



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

## 2016 - 2017 PARENT HANDBOOK

(Please keep this portion of the enrollment packet for continued reference throughout the school year or view it on our website at [www.lincolnymca.org](http://www.lincolnymca.org))



Welcome to the Lincoln Area YMCA School Age Before and After School Program. Our program aims to provide your children with a positive, secure environment each day. We focus on promoting self-esteem, interpersonal relationships, and character development through a center-based curriculum. The following information is designed to help you, as a parent or guardian, become familiar with the policies and procedures of our program. If you have any questions or concerns after reading this information please call the YMCA Office at 735-3915.

### **YMCA MISSION**

**TO PUT CHRISTIAN PRINCIPLES INTO PRACTICE THROUGH PROGRAMS THAT BUILD HEALTHY SPIRIT, MIND AND BODY FOR ALL.**

**BEFORE SCHOOL PROGRAMS** are held at Adams, Central, Northwest, Washington-Monroe and CEL.

Adams Pre-K (*morning session only*) 6:30 – 8:45 a.m.

Adams, Central, Northwest, Wash.-Monroe from 6:30 – 8:30 a.m.

Chester-East Lincoln from 6:30 – 8:15 a.m.

There are no Before School programs held at Olympia South or Zion Lutheran Schools.

Each Before School program must have a minimum of 5 children enrolled in order to operate.

**AFTER SCHOOL PROGRAMS** are provided at Northwest, Washington-Monroe, Olympia South, \*CEL and \*Zion Lutheran.

**NEW FOR 2016-2017 SCHOOL YEAR:** Children from Adams & Central School enrolling in the Y program will be transported by the Y van to Northwest School. **The program will be held from 3:00-6:00 pm (K-6<sup>th</sup> grade)**

\*CEL After School program will be held at CEL provided there are a minimum number of children enrolled to fill ten full-time program spaces. Otherwise, the Y offers to transport CEL children to attend the Washington-Monroe After School program. **The program will run from 3:00-6:00 pm (K-6<sup>th</sup> grade)**

\*Zion Lutheran After School program must have a minimum of ten children enrolled in order to operate.

**The program will run from 3:00 – 6:00 pm (K-6<sup>th</sup> grade)**

Olympia South After School will run from 2:15 – 5:30 pm (K-6<sup>th</sup> grade)

## **YMCA SCHOOL AGE PROGRAMS PURPOSE**

The YMCA Before and After School Programs are designed to provide a quality and affordable before and after school program to children in a secure and nurturing environment while their parents or guardians are at work or in training.

## **YMCA SCHOOL AGE PROGRAM GOALS**

1. To provide a quality program, support and consistency for children and families in need of services.
2. To promote the child's social, emotional, physical, and cognitive development through organized and supervised activities and learning experiences.
3. To work in cooperation with home to ensure each child reaches his/her maximum potential.
4. To provide a secure atmosphere allowing for the positive transition between school and the after school program.

## **DAILY ACTIVITY INFORMATION**

Planning guides will be posted each week for parents or guardians to view the activities in which their child(ren) will be involved. Please be sure to ask your child what they are learning, if they are having fun and give us the feedback.

## **DAILY PROGRAM**

Hours of operation and locations are listed on the previous page. The Y programs take place on school grounds and are held in the cafeteria, gym, classroom, and/or Media Center, as these areas are available.

The Olympia South program takes place on school grounds in the school cafeteria and is offered to children in K – 6<sup>th</sup> grade.

The After School Program is made up of several daily components. There is a snack provided, games, arts and crafts, homework time, exercise for physical development, recreational play, C.A.T.C.H. program, *Kidzlit* curriculum and character development. Character development is a time when the children learn about the YMCA's four core values – Caring, Respect, Responsibility and Honesty.

## **HOMEWORK ASSISTANCE**

The YMCA staff will set aside a 15-20 minute time between 4:00 and 4:45 p.m. to help "assist" children with homework. This does not guarantee that your child's homework assignments will be completed. The YMCA staff will help children get started with their homework, but ultimately the YMCA encourages parents to be the primary party to ensure that homework is completed.

