



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

SAFE 'N SOUND BEFORE- AND AFTER-SCHOOL PROGRAM



Dear Families,

Welcome to the B.R. Ryall YMCA Safe 'n Sound program. Safe 'n Sound is designed to provide before– and after–school care for children entering grades K–5. Just as the name implies, our program was designed with both the child and parent in mind. Parents can go to work with ease knowing their children are safe during out-of-school hours and your child will enjoy spending additional time with their peers. One of the best features of this program is that it is conveniently located in schools within Districts 41 and 89.

The Y believes that positive activities and influences from an early age help youth develop and achieve their potential. Our Safe 'n Sound program offers experiences to help children grow in their knowledge and understanding of our four core values: caring, honesty, respect and responsibility. Safe 'n Sound provides an environment, role models and activities that are conducive to developing these core values. Our mornings and afternoons are developed so that your child has opportunities to learn and grow through age-appropriate themes and activities. In addition, our schedule allows for homework, snack, free time, group games, curriculum activities and character development. It is a fun and structured time for children.

Please use this parent handbook as a tool to help you understand the Safe 'n Sound program. Each year, our program is evaluated and we make the necessary changes to better serve our participants. After reading the handbook, please contact us with any questions you may have. We want you to know that your children are in the best hands when they are at the YMCA Safe 'n Sound program.

We look forward to a great year serving your family!

Sincerely,

Cindy Goss
Senior Director, School-Age Programs
cgoss@ryallymca.org

PROGRAM LOCATIONS AND HOURS

DISTRICT 89

DIRECT PHONE NUMBER: 331-627-5389

MORNING HOURS: 6:30 a.m. until bell
AFTERNOON HOURS: Dismissal until 6 p.m.

ARBOR VIEW
22W430 Ironwood Drive
Glen Ellyn, IL 60137

ENTRANCE: Ring the doorbell at door 10.

BRIAR GLEN
1800 Briarcliffe Boulevard
Wheaton, IL 60189

ENTRANCE: Ring the doorbell next to door 9 (on the side of the gym). The program is in the main gym upon entering door 9.

PARK VIEW
250 S. Park Boulevard
Glen Ellyn, IL 60137

ENTRANCE: Ring the doorbell outside of door 2 (left of main entrance). The program is in the main gym.

WESTFIELD
25125 Mayfield Lane
Glen Ellyn, IL 60137

ENTRANCE: Ring the doorbell at the main entrance. Go through the office and turn left. The program is in the second gym.

DISTRICT 41

DIRECT PHONE NUMBER: 331-627-5389

MORNING HOURS: 6:30 a.m. until bell
AFTERNOON HOURS: Dismissal until 6 p.m.

ABE LINCOLN
380 Greenfield Avenue
Glen Ellyn, IL 60137

ENTRANCE: Please drop off/pick up at door 4. This is on the east side of the school. Please park and walk in.

BEN FRANKLIN
350 Bryant Avenue
Glen Ellyn, IL 60137

ENTRANCE: Ring the doorbell at the side entrance by the office. Go down the hall to the multipurpose room on the left.

CHURCHILL/FOREST GLEN*
561 Elm Street
Glen Ellyn, IL 60137

ENTRANCE
Ring the doorbell at door 15 located off the main street.

*The YMCA provides transportation to and from Churchill. Drop off/pick up will be at Forest Glen.

MORNING HOURS: 6:30–8 a.m. (Bus departs at 8 a.m.)
AFTERNOON HOURS: Pickup until 6 p.m.

*Please report any PM absences through the director's email.

Cindy Goss
Senior Director, School-Age Programs
cgoss@ryallymca.org
331-627-5389

CURRICULUM AND ENROLLMENT

ENRICHING CURRICULUM

The YMCA's national character building campaign pledges to incorporate the values of CARING, HONESTY, RESPECT and RESPONSIBILITY as part of all youth programming. Our program provides a resource-rich environment and introduces children to activities that build on what they learned during the school day. Staff implement curriculum in active learning centers, which embodies the common core without duplicating the classroom.

