



2023-2024 KIDS' TIME HANDBOOK

For a better us.®



KIDS' TIME BEFORE & AFTER SCHOOL

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EXCEL AFTER THE BELL

The YMCA of Rock River Valley is proud to welcome you and your children to one of our more than 20 Kids' Time before and after school program locations. During these challenging times when your regular routine seems to change on a daily basis, one thing remains the same: your child needs a safe, enriching place to go once the school day ends.

While there have been many changes over the last few years, our before and after school programs continue to be a familiar place where children can be safe, active, learning and engaged during their time out of school. Through a balanced approach to youth development, our programs offer activities, mentorship and academic support, allowing your child's social, emotional, physical and academic journey to continue long after the school day ends. Our aim is for Kids' Time to be a place where students "Excel After the Bell!"

This handbook is provided to help answer questions regarding our program's policies and procedures. Your child's safety, well-being, and program enjoyment are our primary concerns. If you have any questions, please call us at one of our YMCA facilities listed below or email us at kt@rockriverymca.org.

We look forward to a great school year!

-Kids' Time Team

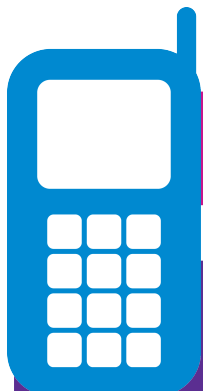
KIDS' TIME INFORMATION

Website: rockriverymca.org

Instagram: @ymcakidstime

Facebook: facebook.com/theyinrockford

Email: kt@rockriverymca.org



SITE PHONE NUMBERS

Rockford Public School Sites

Bloom: (779)-970-8663

Brookview: (815)-299-8223

Froberg: (779)-970-4902

Gregory: (779)-970-8664

Johnson: (779)-970-8039

Maria Montessori: (779)-970-8660

***Rolling Green:** (779)-970-8065

Spring Creek: (779)-970-8662

***Thurgood Marshall:** (815)-315-7672

Whitehead: (779)-970-7274

Harlem School District Sites

Loves Park: (779)-970-6351

Machesney : (779)-970-4731

Maple: (779)-970-8659

Marquette: (815)-299-8223

Olson Park: (779)-970-8192

Parker Center: (779)-970-8666

Ralston: (779)-970-8115

Rock Cut: (815)-312-6145

Windsor: (779)-970-8204

Winnebago & Pecatonica Sites

Pecatonica: (779)970-8665

Simon: (779)-970-8202

Please note: Site phones are on-site and are only operable during program hours.

***Phone is used for Before School Care only**

For questions related to billing, registration, etc. please contact us at 815-489-3374 or kt@rockriverymca.org.

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

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

2:15-3:00pm: Snack Time & Structured Choice

3:00-3:30pm: Rotation 1: (Active Game)

3:30-4:00pm: Rotation 2: (Arts & Crafts, STEM, Service Project, etc.)

4:00-4:30pm: Homework Support

4:30-5:00pm: Dinner Time

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

CURRICULUM

Each month, the YMCA Kids' Time leadership team puts out a monthly curriculum designed to align with our Afterschool Upgrade Initiative. The curriculum consists of a variety of activities for children to participate in including: ice breakers, active games, crafts, teambuilding activities, service learning projects, community service projects, skits, STEM, and specialties.

PERSONAL SCREEN-FREE ZONE

Kids' Time is a personal screen free and cell phone free zone. Personal cell phones, video games, iPads, 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. If you need to get a hold of your child while they are in our program, please call the site phone for your respective school listed on page 4. **The YMCA is not responsible for lost, stolen, or damaged electronics.**

Please note: The YMCA will allow electronics in our program related to virtual learning.

PARENT CENTER

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

FOR ALL INCLUSION PROGRAM

The YMCA of Rock River Valley's FOR ALL Inclusion Program is designed to provide students with inclusive support by specially trained staff members. In doing so, we strive to provide every student with the opportunity to find success in our programs through achievement, friendship, and belonging. Please contact us at kt@rockriverymca.org to learn more about our FOR ALL Inclusion Program.