## **ENROLLMENT**

To enroll a child in the program the following is required:

1. A registration packet must be completed at the YMCA office at 604 Broadway Street, Suite 1, Lincoln. It will contain registration information, attendance schedule, health, medical, emergency/release information consent forms, and a handbook policy with signature page. Please read thoroughly and call the Y office with any questions.
2. Registrations received are charged \$35 per child through August 5<sup>th</sup>, 2016 as a non-refundable, non-transferable application/registration fee which must accompany each registration packet in order to process enrollment. The registration increases to \$45 per child effective August 6<sup>th</sup>, 2016. The first week of tuition and/or monthly co-pay is due at the time of registration also.
3. State Subsidized participants will be charged FULL tuition per week until approval from agency is processed and received in the YMCA office. All proceeds will be credited toward any co-pay amounts or refunded if co-pay is not applicable. You are encouraged to acquire re-determination status and/or initial approval well in advance of the first day of the program. See more details under 'state subsidy and payment programs' (see page 4).
4. All participants enrolled must be current year YMCA members. (See fees on tuition rate page/registration packet.)
5. Full-time registration (M-F) enrollment is accepted before part-time registration. All part-time registrations are filled, as space is available. Registration is based on a first come-first served basis. Enrollment is limited.

6. Participant enrollment must be designated as either full-time OR part-time status at the time of registration. \*Full-time status is 4-5 days per week and tuition is charged at the weekly rate. All part-time status is 3 days per week. **(\*Enrollment status cannot fluctuate week to week throughout the school year).**
7. All children enrolled in any school age YMCA program must be completely toilet trained.
8. All participants must enroll in at least 3 or more days per week on a continuous and on-going weekly basis, otherwise enrollment is considered to be as "drop in" and **YMCA does not offer a "drop in" enrollment plan or program.**
9. All enrollment forms must be processed at the YMCA office and there is a three (3) business day processing time prior to child attending the program.
10. If your child fails to attend the Before or After School program for more than a two week period, your child will be dropped and you will be required to re-register your child at the YMCA office by completing a new registration form and re-paying registration fees and first weeks tuition. YMCA does not offer a vacation period or a "time out/off" period through the school year.

It is very important that you **notify your child's teacher of the date he/she will be starting with the before and/or after school program.** It is also important to inform them if you withdraw from the program.

**A one-week notice (5 business days) is required at the YMCA office before withdrawing your child from the program, or you will be assessed and charged your usual weekly rate. This fee must be paid before your child can participate in any future YMCA programs.**

#### **FINANCIAL ASSISTANCE**

Financial assistance is available provided various income qualifications are met. Financial assistance forms are available at the Welcome Center in the YMCA office. Proof of household income is required.

#### **TUITION FEES AND RATES**

A copy of tuition rates is attached to this registration packet. In the event of a rate increase, a one-month notice will be given. All fees and tuition payments are non-transferable and non-refundable. Tuition will not be refunded or transferred to the next week for days your child was registered, but did not attend.

#### **PAYMENT OF FEES**

(Also see section on next page relative to state subsidized families)