OUR CURRICULUM INCLUDES EIGHT CORE CONTENT AREAS:

- Arts and Humanities
- Character Development
- Health, Wellness and Fitness
- Homework Support
- Literacy
- Science and Technology
- Service-learning
- Social Competence and Conflict Resolution

The specific activities associated with the core content areas generally take place in one or more of the following contexts, each of which is balanced throughout the day or week:

Free Choice: The child chooses from several activity options, some relatively unstructured and some that are staff-directed.

Small Group and Individual: Activities available can be done in small groups or alone. They may be initiated by adults with the expectation that all children will work on the activity (e.g., homework or quiet time), or initiated by the children themselves.

Large Group: Activities designed for large group participation usually under the leadership of a responsible person (e.g., read a book or participate in an active game such as soccer).

Indoors and Outdoors: As much as possible, and depending on the weather, we strive to balance indoor and outdoor activities.

Snack: In support of a healthy environment for your child, a nutritious snack and water—planned to meet a child's nutritional requirements—is served each day. If your child has allergies or requires a special diet, make your Site Lead aware. There will be no A.M. snack served this year.

SPECIAL NEEDS

Based on your child's needs, if you believe your child's success in the Safe 'n Sound program could be impacted, please contact the Senior Director, School-Age Programs prior to registering. Safe 'n Sound is not part of a child's Individual Education Plan (IEP), 504 Plan or an extension of the academic day. The same support available during the academic day is not necessarily available in Safe 'n Sound.

The Y wants to ensure a successful experience for all and will work the best we can with schools and parents to accommodate needs. Therefore, it is very important to communicate specific needs to the Director prior to attendance to ensure everyone is comfortable with the support available.

BEFORE YOUR CHILD'S FIRST DAY

You must contact your child's school and inform them of your child's participation in the Safe 'n Sound program.

We recommend that you visit the program location with your child prior to the first day. Please point out your child's class and then walk them to the YMCA Safe 'n Sound location. You may meet the staff at your school's open house (if held).

If you are participating in the AM program, please enter the building at the designated program entrance (see page 2). **You must escort your child in each day.** If you are participating in the PM program, please instruct your child to go to the Y site immediately following the dismissal bell.

For the safety of your child, it is very important that you notify the site staff or Senior Director, School-Age Programs if your child will not be present for the PM session.

RATES AND PAYMENT POLICIES

REGISTRATION

To register for SnS, all interested parties must complete the online registration forms. Your child's forms will be accessible to YMCA staff through our online portal and in printed form in our participant information binder. These forms are also accessible to staff if they log into our YMCA system. If you need to make updates to your child's information, parents can update/delete information online. Upon the end of the school year, all paper copies will be disposed using a third party shredding company. If you would like to remove your child's information online, you may login to your account and "delete information online".

PROGRAM RATES

Tuition depends on what time of the day your child will be enrolled (AM, PM or both). Each child is charged for registered enrollment times, not for actual attendance. The Y does not give credit for illnesses or family vacations.

Billing will occur weekly; however, enrollment is for the entire school year.

On weeks with Institute Days or holidays, your draft will be prorated accordingly.

PAYMENT POLICIES

All participants **MUST** be set up on a weekly draft, made from your checking account or a credit card (Visa, MasterCard, Discover or American Express) on the Friday before the start of each new week.

Receipts for weekly payments can be printed from your online account.

FAILED DRAFT

If a draft is returned NSF or declined, the draft plus a \$10 service charge may be redrafted on the 4th business day of the month. If that attempt is not successful, the draft plus a \$25 service charge will be resent on the 10th business day of the month. If payment is not received in full by the 25th of the month, the participant will be suspended from the program until payment is made.

