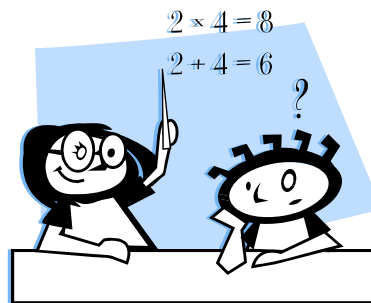


Y.M.C.A./DISTRICT 428 AFTERSCHOOL PROGRAM

BROOKS, CORTLAND, LITTLEJOHN SCHOOLS



2009-2010 SCHOOL YEAR

HANDBOOK

General Operating Policies

Hours of Operation

Afterschool Program hours are from school dismissal until 5:30 pm

Sign In and Sign Out

Parents/legal guardians and those people you have named as emergency contacts will be permitted to pick up your child. If you have a sitter who will be picking your child up regularly, make sure to list the sitter on the emergency contact sheet. If someone who is not listed on the emergency contact sheet will be picking up your child, we will need written permission from a parent or guardian.

- Please list everyone who might pick up your child.
- Your child can be released only to those adults (18yrs or older) listed on the emergency consent/release form.
- **Our staff will ask to see photo identification before we release a child to a person we do not know.**

Late Pick-ups

- ❖ Our program ends at 5:30 pm. Please be prepared to pick up your child by that time. A late fee of **\$1.00** per minute after 5:30 pm will be assessed for a late pick up. Late fees will be included on your next bill.

Holiday and Vacation Schedule

- ◆ We follow the District 428 calendar for our Afterschool Program. Copies of these calendars are available on the school district website.
- ◆ **The afterschool will run on full school days when students are in attendance Monday through Friday.**

Confidentiality

- ❖ Any information in a child's file will be kept confidential.
- ❖ As mandated by law, the Department of Children and Family Services and Health Department will have access to files for licensing purposes only.
- ❖ The request from any outside agency for information from a child's file will not be released without signed written permission from the parent/guardian.

Attendance and Absences

If you need to report an absence for the Y/DAP Program please call your home school no later than 3:00 P.M..

Family Communication and Notices

- ❖ Y/DAP makes every attempt to keep parents/caregivers fully informed of situations that may impact their child's program.

Restrictive Custody

1. We cannot prevent a parent from picking up his or her child unless we have proper documentation showing that custody has been restricted.
2. We must have copies of the proper court documents, including the custody order.

Required Reporting of Suspected Child Abuse

All of our staff are trained in child abuse prevention and are required by law to report suspected incidents of child abuse or neglect concerning a child receiving care at Y.M.C.A. District 428 Afterschool Program (Y/DAP) to the Department of Children and Family Services (DCFS).

Visits, Trips or Excursions off of the premises

There may be times when take a walk with the children in our care. A common place for us to walk is on school property. We may also schedule a field trip or excursion via bus provided by Transvac or Laidlaw to a pre-designated location. Parents will be made aware of these special trips through a parent note and permission slip that will be sent home with your child.

Meals and Snacks

- ❖ We provide an after-school snack to children upon their arrival at the Y/DAP.
- ❖ Our meals are planned in accordance with nutrition standards set by the Illinois State Board of Education.
- ❖ Dietary Restrictions-If your child has dietary restrictions or food allergies, please have your child's physician complete the required forms. We will make every effort to follow your physician's guidelines.

Discipline and Guidance

A positive guidance approach is used to help children develop positive self-esteem, build trust in the world around them and develop autonomy and pride in their work. A supportive, nurturing environment with caring adults is the first step in the development of inner control and appropriate behavior.

Our staff set limits by using room arrangements, which provide choices for children. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. Consequences (logical and natural) developmentally related to the child's behavior might include

reinforcing positive behavior, modeling appropriate behavior, and assisting children with finding words to describe how they are feeling.

There are four basic values/rules we teach regarding acceptable behavior. They are as follows:

1. We respect others and things through our words and actions.
2. We are responsible for our words and actions.
3. We are honest about our words and actions.
4. We are caring people.

Y/DAP expects the cooperation of parents to ensure that the behavior management plan supports all the children in the program.

Procedure:

Staff will be patient and kind, but firm when discussing why a specific action is not appropriate. At times, a child may need to be redirected to another activity, away from the rest of the group. This can be quietly reading a book, coloring at a table, or just having some time to her/himself.