1. **Tuition fees are due each Wednesday, prior to the next week. (You are always pre-paying.)**
2. **Monthly co-pays must be paid in the full amount the last Wednesday prior to the next month. Non-payment of the co-pays will be assessed a \$15 late fee each month, effective September 7<sup>th</sup>, 2016.** Fees are based on actual cost for the school year and divided into equal payments (paid weekly by closing time 5:00 p.m. on Wednesdays) for the convenience of parents/guardian.
3. All tuition charges are charged and due regardless of school holidays, inclement weather, emergency cancellations, or teacher conference/institution days. If school is in session 3 or more days of each week, then your usual/regular weekly tuition charge is due as scheduled. If school is in session only 1 or 2 days per a given week, then a 30% discount will apply for that week only. Tuition rates are based on a year round factor to include the early dismissal dates at no extra charge for those who attend the programs regularly on an on-going weekly basis.
4. Check or money orders are the only forms of payment that can be accepted at the site. **CASH WILL NOT BE ACCEPTED AT THE SITES.** You may make cash payments at the YMCA office at 604 Broadway Street, Suite 1 during office hours M-F, 8:30 am – 5:00 pm. **All cash payments require a receipt.**
5. State subsidized participants will be charged FULL tuition per week until approval notice is received through the subsidizing agency. All proceeds will be credited to assigned co-pays or refunded if co-pay is not applicable.
6. A \$25.00 fee will be assessed for any returned checks. After one returned check, the Lincoln Area YMCA will accept weekly payment by money order only. NSF checks will be turned over to the State's Attorney for prosecution.
7. **A late fee of \$15.00 per child per week will be assessed if each site director or the office does not receive payment by Wednesday 6:00 pm prior to the week the child is scheduled to attend. Late fees apply beginning September 7<sup>th</sup>, 2016. Accounts that have a late fee applied a total of two times will then be required to pay their school age tuition on a monthly basis versus the weekly basis and payment will be due prior to attending the next month. Accounts that continue to be delinquent when placed on a monthly payment plan, will be dropped from the program.**
8. **Enrollment/registration paperwork will be removed from the program site if the account balance is outstanding in the amount of two weeks of tuition or if co-pay is over a week late.**

9. Payments that are split between ex-spouse or family members must be paid in full, and if one party fails to pay the fee, co-pay, or any portions of the child's tuition account, the responsibility falls to the registering parent/guardian to pay in order to continue to receive services.
10. Tuition is charged and due according to the schedule the registering parent/guardian completed at enrollment time (you are either enrolled full-time or part-time). Changes in any attendance schedule will require a new schedule form to be completed in person at the office or through fax by noon on the Wednesday advance of the schedule change. Schedule changes will not be accepted by phone as a signature is required for liability reasons. **There will be no trading or switching of days.** Attendance schedule changes will not be accepted for those weeks in which a holiday or non-school day is observed at your child's school.

### STATE SUBSIDY AND PAYMENT PROGRAMS

The YMCA requires all families enrolled/enrolling in a state program to give a 3 day processing period before they can start the program. The "registering" parent /guardian is that person who has completed and signed the registration forms necessary to enroll a child into a school age program. **All tuition is due in full at the time of registering and continue to be due weekly as such until the YMCA has received a payment approval form from the subsidizing agency.**

Payments (including co-payments and/or any agreed upon payment plan) that are split between ex-spouses, family members, or state agencies such as DHS, CCAP, CCP, DCFS or any other subsidized agency or entity, still need to be paid completely in full. If one party does not pay the fee, co-pay, or any portion of the child's tuition account that is due, the responsibility falls to the registering parent or guardian to pay in order to continue to receive services.

The registering parent and/or guardian of children approved and/or participating (receiving financial assistance) in the State of IL DHS Child Care Assistance Program (CCAP), DCFS, CCP, or any other subsidizing agency or entity, will be responsible for full payment of tuition due for the services registered for and provided by the Lincoln Area YMCA if these agencies or entities fail to pay the Lincoln Area YMCA for those amounts due and payable.

If the State of IL DHS CCAP, DCFS, CCP, or any subsidizing agency or entity denies a payment, the entire amount owed will be the responsibility of the registering parent or guardian. Information missing and / or failure to report required changes regarding work or school or false information reported can cause a delay or termination of payments, which will defer all payment due to the registering parent or guardian as due in full immediately.

Children enrolled that are on a state-funded program will be required to attend every day they are scheduled to attend unless an emergency arises where the child must be absent. The office must be contacted by the parent/guardian on that day of the child's absence to inform us of the absence and to let the staff know when to expect the child to return. If the child is absent for more than two days without a call to the office, the child will be dropped from enrollment. **The required monthly co-pay is due at enrollment and due in full the last week of each month for the following month. Late fees apply to each monthly payment and begin September 7, 2016. Failure to make the co-pay after one week will result in being dropped from enrollment.** If your child fails to attend more than the allotted 20% (average of 1 day absent per week), the registering parent/guardian will be billed for and be responsible for making the tuition payment for those days your child missed rather than bill the paying agency.

If a family has a change that could result in the termination of subsidy payments from any subsidizing agency or entity, they must consider the possibility they will be responsible for assuming full cost of the outstanding tuition account. Payments due will be the full responsibility of the registering parent.