The YMCA of Rock River Valley supports, to the best of its resources, the intent and spirit of the Americans with Disabilities Act as a Title II Provider.

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. We will not play outside if the "feels like" temperature is 25° or colder and 95° or warmer.

PAYMENT INFORMATION

PAYMENTS

PAYMENT SCHEDULES

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. Before and after school payments are scheduled 3 days prior to the Monday of each week your child is enrolled in program. Payments are always drafted on Fridays (2am). It may take up to 5 business days to see your payment reflected in your credit/checking account.

PAYMENT SCHEDULES

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 or changes in your child's schedule must be made by submitting an "Account Change Request" form located on the website 7 days prior to cancellation. Processing may take between 2-3 weeks.

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, we are happy to work with you to accommodate such requests. We may require written authorization in the event that multiple billing parties account need to be arranged.

UPDATING METHODS OF PAYMENT

If you need to update your method of payment, you may do so online or by contacting one of our YMCA of Rock River Valley facilities. You may add an additional bank account, debit or credit card. You may also stop into a YMCA of Rock River Valley facility 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 YMCA of Rock River Valley 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 or submit an "Account Change Request" form at least 5 days before the Friday draft date to ensure proper cancellation. We will require you to reschedule the payment.

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.

RETURNED PAYMENTS

If a payment comes back returned, you will be contacted by the YMCA of Rock River Valley 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 by emailing us at kt@rockriverymca.org before services are suspended or terminated. Arrangements during times of unusual hardship or extraordinary circumstances may be considered.

CANCELLATIONS & PROGRAM WITHDRAWAL

In order to discontinue scheduled payments or services, members must notify the YMCA of Rock River Valley 7 days prior to the beginning of the canceled week by completing "Account Change Request" form, available on the YMCA of Rock River Valley website in order to fully process your cancellation request. Any cancellation notifications later than 7 days prior to the beginning of the canceled week will not be refunded or credited.

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 YMCA facility memberships will receive the member pricing.

FINANCIAL ASSISTANCE

At the YMCA we make access to safe and reliable child care our priority. We believe no one should be denied access to YMCA child care programs based on the ability to pay. The YMCA of Rock River Valley offers a variety of child care financial aid options to suit your family. Every child in each of our programs receives the same quality of care, regardless of whether or not their family receives financial assistance or scholarship.

THE CHILD CARE ASSISTANCE PROGRAM (CCAP) & YMCA SCHOLARSHIPS

CCAP-CHILD CARE ASSISTANCE PROGRAM

The YMCA of Rock River Valley accepts the IDHS Child Care Assistance Program (CCAP) for various youth development programs. CCAP provides low-income, working families with access to quality, affordable child care. You may be eligible if you: live in Illinois, are employed and/or going to an eligible educational activity, have children younger than 13, are a teen parent or TANF recipient, and have a household income within eligibility guidelines.

Learn more about IDHS CCAP by visiting their website: www.dhs.state.il.us/

YMCA SCHOLARSHIPS

We are grateful for the many generous supporters of the YMCA. Through their donations, we are able to offer fee assistance for families experiencing an extreme hardship or other situation that make it difficult to afford safe child care. Awards amounts vary and are based on information shared during the application process. (Please note, CCAP-assigned copays are not eligible for fee assistance.)

For more information about YMCA scholarships, please email us at kt@rockriverymca.org

PROGRAM INFORMATION & PROCEDURES

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

PROGRAM

The Kids' Time before and after school program is a License Exempt childcare provider, meaning the program is not licensed or regulated by DCFS. The program remains in compliance for exempt licensing as defined in Public Act 099-0699, Section 2.09 (j) of the Child Care Act.

HOURS OF OPERATION

Kids' Time will operate when in-person school is in session until 5:30pm. In select schools, morning care will run from 6:45am until the start of school.

SIGN OUT

Please remember to list yourself as the first authorized pickup. Please have your I.D. ready every day. 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 registration information 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 child's information and/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 an "Account Change Request" form located on our website. 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 be listed on your child's profile.

