



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

YPALS 2021-2022 PARENT HANDBOOK

About the YMCA: The YMCA is for youth development, for healthy living, for social responsibility and is here to make the world a better place. We offer a wide range of programs that develop self-confidence, good sportsmanship, character development, fine motor skills and many other assets children need to become successful individuals. (Our facility and program are DCFS license exempt.)

YMCA Mission Statement: “To put Christian principles into practice through programs, services, and relationships that build healthy spirit, mind and body for all.”

YPALS 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:

- homework assistance
- outdoor play
- organized recreational games
- STEM activities
- arts & crafts
- snacks
- team building activities

At YPALS you can expect:

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

YPals Locations

- Cedar Ridge Elementary School (PM & late start mornings)
- Towanda Elementary School (PM & late start mornings)
- Olympia North, West and South Elementary Schools (PM only)
- Northpoint Elementary School (PM & Late Start mornings)

Hours of Operation

- End of the School Day to 5:30 pm
- Before school program offered on late start mornings only from 6:45 am to 8:30 am at Towanda, Cedar and Northpoint

Registration and Payment Procedures

- 1) Registration takes place online and a non-refundable registration fee is due annually at the time of registration.
- 2) All payments for YPALS attendance will be withdrawn automatically by YMCA leadership staff, with no parent action needed. Payments will be charged to the account on file weekly. No payments will be taken at the YPALS sites.
- 3) It is the parent's responsibility to notify the YMCA should their account information change at any time.
- 4) 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/guardians will be called to pick them up.
- 5) 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.

Program Rates:

Unit 5 Schools

Daily Rates:

AM – Late Start Mornings Only – \$7/Members \$10/Prospective Members

PM – \$10.25/Members \$14.25/Prospective Members

Weekly Rates:

PM All Week – \$48/Members \$68/Prospective Members

Olympia Schools

Daily Rates:

PM – \$13.25/Members \$18.50/Prospective Members

Weekly Rates:

PM All Week – \$62/Members \$87/Prospective Members

Financial Support

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 a 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 child with special needs, 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 child with special needs 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.

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 Weapon

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 checks 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.

Child Abuse Reporting

Please be aware that the Child Protection Law mandates the Y Staff report to DCFS any "suspected" case of child abuse or neglect. If a "suspected" case of abuse does occur and the offender is thought to be a parent, a report will be made to DCFS. When there is "suspected" abuse and the offender is thought to be someone other than a parent, staff will also consult with the parents of the child. For the child's sake, we recommend that the child remain enrolled in the program throughout the Protective Service Investigation. This may be their most stable environment during this time.

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) Y-Pals 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, Legos and free play. Children attending should bring a lunch, drink, swimsuit and

towel. Participants of School Break Days must pre-register online.

Questions & Concerns

Questions and concerns about the YPALS program can be directed to Director of Youth Development, Rylie Albers , at (309) 827-6233 or youthdevelopment@bnymca.org