Services provided may be interrupted or denied immediately for any of the above reasons or situations until the entire amount of the tuition account is paid in full.

### ABSENCES

You are required to notify the YMCA office if your child will be absent and state the reason. There will be no transfer or refund of tuition or deposits paid for absences with the exception of serious illness (see illness policy). Colds, flu, and lice are considered regular absences and do not fall under the communicable disease/illness policy. There are no adjustments or refunds for absences due to funerals, vacations, emergency cancellations or inclement weather days. Payment is required for days that your child is absent for both cash pay based and state funded based tuition accounts.

### **AUTHORIZATION FOR PICK-UP**

Authorization for pick-up must be done through the office using a written form or can be done through a fax. Parent or guardian signature must be included on the authorization document in order to release the child. **Phone calls to the office will not be accepted as signature from the registering parent is required in your child's file to release the YMCA from liability. NO EXCEPTIONS.**

### **SIGN IN/SIGN-OUT PROCEDURES**

All children, who attend the Before School programs, **must** be signed in daily by an adult. Please note that siblings are not allowed to sign children in or out of the programs unless they are at least high school or college age, and with a written and signed note from registering parent authorizing for pick-up.

In order for a child to be released from the program, he/she **must** be signed out on the daily sign-out sheet by a parent/guardian or adult authorized by the parent/guardian in writing (as a part of the child's registration packet). The program staff has the right to refuse the release of any child to a person who has not been authorized in writing by the parent or guardian. Program staff are required for liability purposes to request a photo identification card or a state driver's license from any individual other than the parent/guardian, and from any individual who is unfamiliar to them who comes to pick up a child. **Please be sure to inform whoever is authorized to pick up your child to bring proper identification with them. Time of drop off and pick up must also be recorded by parent.**

There will be no exceptions/excuses for failure to sign in or sign out a child. First time offenses will result in a call from the office administration. Second and repeat offenses will result in program termination. **Children will not be admitted to program prior to 6:30 am. No exceptions and staff will report instances to Y office.**

### **EARLY DISMISSAL**

Lincoln Area YMCA will operate afterschool programs for each early dismissal for no additional charge. If CEL participants attend the Y Washington-Monroe after school program, the Y will follow Dist. #27 school calendar and will not provide a program on CEL early dismissal days that do not coincide with the Dist. #27 calendar.

### **LATE PICK-UP**

YMCA After School Programs close daily at 5:30 p.m. for Olympia South and 6:00 p.m. for Dist. 27, CEL & Zion Monday through Friday.

Parents who do not pick up their children by the above closing times will be charged a late fee of \$10.00 per quarter hour, which will be charged to your tuition account automatically. Emergency situations such as a car accident, inclement weather, etc. would not apply to late fee, **but would warrant a call to the office for explanation in order to refrain from receiving a late fee.** **Staff is mandated to report each late pick-up to the office on the same day.**

### **VACATION POLICY**

**The Before and After School program does not offer any vacation time off. Participants will be charged according to their enrollment status regardless if they are in attendance.** When school is out of session for a period of 5 consecutive days (one school week, M-F) tuition will not be charged for that particular week. On holiday breaks (Thanksgiving/Easter week) if/when school is only in session for 2 days, all accounts will be charged at a 30% discount from their normal weekly tuition rate. Currently, accounts are not charged additional fees for early dismissals.

## **SCHOOL CLOSINGS/PROGRAM CANCELATIONS**

If school is closed due to inclement weather in the morning or notice has been given the night before, the Before and After School program will also be closed. If school closes during the regular school day or goes all day on a day of inclement weather, the After School program will be open. It is requested on these days that parents pick up their children as soon as possible. If school closes due to emergency or if there is no electricity in the school facility, the YMCA program will also be cancelled and parents will need to arrange for immediate pick-up of their child. If you are unsure about the status of the program due to the weather, please call the Lincoln Area YMCA office at 735-3915.