ENROLLMENT CHANGES

Changes to enrollment regarding attendance (part-time, AM, PM, etc.) must be submitted 30 days prior to the effective date to the Senior Director, School-Age Programs for your district.



REGISTRATION FEE AFTER WITHDRAWAL

Anyone who leaves the program and reenrolls after 45 days will be charged a \$75 registration fee. If reenrolling within 45 days, you must pay for the missed weeks.

FINANCIAL ASSISTANCE

Financial assistance for Safe 'n Sound participants is available for those who apply and qualify. Families must complete an application and go through the interview process to determine eligibility. In order to honor a reduced rate, eligibility must be approved prior to a child being enrolled in the program. If your child begins prior to approval, you will be responsible for the full program cost.

Space is limited and the Y cannot guarantee enrollment for every family that applies for a scholarship. The process is completely confidential.

In addition to our Financial Assistance Program, we accept state assistance. For more information about state assistance and eligibility requirements, please visit: www.brryallymca.org/child-care-assistance/

PROGRAM DAYS, 1/2 DAYS, DAYS OFF

PROGRAM DAYS

The Safe 'n Sound program follows the school district calendar. Your child's first/last day of the program will coordinate with the first/last official full day of school.

If school is cancelled for any reason, at any time during the day, the Safe 'n Sound program will also be cancelled.

HALF DAYS

On days when your child's school has a half day, afternoon care (noon to 5 p.m.) will be provided to those enrolled in our p.m. program. If your child is an a.m. only participant and needs care on half days, you will have the option of adding p.m. care for the day for \$25.

NEW On half days, your child will remain at their school Safe 'n Sound site. The program closes at 5 p.m.

If you need care on a half day, it is VERY IMPORTANT to sign up your child 72 hours prior to that day. A sign-up sheet will be available at each site two weeks prior to the half day.

We do not provide lunch on half days; please pack a lunch for your child.

KIDS DAYS OFF

On days when school is not in session (ie. Institute Days and select holidays), we offer our Kids Days Off program at the Y. You must register your child, at least 72 hours in advance, at www.brryallymca.org. Day-of drop offs will not be permitted. Space is limited.

\$75 member
\$115 non-member
\$25 (Approved CCAP)

\$25 non-refundable deposit is required per day

We do not provide lunch on days off. Please pack a lunch, swimsuit and towel for the day.

PROGRAM INFORMATION (A-Z)

ABSENCES

For the safety of your child, it is important to report ALL PM absences or nonattendance days to our Safe 'n Sound staff prior to 2 p.m. Our afternoon program depends on communication from you if your child will not be attending. You may report absences to the Senior Director, School-Age Programs for your district or to your site leads in advance.

COMMUNICATION

Communication between Safe 'n Sound staff and parents/guardians is crucial to the success of our program. It provides insight for both the staff and parent. It is important for you to inform staff of changes in your family that may have a direct impact on your child, so that our staff is able to deal with the situation appropriately.

Most concerns can be dealt with at the time of pick-up/drop off; however, you can make arrangements with staff and/or Director to discuss any concerns.

If you are trying to reach your child's site, D41 & 89 participants can call or text 331-627-5389. If no one answers, for immediate assistance you can reach out to the general YMCA number at 630-858-0100 and leave a message with guest services. Guest services will get all messages over to the appropriate person.

Once your message is received by your Safe 'n Sound Site Lead, you will receive a call back from the staff on their personal cell phone, which may show up as unknown. If they cannot use cell phones due to service, staff has access to the landlines at the school and will use these to return calls.

ITEMS FROM HOME

Children are not allowed to bring items from home (i.e. cell phones, toys, games, action figures, iPods, trading cards, etc.) except on designated days. The Safe 'n Sound staff is not responsible for any items that are lost or stolen.

LATE PICK-UP

Children must be picked up by 6 p.m. After 6 p.m., a \$1 late fee per minute will be charged. After 10 minutes, \$5 per minute will be charged.