Staff will maintain documentation of behavior and discipline issues. Documentation will be periodically reviewed in order to assess behavioral patterns that may require further attention. Most importantly, staff will clearly communicate to parents in a timely manner any behavioral or emotional concerns observed in a child.

Some situations may be beyond our capacity to intervene. While we strive to provide what every child needs to succeed, in some situations we do not have the resources to implement or sustain a plan for managing behavioral issues. We seek to balance the needs of individual children with maintaining a safe and productive classroom-learning environment. Our experience has shown that it is a disservice to maintain a child in our program if we cannot meet his/her needs. If there is any concern regarding our ability to continue providing care for a child, meetings between staff and parents to discuss concerns and corrective action plans will precede any termination decision.

Illness and Accident Policies

Illness

- ❖ If child is ill, we will contact his or her parents/caregivers and ask that the child be picked up.
- ❖ We will send a child home if he or she has a fever of 100 degrees. Because fevers in children often come and go, we require that a child be fever-free for a full school day without the use of a fever reducing medication before the child can come back to Y/DAP.
- ❖ Children who exhibit symptoms of:

- ✓ Unexplained irritability, fatigue, loss of appetite, drainage from the eyes or ears or unidentified lesions, rash, diarrhea or fever should not be at Y/DAP.
- ✓ Yellow or green nasal discharge (a sign of infection) should not be at Y/DAP and should be kept home until he/she is symptom free for a full school day.

Children are able to return to Y/DAP after they are symptom free for 24 hours or with written permission from your doctor.

Notification of Communicable Illnesses

- ❖ Parents will be notified of communicable illnesses of children in their child's program, stating that your child may have been exposed to a particular illness and advising you of the potential symptoms. If required, we will also report the illness to the Health Department.

HIV/AIDS Policy

Parents are **not** required to disclose a child's HIV status. We do not require that any child or family member be tested for HIV.

If we learn that a child in the program is HIV positive, that information will be kept confidential. No notification will be given to other parents that an HIV infected child is attending the program. Persons directly involved in the care of that child will be informed, provided that the child's parent gives us permission to make this disclosure.

The Department of Human Rights has determined that AIDS is a physical handicap under the Illinois Human Rights Act.

Medication Policy

Y/DAP will not dispense any medication. If medication needs to be administered please see to it that the school nurse dispenses medication before the end of the school day.

Accidents/Emergencies

- ❖ In the children's files, parents must have completed an authorization form for their child's emergency care. This form serves as a release and provides us with emergency contact information. It is extremely important that you keep emergency contact information up to date.
- ❖ In the event of a serious illness/injury, we will take all necessary steps to obtain emergency care for your child, including calling 911 if appropriate. If we cannot reach you, we will phone the emergency contacts you have identified. If an authorized person is not available, a staff member will accompany your child to the emergency room in an ambulance.
- ❖ As a precautionary measure, you will be notified immediately of any head or neck injury that your child sustains.
- ❖ We complete an incident report for all injuries that occur while your child is in our care.

Physical Examinations and Immunizations

All required medical information must be included on the medical form and immunizations must be up to date.

Insurance Policy

- ❖ Y/DAP does not carry health or accidental insurance for children.
- ❖ Parents or guardians assume all responsibility for professional services, which may be required for their child.

Registration and Payment

Registration

Parents must complete all required paperwork in its entirety.

Payment

- ❖ Daily fees are broken into 2 monthly payments for your convenience.
- ❖ Fees per day for Y/DAP are \$10 per child.
- ❖ All payments for Y/DAP are due on the 1st and 15th of the month preceding the time in which service is provided (e.g. payment for the 1st-15th of September is due by September 1st).
- ❖ Y/DAP accepts payments by cash, personal check, cashier's check and 4-C supported payments.

Tuition Penalties/Withdrawal

- ✓ \$10 late fee if your monthly payment is not received in full by the 1st/15th of the month.
- ✓ For returned payments, you will be asked to make appropriate payment in the form of cash or cashier's check. Inability to do so will result in the termination of your spot in the afterschool program until such payment is made.
- ✓ Y/DAP will not refund tuition based upon absences due to illness or vacation.
- ✓ Y/DAP will not refund or credit due to expulsion or suspension from a program.
- ✓ Y/DAP has the right to suspend or terminate services due to non-payment.

***Please sign, detach, and submit this
to your school office by
the first day of attendance.***

Parent Signature Page

I have received and read the Y/DAP parent handbook.

Child(ren) name _____

Parent's name (please print) _____

Signature _____ Date _____