Tuition has been determined according to the schedule completed by the parent/guardian at the time of enrollment. **You are required to pay this amount each week, even as school holidays, parent conferences, emergency situations, snow days, inclement weather days including extreme cold, and teacher workshops occur within the week.** Tuition rates have been figured based upon the yearly program costs being broken down into weekly rates, and also include factors such as all early dismissals.

The YMCA offers a full day program (**School's Out Fun Days**) on certain days and certain holidays that school is not in session. A separate tuition rate will be charged for these Fun Days. (See School's Out Fun Day section on page 9).

**Staff will not accept additional children on early dismissal days subject to inclement weather, because the possibility exists that it may be impossible for the entire number of staff members to arrive at work due to the weather.**

## **DISMISSAL POLICY**

Occasionally a child does not adapt to the program routines, is not able to interact with other children, or may present behavior that affects the health, safety and well being of self or other children. At this time an ongoing log of such behavior will be kept & behavior notes will be sent home with parent/guardian. After attempts to discipline with redirection and time-outs have been made and appear to be unsuccessful in correcting the inappropriate behavior, a conference with the parent/guardian will be scheduled and conducted. If the inappropriate behavior continues and staff cannot seem to meet the child's needs, it may be necessary to dismiss the child from the program.

## **WITHDRAWAL PROCEDURE**

The YMCA requires a one-week notice (5 business days) of withdrawal from the program so that your child's enrollment slot can be filled. Failure to do so will result in a one-week charge assessed to your account. If the child returns at a later date, the registration process must be completed again, including payment of the registration fee and any outstanding tuition. If your child fails to attend the Before or After School program for more than a two week period, you will need to re-register your child at the YMCA office by completing a new registration form and re-paying registration fees and first weeks tuition.

## **ILLNESS**

If a child becomes ill during program hours, the parent/guardian will be notified immediately to pick up the child. If a child has a communicable disease (i.e... pink eye, chicken pox, infection, etc.) a written statement must be given to the Director from the doctor permitting the child's return to the program. This is for the safety of all children in the program.

If your child develops a fever, vomiting, diarrhea, rash, or complains of not feeling well, he/she will be isolated from the rest of the children and a call to the parent/guardian will be made to request that the child be removed from the center as soon as possible. When your child has been free of fever, vomiting, or diarrhea for a period of 24 hours, he/she may return to the program.

In the event your child is ill, or absent for other reasons, tuition payment is still due and expected as usual. A 50% reduction in tuition will be made if your child is absent for more than three consecutive days due to illness for up to a period of two full weeks of attendance time, and upon receipt of a doctor's excuse. However, before your child can return to the program, you will be required to submit a doctors signed release to the program stating your child has recovered from the communicable illness. Please note that doctor office visit forms of diagnosis are not acceptable to receive the 50% reduction. Lice, colds, and flu do not fall within this policy and are considered regular absence in which full tuition is charged.

## ILLNESS EXCLUSION POLICY

Illnesses/conditions that require a child to stay at home or to be sent home:

- A fever of 100 degrees or higher. A CHILD MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO THE PROGRAM.
- Vomiting: more than once in 24 hours, or in combination with another symptom.
- Diarrhea: more than one uncontained episode in 24 hours, or in combination with another symptom.
- Earache
- Conjunctivitis: commonly known as "pink eye", it is an inflammation of the eye and is characterized by a white or yellow discharge and matting. It is highly contagious and a physician must be consulted for medication and child cannot return to the program until medicine has been administered for a 24 hour period.
- Sore throat: strep throat (a reportable disease that we will report to the local county health department).
- Any unexplained rash.
- Persistent cough and/or thick nasal discharge. (Remember, children and adults experiencing these types of symptoms, do not feel like attending a work or school situation.)
- Contagious skin infestations such as *\*lice, scabies, impetigo, ringworm.* (*\*Lincoln YMCA has a nit free policy prior to participants returning to program*).
- Chickenpox (lesions must be crusted over before returning to the program).
- Measles, mumps, or rubella

## MEDICATION POLICY

If your child needs to take medication during program hours the following steps must be completed:

1. An **"Authorization to Dispense Medication"** form must be completed by a parent/guardian prior to the child being given the medication. Any changes in times or dosages administered requires a parent to complete a new form.
2. The medication must be brought to the staff in the original prescription container. The dosage, times, etc. on the container must match the directions given by the parent/guardian on the Medication form. Non-Prescription medications shall be labeled with the child's name and date and in the original container, and shall be administered according to package and/or parental instructions. Medication sent in a "baggie" or in a child's lunch box cannot be administered by staff and is considered to be a dangerous\* health hazard to other children as well.
3. A record of the date, time, dosage, and initials of the person administering medication will be kept for each child.
4. Please note that the center does not provide any non-prescription medicine, Tylenol, etc. on hand to administer.