If you will be picking up late, please contact your site staff and arrange for your alternative designee to pick up your child. This will not eliminate the late fee. You will be notified of the amount you owe the following day.

Late pick ups will be documented. After three late pick ups, the late fee will double. After five late pick ups, the child will be dismissed from the program.

LOST AND FOUND

Lost items will be placed in the school's lost and found. All lost items at the Y will be placed in the closet in the main hallway. Staff cannot be responsible for misplaced items.

MOVIES

Staff will only show movies that are rated G or PG.

SIGN IN/OUT PROCEDURES

If you are new to our program, please allow extra time at drop off and pick up. Upon arrival, staff will share the sign in and out process and answer any questions.

For the safety of your child, staff cannot accept or release any child before he/she has been signed in or out by an adult who is on the approved pickup list. Anyone picking up must present photo identification. No one on the sexual or violent offender list may pick up or drop off.

MORNING PROGRAM/SIGN-IN PROCEDURES

For safety reasons, you must accompany your child into the building and sign in on the daily attendance sheet.

AFTERNOON PROGRAM/SIGN-OUT PROCEDURES

In the afternoon, your child is responsible for arriving at the Y program once the bell rings. If your child has an extracurricular activity after school, please make your Site Lead aware for PM attendance.

If your child does not arrive, and you have not notified the site staff or Senior Director, School-Age Programs in advance, the Y will contact you within 20 minutes of dismissal.

You must enter the building to sign out your child. Sign-in/out requires a full name and signature. If a person is not on the authorized pick-up list, prior notification must be given to the site staff or the Senior Director, School-Age Programs. The YMCA is legally obligated to withhold the release of any child if the authorized pick-up person is intoxicated or under the influence.

SNACKS

An afternoon snack will be provided each day. Snacks are not a meal. If your child is hungry after school, we encourage you to pack an extra peanut-free snack. If your child has any dietary/food restrictions, please indicate it on the information form and inform the Safe 'n Sound staff. There will be no A.M. snack served this year.

HEALTH AND SAFETY

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ILL CHILD

Any child showing signs of communicable diseases (COVID, chicken pox, pink eye, etc.) should be kept home. Any communicable disease needs to be reported to the Senior Director, School-Age Programs. If a child becomes ill, the following will occur:

- He/she will be escorted to an isolation area until parents arrive.
- You will be notified and expected to pick up your child within the hour. If you cannot be reached, the emergency contact will be notified.
- If your child is sent home due to illness, he/she may not return for 24 hours.

INJURIES AND EMERGENCIES

Safe 'n Sound staff members are trained in First Aid and CPR, so the care your child needs will be tended to properly. For situations in which your child may need additional care, such as a chipped tooth or small laceration, you will be contacted immediately. If notified of an injury to your child, you are expected to pick up your child immediately. Your child will be kept comfortable until you arrive.

An injured or ill child will not be transported to a medical facility by Y staff under any circumstances. In the event of serious injury or illness, staff will contact paramedics to transport your child to the nearest hospital. You will be contacted immediately and asked to go to the hospital. Your signature on the Release Form allows the hospital to provide appropriate care for your child.

MEDICATION PROCEDURES

Medication will be administered by assigned staff and must be in the original container. The label must have the child's name, dosage and directions for administering the medication. If your child needs an Epi-pen, please provide one to the Y.

GUIDANCE AND DISCIPLINE

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Due to the nature and setting of program activities, children are expected to behave in a manner that does not decrease enjoyment of the program for others or cause harm to themselves, other children and/or staff.

Discipline, when used effectively, will help change a child's behavior and help him/her gain self-control. Its purpose is to help children learn how to play safely, respect the rights of others and relate to others in a socially acceptable manner.

The program uses the below guidelines regarding what is acceptable behavior.

