



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YPALS 2019-2020 PARENT HANDBOOK

About The YMCA

The Y is for youth development, healthy living and social responsibility. The Y offers a wide range of programs to development self-confidence, good sportsmanship, character development, fine motor skills and many other assets children need to make their world a better place. Our mission at the Y is: “To put Christian principles into practice through programs that build healthy spirit, mind and body for all.”

YPALS Before and After School Enrichment Program

YPALS is a mission driven program centered on making a difference in the lives of the youth we serve. This program is not just childcare. It is child development. We not only teach our core values of caring, honesty, respect and responsibility, but we also teach children how to live these values. The goal of the YPALS program is to help participants grow spiritually, physically and mentally. The program also strives to provide challenging activities in both small and large group settings under the guidance of caring, well-trained staff members. Y-PALS gives children an experience that lasts a lifetime!

YPALS Enrichment program is structured around the Y Principles of youth development, healthy living and social responsibility. Students will participate in a variety of activities that keep them active, engaged, and growing. Activities may include:

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| - homework assistance | - outdoor play | - art |
| - snack | - organized recreation | - music |
| - dance | - team sports skills | - team building |

At YPALS you can expect:

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| • Exceptional care | • Fun games and activities daily |
| • Encouragement to develop to their fullest potential | • A safe and positive learning environment |
| • Assistance with homework | • Character development |

YPals Locations

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| • Cedar Ridge Elementary School (PM only & late start mornings) | • Northpoint Elementary School (AM & PM) |
| • First Presbyterian Church of Danvers (Olympia North Elementary School students) (PM only) | • Calvary United Methodist Church (Prairieland Elementary & Grove Elementary) (PM only) |
| | • Towanda Elementary School (AM & PM) |

Hours of Operation

- Towanda Elementary School – 6:40am – 7:30am; End of school day – 5:30pm
- Northpoint Elementary School – 6:30am – 7:30am; End of school day – 5:30pm
- Cedar Ridge Elementary School – End of school day – 5:30pm; Late Start Wednesdays – 6:40am – 8:30am
- First Presbyterian Church of Danvers & Calvary United Methodist Church – End of school day – 5:30pm

YPALS does not provide after school program on half days or on inclement weather days that after school activities are canceled before noon.

Registration and Payment Procedures

- 1) Parents must complete registration form, online or in person, before the participant may begin the program.
- 2) A non-refundable registration fee is due annually at the time of registration.
- 3) **All payments for YPALS attendance will be made through the Electronic Funds Transfer option in our computer system. Payments will be charged to the account on file on the 1st and 15th of every month. No payments will be taken at the YPALS sites.**
- 4) It is the parent's responsibility to notify the YMCA should their account information change at any time.
- 5) Children with an overdue balance will not be allowed to attend the program until their account is current. Participating children with outstanding balances will be sent to the school office and parents/guardian will be called to pick them up.
- 6) **All returned payments will be charged a return fee of \$25.**
- 7) The Y reserves the right to make changes in its program and program fees without advance notice. Also, the Y reserves the right to close sites that do not meet the minimum requirements of attendance. The minimum number required to offer before care is five children per site. The minimum number required to offer after care is eight children per site.

		Daily Payment Rates	If a student at Towanda attends both AM & PM, the rates per day are: Member: \$13.75 Perspective Member: \$20.50
YMCA Members		\$6.25/AM \$9.50/PM	
Prospective Members		\$8.75/AM \$13.25/PM	
		Weekly Payment Rates	
AM & PM All Week (5 days)		YMCA Members: \$67	Prospective Members: \$100
PM Only All Week (5 days)		YMCA Members: \$46	Prospective Members: \$65

Financial Assistance

It is our goal to ensure that no one is denied services due to an inability to pay. Therefore, we offer options for financial assistance to those who qualify. One option for financial assistance is provided by the Child Care Resource and Referral Network (800-437-8256). Upon approval, your family will be assigned monthly co-pays by the CCRRN to be paid to the YMCA. Applications for the CCRRN are available at the Bloomington-Normal YMCA member services desk or at www.bnymca.org.

