



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

BLOOMINGTON-NORMAL YMCA Y Pals 2023-2024 PARENT/GUARDIAN HANDBOOK

About the YMCA: The YMCA is a DCFS license exempt facility 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.

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

YMCA Y Pals 2023-2024

About Y Pals: Y Pals is an after school care program that is centered around making a difference in the lives of the youth we serve. With our mission statement at hand, we choose to teach and practice our four core values:

Caring ♦ Honesty ♦ Respect ♦ Responsibility

It is our commitment to these values and our mission that helps better each child that attends the programs the YMCA has to offer. Y Pals strives to provide challenging activities in both small and large group settings under the guidance of well-trained Y Pals supervisors and counselors. The YMCA has been responsible for developing strong leaders in children's after school care experiences for more than 150 years. Our purpose is to continue this hallowed tradition by providing the best possible after school care experience for all children in the Bloomington-Normal community and surrounding areas. At Y Pals every child has a name, a voice and an amazing opportunity to be strong and free. YMCA Y Pals sites are not licensed or regulated by DCFS.

Hours and Locations: Y Pals runs from 2:30 pm - 5:30 pm Monday - Friday.

Y Pals will be offered at the following locations:

Northpoint Elementary School

2602 E. College Ave. Bloomington, IL

Site Phone Number: 309-445-0863

YMCA Phone Number: 309-827-6233

Cedar Ridge Elementary School

2808 Breezewood Blvd. Bloomington, IL

Site Phone Number: 309-212-0538

YMCA Phone Number: 309-827-6233

Towanda Elementary School

304 East St. Towanda, IL

Site Phone Number: 309-445-0838

YMCA Phone Number: 309-827-6233

Carlock Elementary School

301 W Washington St. Carlock, IL

Site Phone Number: 309-212-4926

YMCA Phone Number: 309-827-6233

Fox Creek Elementary School

3910 Timberwolf Trail Bloomington, IL

Site Phone Number: 309-212-2461

YMCA Phone Number: 309-827-6233

Olympia North Elementary School

205 N. State St. Danvers, IL

Site Phone Number: 309-434-0407

YMCA Phone Number: 309-827-6233

Olympia West Elementary School

302 N. School Ave. Minier, IL

Site Phone Number: 309-212-0227

YMCA Phone Number: 309-827-6233

Dates: Y Pals will begin on August 16, 2023 and will end on May 20th for Olympia School District and May 22nd for Unit 5 School District.

Ages: YMCA Y Pals welcomes children in grades Kindergarten through 5th grade.

Registration Information:

- Early Registration for members only: July 10th
 - Non refundable registration fee: \$25 through July 31
- Open Registration for all: August 1st
 - Non refundable registration fee: \$50

Billing Information:

Unit 5 School District	Olympia School District
3 Day: \$36 members/\$51 nonmembers	3 Day: \$45 members/\$63 non members
5 Day: \$60 members/\$85 non members	5 Day: \$75 members/\$105 non members
1 Day: \$15 members/\$20 non members	1 Day: \$18 members/\$24 non members

- Billing occurs every Wednesday prior to the Y Pals week.
- Pre registration for each week is required.
- A method of payment must be on file as payments will be scheduled out to automatically run each week.
- The first day of billing would be August 9th for the week of August 16th.
- Late payments will have an added fee of \$10 and must be paid prior to the start of the Y Pals week.
- Returned payments will have an added fee of \$25 and must be paid prior to the start of the Y Pals week.

Cancellation Policy:

If a family needs to change from 3 days to 5 days or vice versa, or needs to cancel a week of Y Pals altogether, then a written request must be submitted to youthdevelopment@bnymca.org by the Monday prior to the Y Pals week to avoid any charges. If a cancellation request is received after Monday but before the start of the Y Pals week, a system credit will be issued for a future week. If a cancellation request is received after the start of the Y Pals week, no refund will be given.

For example, if a family needs to cancel their Y Pals week of September 18, a written request must be submitted no later than September 11 in order to avoid charges. If a cancellation for the week of September 18 is submitted between September 12 - 17, then a system credit will be issued.

Early Out Care:

Early out care for Y Pals participants only will be offered at each site that meets capacity requirements. However, Early Out Care is not automatically included in your Y Pals registration, a separate registration for each early out day is required and can be done online, over the phone, or in person.

Unit 5 Early Out Days	Olympia Early Out Days
September 12	October 4
October 18	November 1
November 9	December 6

December 7	February 7
February 2	March 6
March 4	April 3
May 1 and 22	

School Break Days:

School Break Days are open for all children grades K-5 on most days Unit 5 schools are not scheduled to be in session, except for inclement weather days. A School Break Day is held at the YMCA (202 Saint Joseph Drive) from 7:30am - 5:30pm. School Break Days are not included in your Y Pals registration and require a separate registration for each School Break Day. For more information regarding School Break Days, please visit the YMCA website at bnymca.org.