\* WARNING: Please be sure that medication policies are strictly adhered to as carelessness can possibly cause endangerment to your child and to other children.

## EMERGENCY MEDICAL PROCEDURES

Children suffering injury at or during the program will be brought to the Site Director for necessary care. If the injury appears serious, the child will remain at the scene of the injury and will be given first aid to avoid any further injury or complication. The child's parent/guardian will be notified for informational purposes and to be given the choice of picking up the child at that time.

In the event of serious injury or emergency, fire/rescue will be summoned. The parent/guardian will be notified as soon as possible. If the parent is not available, the emergency contact will be notified. The YMCA designated emergency care facility is Abraham Lincoln Memorial Hospital and your child will be given emergency treatment if parent/guardian contact cannot be made or if required as to the seriousness of the injury.

An accident/incident report will be written by staff and made available to the parents. This must be signed by the parent/legal guardian. These reports include bumps, falls, bruises, cuts, etc. that cause harm or give potential to concussions or other possible injury.

## CHILD ABUSE – NEGLECT REPORTING

All staff members are "mandated reporters" of suspected child abuse/neglect and are subject to the state law regarding Abused and Neglected Child Reporting.

## DISCIPLINE POLICY

Children will be given our basic rules of safety and good conduct. The forms of discipline used are redirection and time-out. Notices for inappropriate behavior will be sent home at the discretion of the Site Director, and in accordance with the severity and number of times an infraction occurs. A child may (a) lose the privilege of participating in an activity, (b) be temporarily suspended from the program or (c) be terminated from the program. Three disciplinary letters are just cause for dismissing a child from the program.

The purpose of discipline is to help children develop self-control and to assume responsibility for their own acts. To minimize the need for discipline, the program has established a set of basic rules that will be given to the children. These rules of safety and good conduct will set the limits of behavior that is expected. If however, discipline is necessary, it shall be developmentally related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the inappropriate act and consequences. Measures of discipline will include staff attempting first to redirect the child to a different situation. If redirection fails and the child is persistent in the inappropriate behavior, time-out will be instituted for a reasonable length of time (5-10 minutes maximum). Finally, if staff is not able to manage the situation or is not successful to calm your child, then you will be called to pick up your child from the program immediately. In no instance shall any child be subject to corporal punishment or verbal abuse. Failure to answer phones and/or pick up your child may lead to suspension/termination.

If inappropriate behavior persists, the parent/guardian will be informed with written notices of the inappropriate behavior. At the request of administrative staff\*, parent, or both, a meeting will be conducted with staff, parent/guardian, and director to determine what joint efforts can be made to help the child solve the problem. If after joint attempts of parents and staff the child still demonstrates an inability to benefit from the type of care offered by the facility, or his/her presence is detrimental to the group, then the child shall be discharged from the program. **Immediate termination from program will result for incidents where children "run away" from the program area.**

The goals of our positive discipline policy are to:

- Assist the child in developing self-control.
- Assist the child in assuming responsibility for his/her own actions.
- Enhance a child's sense of self-esteem.
- Ensure safety of all children participating in the program.
  - \* If administrative staff has requested to meet with parent/guardian and parent/guardian fails to set up a meeting time, then child's enrollment paperwork will be removed from the site immediately. Child will not be able to attend the program without enrollment information at the site.
  - \* If staff is unable to contact parent due to disconnected phone numbers or parent not answering after repeated attempts to notify, then child will be dropped from the program as it becomes a liability for the Y to provide services without being able to communicate effectively and immediately with parents.