If your family does not qualify for the CCRRN, they can apply for scholarship through the Bloomington-Normal YMCA. Scholarships are determined on a sliding fee scale. Applications for financial assistance through the Y are available at www.bnymca.org.

Scholarship dollars are provided by generous donors contributing to our annual Strong Kids campaign. If you would like to help the Y fulfill its mission by supporting our Strong Kids campaign, please contact the YMCA at (309) 827-6233 for more information.

Policy of Inclusion

To the extent it is reasonably possible, and within the limitation of not-for-profits provided in the ADA, the YPals program will provide services to children with disabilities, or any special needs child, in the same manner as services are provided for other children of comparable age. YPals programs are group centered programs; they do not provide one-on-one care, except on an intermittent basis, such as for injuries, immediate disciplinary issues and certain personal care needs customarily provided to all children. If a Y staff member determines that a special needs child requires individual one-on-one attention, the Y shall immediately discuss this issue with the child's parents. Parents shall be reminded of the above policy. Together, the Y and parents shall attempt to work out a solution or refer the child to a more suitable program. In order to better serve all children, if your child has special needs, an IEP or 504 Plan must be submitted

before your child is enrolled in any YPals program to help us assess and staff for any special needs that might be required.

Drop-off & Pick-up Procedures

Y staff members are responsible for children once they arrive at the program. If a child does not come to the program at the end of the school day, the Y staff will not take responsibility for that child.

Parents/guardians are required to personally sign children in and out each day upon arrival and departure. Those persons authorized to pick up your child must do the same. A valid photo ID must be shown every time a child is picked up from the site.

A \$1.00/per minute late fee will be assessed per child after 5:30 PM. The time used to assess late fees will be the clock on the cell phone of the staff at the site. This fee is to be paid by the end of the week before the child attends the following week. YPals staff will attempt to call the emergency number on your file if your child is not picked up by closing time. If no one can be contacted within 30 minutes and no parental/guardian communication has occurred, the YPals staff is required to notify the local police department and place the child in their care. The Y child abuse prevention policies prohibit Y staff from transporting a child in their automobiles.

Calvary United Methodist Church & First Presbyterian Church of Danvers: Students may only be picked up at the elementary school or at the program location. Please do not pick your student up during transportation between school and program location.

Gathering & Transportation Procedures

First Presbyterian Church of Danvers (Olympia North): Once students have been released from classrooms, they will gather with a YMCA staff member at the carpool pick up lane. Once all students have gathered, they will be transported to Danvers First Pres. Most days, students will walk from Olympia North to Danvers First Pres. Please ensure your child has shoes that allow your student to walk the half mile. On inclement weather days, we will transport students from Olympia North to First Pres using a 15 passenger van.

Prairieland Elementary @ Calvary UMC: Students will meet in the back half of the cafeteria, once released from classrooms, and will be seated by grade. Staff will take attendance once all students have arrived. Most days, students will walk from Prairieland to Calvary UMC. Please ensure your child has shoes that allow your student to walk the half mile. On inclement weather days, we will transport students from Prairieland to Calvary UMC using the YMCA shuttle bus or 15 passenger vans.

Grove Elementary @ Calvary UMC: Students will gather in the library with YPALS leaders. Once all students are gathered, YPALS staff will load students onto the YMCA shuttle bus. Depending on the number of students attending that day, there may be two rounds of transportation. Younger students (K-2nd grade) will load immediately and go to Calvary, older students (3rd-5th) will stay in the library with a YMCA staff member for snack and start homework before the second round of transportation

Our policy defines inclement weather and need for transportation if temperatures drop below feels like 15 degrees, thunder/lightening, torrential downpour, or unsafe sidewalk conditions due to heavy snow or ice.

