

The Y Safe 'n Sound School Age Child Care Program does have property insurance in the amount of \$100,000. We do not provide accident insurance for your child. Insurance and payment of treatment are the responsibility of the parent.

### **Personal Belongings**

Children are not allowed to bring personal belongings such as toys, video games, collective cards, radios, cell phones, etc. The YMCA will not be responsible for lost or stolen items. **Video games and cell phones will be taken from the child and**

**immediately secured on site by the staff. Items will be returned when the parent/guardian signs out their child.**

### **Evacuation Procedure**

In the event of a fire, or when the fire alarm is sounded, children and Y staff will evacuate the building using the nearest exit and remain in a group away from the building. Emergency evacuation plans are specific to each YMCA School location. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire. Fire and tornado drills are practiced monthly at each site. We cooperate fully with the School District, and align our practices and procedures with all their requirements. In the event of a fire or fire alarm, the staff and children will not return to the building until clearance has been given from the Fire Department and/or school administrator.

### **Facilities Where All Concealed Arms Are Prohibited.**

Regardless of whether an individual has a valid conceal and carry permit issued by the Illinois State Police, that individual may not carry a firearm into the building, the property and/or parking area of the following places:

- Pre-school or childcare facility;
- Public or private elementary or secondary school;
- Public park, athletic area, or athletic facility under the control of a municipality or park district,
- Public playground

### **Guidance and Discipline**

We want children to grow up to conduct themselves in an orderly manner. Our goal is to have children develop the abilities that are required to have self-control and therefore, discipline themselves.

The YMCA expects the full cooperation of parents to ensure that the behavior management plan developed to support every child in the program will be successful. The emotional, physical, social and mental safety of the children and staff is our top priority. When a child does not follow the behavior guidelines, the following steps will be taken that day:

- Staff will redirect the child to a more appropriate behavior.
  - If the behavior continues, the child will be given time aside from the group to cool down and will come up with a plan to make better choices.
  - If the behavior continues, the staff member will address the situation directly with the child and document the behavior for the Y Safe 'n Sound Office. The site staff will verbally notify the parent about the situation at pick up.
  - If consent has been given by the parent to contact support services, staff may consult with support services in order to work toward a solution.
- 
- If the problem continues, parents will be contacted by the program director. A conference may occur with the parent, child, site staff and program director to establish an individual behavior plan, along with reviewing of the character contract signed at enrollment and upon previous violations.

- If a child continues to disrupt the program, the YMCA reserves the right to suspend the child from the program. The length of the suspension will be determined by the severity of the incident.

A meeting with the program director may be required for your child to return to the program. Further occurrences after the suspension may result in expulsion from the program.

### **Character Contract**

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our campers. As a family, please read and discuss the Character Contract together.

**\_\_\_\_\_Appropriate Conversation – Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or staff.**

**\_\_\_\_\_ Appropriate Language – Children must refrain from using obscene language or gestures for any reason.**

**\_\_\_\_\_Respect – When asked to do or not to do something, a child needs to follow directions first time given. This is for the safety of all children. Please speak to staff & other children with respect.**

**\_\_\_\_\_Play – Children are asked not to engage in any horseplay with each other or with a teacher. No one will be allowed to hit, push, or display any type of aggressive behavior. We will use words to settle our differences. We keep our hands and feet to ourselves.**

**\_\_\_\_\_Responsibility – All children need to remain with their group and within eyesight of their teacher. This applies here on the YMCA grounds and on off-site. At all times we want our children to be safe.**

**\_\_\_\_\_Caring – It is important to use and care for equipment, toys and games properly so that other children can enjoy them.**

**What will happen when this contract is violated: If an incident occurs where a child conducts himself/herself in such a manner which jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA, the following steps will be taken. Please see steps below.**

### **Program Discharge Policy**

Behavior Discipline steps

The YMCA tries to meet the needs of each child enrolled in our program. We will make every effort to communicate and work with parents if there are concerns. However, the YMCA reserves the right to terminate enrollment of a child. If the Character Contract is broken or if there is a conflict/interaction that involves strong feelings or serious negative behaviors the following steps will be taken.

Step 1: YMCA staff will talk with the child in order to acknowledge feelings, gather information and create a plan to repair any harm that has been caused. This will be documented in the behavior log.

Step 2: If negative behavior persists or the plan to repair harm is not followed, parents will be asked to come to the program as a partner to discuss the issues and work toward a solution together with their child and YMCA staff. A written plan will be created and signed by parent, youth and staff.

Step 3: YMCA staff will monitor behavior closely and provide regular feedback to the child and his/her parents.

Step 4: If the problem persists or child does not follow the plan created and agreed upon, the parent may be contacted immediately to pick up their child from the Y. The following morning, parents, staff and child will meet to discuss any additional supports that the child might need to be successful in the program.

Step 5: If the prior interventions are not successful **AND** youth behavior is impacting the physical or emotional safety of themselves, Y staff or other children an alternative placement will be discussed and the child may be dismissed from the program for the remainder of session.

\*We reserve the right to dismiss your child from the program immediately in extreme circumstances where physical, emotional or other harm is occurring or may occur to themselves, other children, staff or members.

**\*The following will also be grounds for being discharged from the Y Safe 'n Sound program:**

- 1) Total disregard of the Y Safe 'n Sound policies as stated in the Parent Handbook.
- 2) Total disregard of the arrival/departure times agreed upon by the parent during initial enrollment.
- 3) Verbal or physical threats made to any child or staff while on the grounds of the Y Safe 'n Sound program.
- 4) Failure to provide the required documentation for enrollment.
- 5) Physical harm to self, other children or staff. This includes leaving the program space without proper supervision.
- 6) Failure to make payment for Y Safe n Sound program.