## STAFF SOLICITATION FOR BABYSITTING OR TRANSPORTATION

The YMCA does not allow or endorse any solicitation of staff from a parent/guardian to babysit or transport their children at any time during and/or outside of the YMCA program. YMCA staff will be terminated from employment and child suspended and/or terminated from using program.

## FOOD

The Before and After School program **does not allow children to bring soda, breakfast, etc. to the program.** If medicine that your child takes requires to be taken with food please supply such food with medicine. Please *feed children their breakfast at home before arrival to the program or you can enroll your child and utilize the school breakfast program at your child's school.* Visit your child's school to learn more about purchasing your child's school breakfast program.

**Afternoon snacks and drinks are served only during the after school program.** If you would like to send birthday treats for your child please inform the Y staff prior to that day. Only store bought or deli purchased foods can be served in order to comply with the State of Illinois Health Department.

## PERSONAL BELONGINGS



Personal belongings such as toys, money, hairbrushes, combs, food, candy, gum, cell phones, technological devices, etc. must be kept in child's schoolbag at all times. The **YMCA staff will not allow children to play with toys, character cards, etc. from home.** The YMCA is not responsible for lost, broken, or stolen personal belongings.

### **PARENTAL INVOLVEMENT**

- The program staff encourages parental involvement. If you as a parent or guardian have a special interest, talent, or occupation that could be incorporated into the weekly activities, please contact the site director.
- A Parent Appreciation Night will be held once a year (October) to further inform you about your child's activities.
- Participant surveys will be conducted once a semester to parents in order to help the YMCA continue to improve the program.
- The YMCA Before and After School program is a family affair. Please let us know how we can help you or if there is any information that can help us serve your child better. We are committed to a partnership with families because we recognize that parental involvement is vital to the success of the child in the program. On-going communication between staff and parents/guardians is a priority in our program.
- Parents can request conferences at any time throughout the year with the staff or the program coordinator by calling the YMCA office at 735-3915.

### **SCHOOL'S OUT FUN DAYS**

The Lincoln Area YMCA will provide **School's Out Fun Days** for children in K – 6<sup>th</sup> grade at the YMCA Activity Center (located at 719 Wyatt Avenue) for the Lincoln schools for the days on which there is no school due to teacher institute days, teacher conference days, and most holidays. Refer to your child's school calendar for "no school" dates. Hours of operation are from 6:30 am to 6:00 pm (late pick up fees apply). A separate registration form is required.

Fun Day activities are based on selected themes. Children experience art and crafts, character development, story time, group games, exercise and physical activity, guest speakers, games, snacks, social interaction, outdoor recreation on our new playground, and much more. Children must bring a sack lunch for each Fun Day. Lunch begins at 12:15 pm.

Registration for the "School's Out Fun Days" program will take place prior to any of the scheduled days off. *There is an additional charge for Fun Day program days (see rates section in registration packet).* A registration form will be available at your child's before and after school program approximately 3-4 weeks prior to each scheduled Fun Day. Parents are encouraged to ask the site director for a Fun Day registration form, and they can also be obtained at the YMCA office. **A minimum of ten participants must be enrolled in order to operate a School's Out Fun Day.** Registration is subject to availability of space, and accepted on a first-come, first-serve basis.

School's Out Fun Days tuition is non-refundable and non-transferable. **A \$10.00 late fee applies per day, per child after each Fun Day registration deadline which is 14 days prior to each Fun Day.** **State subsidized parents will be billed for all Fun Days registered, but not attended.**

**YMCA reserves the right to verbally correct any errors contained within or relay additions to this parent handbook at the time of registration or at any time thereafter without bearing the responsibility of having to absorb costs or any responsibility relative to possible mistakes, typos, or due to any issue or situation that might prove itself irrelevant or erroneous on behalf of the YMCA.**

**THE LINCOLN AREA YMCA STAFF AND BOARD OF DIRECTORS  
THANKS AND WISHES EACH OF OUR YMCA FAMILIES  
A GREAT AND SUCCESSFUL SCHOOL YEAR!**

**FOR MORE INFORMATION OR REGISTRATION FORMS  
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