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 emergency & authorized contacts. 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 their Regional Director and local authorities to determine if a problem related to the parent has been reported.
- 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 Site Coordinator of your after school site (see page 4). 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 your child's information up to date with 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 a 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.

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 one of our YMCA facilities and notify Kids' Time leadership, 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 appt., etc.) you have to notify the program site.

PARTICIPANT HEALTH

MEDICATIONS

All YMCA's are required to receive parental authorization to dispense prescribed and "over-the-counter" medicine to participants. Parents may give authorization by completing the "Authorization to Administer Medication" form located on the website or at your child's Kids' Time site. Authorization must be filled out prior to medicine being dispensed to children. Parents must give medication to the Site Coordinator.

- 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.
- All medications will be locked up and given to your child at the prescribed time.

IMPORTANT NOTE: 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 and over the counter medications).

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.

CHRONIC HEALTH ISSUES

We administer medications to children who have asthma, diabetes, who experience allergic reactions, or require blood-glucose tests. 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
- Nasal congestion
- Temperature of 100°F
- Rash
- Shortness of breath
- Difficulty breathing
- Body Aches or fatigue
- Headache
- 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

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 one of our YMCA of Rock River Valley facilities to report their absence. The school does not notify Kids' Time if your child goes home sick.

FIRST AID

All YMCA Kids' Time staff are CPR and First Aid certified. Any first aid administer will be documented by YMCA staff. The following procedures will be followed:

- First Aid will be provided and the incident documented.
- 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 list. 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 to ensure the safety of your child. 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.

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 staff when filling out your child's registration information.

SNACKS & COLD SUPPERS

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. Our program is a peanut free zone. Please do not send any items with peanuts. 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 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 after school sites as well as the NILFB website at solvehungertoday.org. For more information, please contact the City of Rockford Human Services Department at (815)967-4039.

KIDS' 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. In order to keep the program safe, the YMCA of Rock River Valley has the following expectations of all members enrolled in before & after school care:

- Participants must be able to refrain from bullying, verbal outbursts, and physically aggressive behaviors. This includes but is not limited to inappropriate or degrading language, biting, scratching, hitting, kicking, and spitting.
- Participants must be able to stay near the group without wandering or running away.
- Participants must be able to comply with verbal and non-verbal instructions.

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 non-threatening 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, which is to self-report to the instructor in charge right away.

If a parent or guardian discloses that a participant cannot comply with these requirements due to a disability, the Kids' Time leadership team may request to meet with the parent/guardian to engage in an interactive process to determine reasonable accommodations based on an individual assessment.

Site Coordinators will routinely cover and explain student expectations and guidelines. Please review with your child the types of behaviors that we expect (outlined below) and review their importance in order for your child to have a successful time in the program.

CHARACTER DEVELOPMENT POLICY



CARING – to demonstrate a sincere concern for others, for their needs, and well-being. Symbolized by the red heart.

- Please use appropriate language to avoid offending others.
- Avoid loud or boisterous behavior that could offend or disturb other people or programs.
- Seek to help or get assistance for those in need.



HONESTY – to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my beliefs. Symbolized by the blue compass, signifies ones moral compass.

- Do not take things that do not belong to you.
- Report any inappropriate or illegal conduct to YMCA personnel immediately.
- Return any lost or misplaced items to YMCA personnel. Refrain from passing or sharing your membership card with anyone else.
- Enter and exit YMCA programs and facilities honestly and appropriately.



RESPECT – to treat others as I would want them to treat me, to value the worth of every person, including myself. Symbolized by the yellow sun, signifies the "golden" rule.

- Respect other people's right to participate in the same area.
- Treat others the way you would like to be treated.
- Have fun, but not at the expense of others.
- The YMCA is a smoke-free environment.



RESPONSIBILITY – to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises. Symbolized by green young sapling, signifies our responsibility to Earth and one another.