Emergency Action Procedures:

Inclement Weather: In the event of inclement weather, including but not limited to severe thunderstorms and tornadoes, staff will move all Y Pals participants inside to a secure location near the inner part of the building which will be assigned and told of staff during the staff training, prior to the beginning of the Y Pals program.

Fire: In the event of a fire, the Y Pals staff will instruct their group to evacuate the building and will meet at a predetermined location, which will be assigned and told to staff during the staff training, prior to the beginning of the Y Pals program. The site supervisors will be responsible for securing the building and ensuring that all staff and children have exited safely.

Active Shooter: In the event of an active shooter, all staff will follow ALICE procedures. *(see attached document for more details)*

Drop-off & Pick-up Procedures: Parents/guardians or other authorized adults are required to personally sign all children out each day. A valid photo ID must be shown every time a child is picked up from the site. In order to add an authorized pick up person to your child’s record, please let a Y Pals site supervisor know or e-mail the Youth Development department at youthdevelopment@bnymca.org.

Late Pick Up Policy: 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. Staff will attempt to call both parents/guardians, followed by the emergency contact 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 staff is required to notify the local police department and place the child in their care.

Snacks: All Y Pals participants will receive an afternoon snack. The YMCA will serve peanut-free snacks to those 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.

Personal Belongings and Restricted Items: Remember to label ALL items brought to Y Pals. Encourage your child to be responsible with personal belongings. The YMCA cannot be responsible for lost items. We suggest leaving all personal items at home. The items listed below are not allowed to be brought to Y Pals. Firearms are prohibited at any YMCA Y Pals site. If these items are brought to Y Pals they may be confiscated and returned to the parent at the end of the day. Disciplinary action may be taken.

Restricted items include:

- Gum
- Jewelry
- Make up
- Video Games
- Cell Phones
- Electronics
- Tablets
- Smart watches
- Money
- Firearms
- Any type of weapon

48 Hour Policy - Sudden Illness (*non-Covid related*): A sick child is to be kept at home for their own sake and that of others. Many communicable diseases begin with cold-like symptoms. A child is considered ill when he/she is experiencing any of the following symptoms:

- An elevated temperature of 100 degrees or higher
- Vomiting
- An unidentified or contagious rash
- Ringworm
- Weep & red eyes (sign of conjunctivitis, pink eye, which is very contagious).
- Excessive cough and/or nasal discharge (any green mucus)
- Lice
- Any other symptoms that prevent your child from participating in the day's activities.

If a child becomes ill while in our care, a staff member will contact the parents and request that the child is picked up immediately. Until the sick child is picked up, the child will be removed from all other program participants to ensure their health and well-being. Siblings/those who live in the same house will be sent home as well.

In case of lice, children must be completely free of nits and lice to return. Y Pals has a nit-free policy. Staff will conduct head checks on all children returning from a bout of head lice before the child may re-enter Y Pals.

Please inform the Director of Youth Development and/or the Y Pals Site Supervisor about the nature of any illness. If your child has a communicable disease, please inform staff when it first appeared. To return to Y Pals, a doctor's release stating that your child is no longer contagious must be shown.

A child may return to Y Pals when:

- Their temperature has been normal for 48 - 72 hours without Tylenol, aspirin or substitutes.
- They have been diagnosed as having a bacterial infection and have been on antibiotics for 48 hours.
- It has been 48 -72 hours since the last episode of vomiting or diarrhea without medicine.
- Eyes are no longer discharging. If pink eye is suspected, continued treatment with antibiotics must have occurred for at least 48 HOURS.
- The rash has subsided or the doctor has determined that the rash is not contagious.

Covid Policy: The YMCA adheres to the current CDC guidelines and expectations regarding COVID 19.

Accidents & Injuries: If your child is injured at Y Pals, staff will take necessary steps to obtain emergency medical care. These steps will include but are not limited to the following:

1. Call 911 if the situation requires it.
2. Administer CPR and/or first aid if needed.
3. Attempt to contact parent/guardian.
4. If parental/guardian contact cannot be made, the additional emergency contact person listed will be contacted.

IEP & 504 Plans: In order to best serve all children, if your child has special needs, an IEP or 504 plan, we request that this information be submitted before your child begins Y Pals to help us assess the needs of your child. Please contact the Director of Youth Development if you have questions about Y Pals and accommodating your child.

Y Pals Expectations:

Caring ♦ Honesty ♦ Respect ♦ Responsibility

Behavior Management: Praise and recognition of good behavior will be utilized throughout each Y Pals day. Staff will help children choose appropriate behavior when needed and will use positive reinforcement as a continual behavior management strategy. Y Bucks will be used as a recognition of positive behavior for students and shared with parents at pick-up. If a student is not upholding our Y Core Values or putting themselves, or others in danger, they are at risk of suspension.

Discipline: When behavior is repetitive without improvement, severe, and/or deemed

dangerous to the child or others, parents will be contacted immediately to pick up their child and a suspension may be warranted at the discretion of the Y Pals supervisors. Examples that could lead to suspension include, but are not limited to: physical violence, verbal threats of physical violence, and inappropriate touching. If a child is suspended for a third time, the Director of Youth Development reserves the right to expel the child from Y Pals. 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. Incident reports may be used to document and inform parents of a child's behavior.