Prior to dismissal, every effort will be made to retain the family; however, should dismissal be warranted, we will attempt to refer the child/family to a more appropriate program or service provider. We will document this process in the child's social service and health record.

**Divorce or Separation**

In the event of divorce or separation, it is the custodial parent's responsibility to make payments on time. The custodial parent will be the party accountable to pay all past due and late charges.



In the case of divorce or separation, the custodial parent is the person who will receive all bills and tax statements.

If there is a custody dispute and one parent is not allowed to pick their child up, the custodial parent must provide the Y Safe 'n Sound Program Office with all relevant court documentation.

We are not allowed to give information about one parent to the other parent. Please remember that we want what is best for our child. It is the well-being of the child/children that is our main concern.

### **Special Events**

Throughout the school year, special events will be going on at the site to promote youth development, healthy living and social responsibility. Some examples include Lights on Afterschool, Healthy Kids Week, and service projects. Parents will be informed prior to events and are encouraged to participate.

### **Participation in Safe 'n Sound Programs**

Our program and site staff work hard to provide a wide variety of enrichment activities for the children to engage in. In order for our program to be a success and for your child to experience the full benefits of the YMCA, we do need your full participation throughout the program. This includes homework time, character development time, group games and physical activity, along with other components of the daily schedule.

### **Participation in Other Activities at School**

With the Safe 'n Sound Program conveniently located at your child's school, opportunities are available for participation in extracurricular activities provided on the school grounds. If your child will be taking part in any activities during program time, please make sure that you communicate this to the site staff with the times, dates and location of the programs ahead of time or contact the Safe 'n Sound Program Office. If the school-based activity is immediately following the school day, we ask that the children check in first with the site staff before going to the activity. If the activity does not begin immediately after school, we ask that parents communicate this to the Site Coordinator in writing, including the authorized person to sign the child out for the activity.

### **Helping Faculty and Staff at the School**

Another benefit of the Safe 'n Sound Program being located at your child's school is that children are able to help throughout the school. With prior notice and written consent from the parent to the site staff, students are able to assist teachers with projects before or after school. Our site staff will log/ track the students time away from our program and the teacher they are helping will be required to sign them out and then back into the program.

### **Parent Newsletters**

The Y Safe 'n Sound Program Office will communicate information about upcoming events, days off programming and any other information to our parents via email. In order to ensure delivery of such emails, please add us to your address book so that the communication is not blocked in the spam folder. Please also keep us advised of any email address changes. Additional emails may be added for the newsletter by contacting the Y Safe 'n Sound Program Office.

### **Parent Feedback**

The Y Safe 'n Sound Program Office is continually looking for ways to improve our services and meet the needs of the communities we serve. In order to assess these needs, we have parent surveys that are conducted electronically twice a school year. Your participation and honesty is helpful as we move forward in continuing to provide quality programming for the youth in our community. If you have a concern or question and would like to speak directly to a Program Director, call the office number.

### **Adult Rules of Contact**

Any person/guardian, authorized person or site personnel who displays any one of the following behaviors will not be allowed at the site:

- Physical abuse, shaking, grabbing, hitting, pushing etc.
- Verbal abuse to child, staff or another parent/guardian.
- Alcoholic beverages or drugs.
- Smoking at the site.

If YMCA staff suspects a parent/guardian of alcohol/substance or view child abuse, the police will be contacted. The YMCA's first responsibility is the safety of the child.

### **School Age Child Bill of Rights**

- You have the right to express your thoughts, feelings and desires.
- You have the right to be safe and have your body respected.
- You have the right to have your feelings respected and not be teased, frightened or embarrassed.
- You have the right to be treated fairly, to receive the same privileges and consideration as everyone else.
- You have the right to your privacy, to be alone when you want to be alone.
- You have the right to have your work and your possessions respected by others.
- You have the right to be included in any activity or to play with anyone you choose.

## YMCA Safe 'n Sound Parent Handbook Acknowledgement

Please complete the following form and return to the YMCA Safe 'n Sound Before and After School programs office at: *(please check the appropriate box)*

**Elmwood Elementary School**

1024 Magnolia Lane

Naperville IL 60540

**Highlands Elementary School**

525 N. Brainard Street

Naperville IL 60540

**Mill Street Elementary School**

1300 N. Mill Street

Naperville, IL 60563

**Willow Springs School**

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Willow Springs, IL 60480

**Prairie Elementary School**

500 S. Charles Street

Naperville, IL 60540

**Scott Elementary School**

500 Warwick Drive

Naperville, IL 60565

**Steeple Run Elementary School**

6 S. 151 Steeple Run Drive

Naperville, IL 60540

Child's Name:

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To: YMCA Safe 'n Sound, \_\_\_\_\_ Elementary School

I have reviewed the Parent Handbook in an effort to promote a better understanding of YMCA Safe 'n Sound rules and expectations including **Guidance and Discipline policy, late pick up policy, birth certificate policy, and pesticide policy.**

This program is not licensed or regulated by DCFS.

My signature below acknowledges receipt of the Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all members upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

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\_\_\_\_\_  
Name of Parent/Guardian

Date

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\_\_\_\_\_  
Signature of Parent/Guardian