Personal Belongings

Remember to label ALL items brought to the program. Encourage your child to be responsible for personal belongings. The Y cannot be responsible for lost items. We suggest leaving all personal items at home.

The following is a list of items NOT to be brought to the program:

- Toys
- Jewelry
- Money
- Gum
- Video Games and cell phones
- Any type of Weapons

If these items are brought to the program they may be confiscated and returned to the parent at the end of the day and disciplinary action may be taken.

Snacks

Snacks will be provided during the after school program. The Y will serve peanut-free snacks to participants with peanut allergies. If your child has any food restrictions or allergies, please indicate this information on the medical section of your child's registration form. If your child chooses not to eat the snack of the day, no other snack will be offered.

YPals Expectations:

- *Be respectful.* Follow directions. Keep hands and feet to yourself. Respect staff, others and their property.
- *Be responsible.* Stay in assigned areas with a staff person at all times. Walk and talk quietly when inside.
- *Be honest.*
- *Be caring.* Use good manners at all times using appropriate language and actions. Violent games, toys and play are not allowed.

Discipline

When behavior is severe or deemed dangerous to the child or others, parents will be contacted immediately to pick up their child. Failure to pick your child up in a timely manner may result in suspension or expulsion from the program.

At any time, the Bloomington-Normal YMCA may waive the disciplinary procedure and reserves the right to discharge any student without notice for misconduct without refund.

Praise and recognition of good behavior is utilized throughout your child's day. This will help children choose appropriate behavior.

Staffing

The YPals staff consists of positive role models dedicated to partnering with parents and teachers to further develop the youth in our program. All Y staff members pass background check and go through extensive training on Youth Development. We firmly believe that our staff is the best of the best. All staff are trained and certified in CPR, First Aid and Child Abuse Prevention. Our staff is experienced in working with children to have fun, be safe and develop in spirit, mind and body.

Accidents & Injuries

If your child is injured at the childcare site, the staff will take necessary steps to obtain emergency medical care. These steps will include, but are not limited to the following:

- 1) Attempts to contact parent/guardian or persons listed on emergency information record.

If parental/guardian contact is not made, we will do any or all of the following:

- 1) Call 911 if needed.
- 2) Administer CPR and/or First Aid if needed.

Medication Policy

Prescription medicine in original bottles may be given at the YPals program. Prescription medicines must include the child's name, prescription number, doctor's name, administration quantity and time. Parents must give all medications directly to the Y staff and fill out a medicine consent form.

Inclement Weather

On inclement weather days (i.e., snow days) YPals program hours will be determined as follows:

- If school does not open in the morning, YPals before and after school program will not be provided.
- If school closes during the regular school day or after school activities are canceled prior to 12pm, YPals after school program will not be provided.
- If weather becomes bad during the program, staff will call parents to arrange early pick-up, if possible. Staff will stay with children until they are picked up by parent/guardian or authorized individuals.
- YPALS sites will follow established emergency procedures for each building. You may request a copy from the school site.

School Break Days

On most days Unit 5 schools are not scheduled to be in session, the YMCA will host a full day of activities from 7:00 AM to 5:30 PM for children ages 5 through 12. Activities will include arts and crafts, structured games, swimming, group games and free play. Children attending should bring a lunch, water bottle, swimsuit and towel. Participants of School Break Days must pre-register online or at the YMCA. The 2019-2020 School Break Days fall on the following dates:

September	23 rd
October	14 th , 25 th
November	27 th
December	23 rd , 26 th , 27 th , 30 th
January	2 nd , 3 rd , 6 th , 20 th ,
February	17 th , 18 th
March	23 rd , 24 th , 25 th , 26 th and 27 th
April	9 th , 10 th

Questions & Concerns

Questions and concerns about the policies and procedures of the YPALS program can be directed to Director of Youth Development, Sarah Tunall, at (309) 827-6233 or saraht@bnymca.org.