BEHAVIOR EXPECTATIONS

1. Children will not hurt other children or staff, physically or emotionally.
2. Children will respect the property of others.
3. Children will be respectful of others' feelings.
4. Children will share program supplies.
5. Children will clean up after themselves.
6. Children will be respectful during quiet homework time.
7. Children will not use foul or inappropriate language.
8. Children will use "indoor" voices.

CONSEQUENCES

Occurrence 1: Staff will speak with the child.

Occurrence 2: Child will be removed from activity for a period of time with warning.

Occurrence 3: Behavioral report completed by child with staff.

Occurrence 4: One-on-one with Site Lead; parent is notified.

If staff have utilized all steps in the same day and the child still demonstrates inappropriate behavior throughout the week, staff will then follow:

Strike 1: Discipline report and parent notification

Strike 2: Discipline report with parent conference

Strike 3: Two-day suspension or dismissal

Strike 4: Dismissal from program for one calendar year

If a child loses control and has a temper tantrum, he/she may be removed from the group, but will never be left alone.

If a child physically attacks or threatens another child or staff, immediate removal from program may occur.

Discipline Reports are filed for inappropriate behavior that deems necessary. Signatures of the director and parent are required the day of the incident. Parents who have questions regarding discipline policies should contact the Senior Director, School-Age Programs.

PARENT POLICY

Our organizations committed to providing a safe and welcoming environment for all children. To promote safety and comfort for all, all individuals are asked to act appropriately at all times when in our facility or participating in our programs.

All parents, caretakers and visitors to our organization are expected to:

- Behave in a respectful and courteous manner that sets a good example
- Speak in an encouraging & positive manner and use appropriate language
- Be sober. Do not come to our organization while under the influence of alcohol or illicit substances
- Listen actively
- Treat others with respect & dignity

The following behavior is unacceptable:

- Bullying (physical, verbal, emotional, social or cyber bullying)
- Harrassment, including behavior that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- Abuse (sexual, physical, or psychological), including verbally, in writing or otherwise.
- Discrimination against any person or group because of their race, color, ancestry, nationality, or place of origin, marital and family status, source of income, political beliefs and physical or mental disability
- Actions that put another person at risk of harm, including violent physical acts and threatening someone
- Physical contact with children other than your own should be avoided

If the safety of the children or staff is ever at risk because of disruptive behaviors, please make sure leadership is aware of the situation. Leadership will follow up to address the situation.

PARENT STATEMENT OF UNDERSTANDING

- I understand that staff and volunteers are not allowed to babysit children at any time outside the YMCA.
- I understand that I am not to leave my child at the program until my child has been signed in by a staff member.
- I understand that I am to pick up my child at or before 6 p.m. If I am late, a \$1 late fee per minute will be charged.
- I understand that my child will not be allowed to leave the program with an unauthorized person. Any person picking up my child must have been authorized by a parent/guardian and must present a valid I.D.
- I understand that should a person arrive to pick up my child and appear to be under the influence of alcohol or drugs, the staff will report this person to the police.
- I understand that only a court order of protection will prohibit a non-custodial parent from picking up his/her child even if he/she has not been listed as an authorized pick up.
- If I fail to meet my obligation to the program policies, the YMCA reserves the right to suspend my child's participation in the program.
- I understand that failure to pay all fees on time may result in removal from program.
- I understand that in case of a divorce, the custodial parent is responsible for all payments.
- I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand that the YMCA prohibits firearms on the premises
- I understand that this program is not licensed or regulated by DCFS
- I understand that I am responsible for following the policies outlined in the handbook that I received prior to my child's first day of attendance.
- I understand that it is my responsibility to register my child online for the program and to make sure that all registration information (child name, DOB, address, parent contact information, emergency contact and authorization for medical care) is accurate and up to date. I acknowledge that my information will be stored online. If my child is no longer enrolled in the program, it is my responsibility to delete my child's account.
- I verify that all information I have provided upon registering is correct, and I understand that I must inform the YMCA if any information does change.
- *Parent statement of understanding is signed upon online registration.