- Follow the safety rules and other guidelines posted in and around the YMCA
- Avoid foul language, arguing, fighting or any other form of harassment, bullying or intimidation.
- Members are responsible for their own behavior and that of their guests.
- The YMCA is a "neutral zone". Displaying gang jewelry, clothing, symbols, hand signs, etc., is prohibited.
- Promptly report any illegal, suspicious or inappropriate behavior to YMCA personnel.



FAITH – to have complete trust or confidence in someone or something. Symbolized by the purple closed eyes, signifies prayer or deeper thought.

At the Y, we honor the faith and values of all people.

- When we talk about Faith at the Y, we're talking faith in yourself, others, the world around you, and whatever faith you believe in. When you close your eyes, whatever image of have in your mind, that's what we encourage you to believe.

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 and/or removal 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. If the behavior persists further, your child could risk removal from program for the duration of the school year.

LOST, STOLEN OR DAMAGED PROPERTY

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. **Valuable items, such as electronics, jewelry, toys, expensive shoes or clothing should be left at home.** Children will also frequently play active games in the gymnasium or outside. We encourage you to pack a spare pair of shoes with your child for these times.

The YMCA is not responsible for possessions that are lost, stolen, or damaged. Additionally, families may be held responsible for student damages made to school or YMCA property.

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 at 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 the discretion of the Site Coordinator and Regional Director if an adult or 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 vicinity of 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 other 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.
- Weapons and firearms are prohibited on the premises at all times

BEHAVIOR MANAGEMENT AND AGREEMENTS

If your child has a serious discipline problem, you may be called and requested to pick up your child within an 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 Kids' Time Directors at kt@rockriverymca.org and they will respond to you promptly. You may also call one of the YMCA facilities (see page 4).

STAFFING

STAFF TRAINING

Our comprehensive training and development program includes behavior management, conflict resolution, inclusive support, 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.

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 Financial Aid Coordinator will be able to assist you with concerns regarding scheduling, payments, and information changes.

SUPERVISION

Our Kids' Time program operates on a ratio of 1 staff to 15 students.

BABYSITTING POLICY

Although YMCA staff work well with children, our policy states that employees of the YMCA are not permitted to have additional contact, babysit 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

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.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE HOURS OF THE PROGRAM?

Kids' Time Before School program begins at 6:45AM and will end once school begins. Kids' Time After School program is held from the time school ends until 5:30PM.

WHAT IF I AM LATE PICKING UP MY CHILD?

If you will be late picking up your child and need to get in contact with our Kids' Time staff please contact your respective school's site phone. If your child has not been picked up by 5:30pm, YMCA staff will attempt to contact all the contacts on the child's health form. You will be expected to pay \$1 per minute for the time the child remains in Kids' Time after 5:35pm, after giving a 5-minute grace period. The fee will be added to the next bill. In instances where an authorized pickup is unable to be reached, the local police or children's service agency will be called.

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

You may add someone to your child's authorize pick up list by filling out an "Account Change Request" form on our website or emailing us as kt@rockriverymca.org. Please allow 48 hours for all requests to be made. The authorized adult should bring a state issued photo ID with them when they come to pick up your child.

WHAT IF MY SCHEDULE CHANGES AND I NO LONGER NEED CARE?

Participants leaving the program are required to notify the YMCA of Rock River Valley by completing a "Account Change Request" form located on the website (rockriverymca.org/kids-time). The parent/guardian who registered the child for program is responsible for completing the form. The form must be completed 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.

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. The YMCA is not responsible for possessions that are lost, stolen, or damaged.

WHAT IF MY CHILD HAS A SPECIAL NEED OR DISABILITY?

The YMCA of Rock River Valley 's FOR ALL Inclusion Program is designed to provide students with inclusive support by specially trained staff members. In doing so, we strive to provide every student with the opportunity to find success in our programs through achievement, friendship, and belonging. Please contact us at kt@rockriverymca.org to learn more about our FOR ALL Inclusion Program.

The YMCA of Rock River Valley supports, to the best of its resources, the intent and spirit of the Americans with Disabilities Act as a Title II Provider.