Parent/Guardian Expectations: As a Y Pals parent/guardian, you are expected to show caring, honesty, respect, and responsibility when interacting with Y Pals site supervisors and all other Y Pals staff. You are expected to send your child(ren) prepared for Y Pals. Please communicate with the Y Pals Site Supervisor with any and all important information regarding your child.

Staffing: Y Pals 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.

Medication Distribution: If your child must take medication while they are at Y Pals, you must sign the medication in with the Y Pals Site Supervisor. All medications must be in the original container labeled with the child's name and specific dosage instructions. Parents must also sign an Authorization to Administer Medication Form. Children are not permitted to carry medications at Y-Pals at any time.

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 support to those who qualify. One option for financial support is provided by the Child Care Resource and Referral Network (309-828-1892). 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 in their office at 207 West Jefferson in Bloomington.

If your family does not qualify for the CCRRN, they can apply for financial support through the Bloomington Normal YMCA. Financial support is determined on a sliding fee scale. Applications for financial support 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.

Questions & Concerns:

Questions and concerns may be directed to Paige Thompson, Director of Youth Development.

P: 309-827-6233

E: youthdevelopment@bnymca.org OR paiget@bnymca.org

Appendices:

Appendix A: Authorization for the Administration of Medication Form

Appendix B: ALICE Active Shooter Information

Appendix A: Authorization for the Administration of Medication Form

Authorization for the Administration of Medication by YMCA Personnel

Parents/guardians requesting medication administration to their child by YMCA staff shall provide the program with appropriate written authorization(s) and the medication before any medications are dispensed. Medications must be in the original container and labeled with the child's name, name of medication, directions for medication's administration, and date of the prescription.

Authorized Prescriber's Order:

Name of Child _____ Date of Birth ____/____/____

Today's Date ____/____/____

Medication Name: _____

Dosage _____ Method _____ Time of Administration _____

Specific Instructions for Medication Administration _____

Medication Administration Start Date ____/____/____ Stop Date ____/____/____ Is

this medication to be self-administered by the child? Yes/ No

Relevant Side Effects of Medication

Known Food or Drug: Allergies? YES/ NO

If "yes" to any of the above, please explain

Parent/Guardian Authorization:

I request that medication be administered to my child as described and directed above and attest that **I have administered at least one dose of the medication to my child without adverse effects.** I request that medication be self-administered to my child as described and directed above.

Name of YMCA Program: _____ Today's Date ____/____/____

Child's Name _____

Name of Parent/Guardian Authorizing Administration of Medication: _____

Relationship to Child: _____

Signature of

Parent/Guardian: _____

Today's Date ____/____/____

Appendix B: ALICE Active Shooter Information

What Does **ALICE Mean?**

ALERT: Make it known there is a threat at the program location. Call "CODE ALICE OR ACTIVE SHOOTER" over the radio. Stay calm and speak clearly. Call 911 from any facility phone or cell phone.

LOCKDOWN: Get to a secure location. Barricade. Hide.

INFORM: Call 911 and inform of all happenings, including your location.

COUNTER: This is a last resort. Create distraction, throw items, defend.

EVACUATE: Know your escape route and leave as soon as it is safe.

Is there a particular order to follow?

No. If you can evacuate safely, LEAVE and go to an area of safety.

Call 911 immediately and provide information.

Should I call 911?

Yes - if it is safe to do so. Stay on the phone with 911, even if that means setting the phone down so they can hear you.

How long will it take for Normal or Bloomington Police to Arrive?

NPD/BPD has informed us that a patrol unit can be at our program locations within minutes of an emergency call.

Where do I go if I can safely leave the building?

1. Northpoint Elementary: First Presbyterian Church - 2000 E College Ave, Normal, IL.
2. Oakdale Elementary: Kingsley Jr. High - 303 Kingsley St, Normal, IL.
3. Cedar Ridge Elementary: Apostolic Pentecostal Church - 2818 Tractor Lane, Bloomington, IL.
4. Carlock Elementary: Heartland Bank and Trust - 207 W Washington St. Carlock, IL.
5. Towanda Elementary: Towanda District Library - 301 S. Taylor St. Towanda, IL.
6. Fox Creek Elementary: End of the field North of the school
7. Olympia North Elementary: Danvers Township Office - 503 E Park St. Danvers, IL.
8. Olympia West Elementary: St. John's United Church of Christ - 302 N Maple Ave. Minier, IL.

Police and First Responder Involvement:

Once police and emergency first responders are dispatched, all information and the next steps are controlled by the police. Follow all directions.

Children in YMCA Summer Camp/After School Care:

Do not allow children in YMCA Summer Camp/After School care (if no parent present at time of incident) leave with guardians without a police officer recording which child has left with the guardian. Tell parents that the child must remain with YMCA staff until police have released the child to the guardian. We must account for every child.