



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CREATING MEMORIES LONG-LASTING FRIENDSHIPS

**Parent Handbook
August 2021-May 2022**



CHRISIAN COUNTY YMCA

900 McAdam Dr., Taylorville, IL 62568 **P** 217-287-7271 **F** 217-824-2348 **W** www.ccmca.org

Updated July 2021

Y:/child care/Forms & Documents/parent handbook

CHRISTIAN COUNTY YMCA CHILD CARE

The Christian County YMCA is a non-profit organization serving Christian County. We offer programming for all ages. It is our goal to ensure that no one is denied services due to an inability to pay. We offer a wide range of services from parent/child swim lessons, group exercise classes, youth and adult sports, childcare services, as well as a full-service workout facility. We do not discriminate on the basis of race, color, national origin, age, religion or gender in our programs or employment practices.

At the core of our programming and services is our mission: *"To put Christian principles into practice through programs that build healthy spirit, mind and body for all."* As part of fulfilling our mission, we emphasize four core values in all our programs. Our core values are:

Caring (red for the heart): Caring is putting the feeling of others before your own. Caring is showing kindness to everyone.

Honesty (true blue): Honesty is telling the truth even when it hurts. Honesty is maintaining personal integrity and trustworthiness.

Respect (yellow for the golden rule): Respect is to treat everyone like you would want to be treated.

Responsibility (green for the environment): Responsibility is to do what is right. Responsibility is to follow through on your commitments.

PROGRAM GOALS

The goal of our CCYMCA 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, and gives children an experience that lasts a lifetime!

At CCYMCA, you can expect your child to receive:

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

DROP OFF & PICK UP

Drop off

- Check in Times 6:00 am until bus departure. If child misses the bus, parent/guardian is responsible for transporting children to school.
- Drop-off and pick-up will happen exclusively at the back door. Parents must wear masks when entering the building.

Pick up

- Check out times 4:00-6:00 pm.
- Pick up will happen either in Child Care room, outside on playground weather permitting, or in the gym.
- Parents or individuals approved for pick up will sign children out by recording time on sign out sheet and initialing.
- Child Care Staff reserves the right to ask for proper ID before releasing a child

Pick-Up Procedures

Only those adults indicated on your enrollment form will be allowed to pick up your child. No siblings may pick up a participant in the program unless they are over the age of 18. YMCA Youth Development staff will only release your child to persons authorized on your enrollment form. **Staff may ask for a proper photo ID if needed for identification purposes.**

YMCA Child Care staff will attempt to call the emergency number on file if your child is not picked up at 6 pm or by the program's ending time. If no one can be contacted by 6:30 pm, and no parental/guardian communication has occurred, the YMCA Youth Development **staff is required to notify the local police department and place the child in their care.** The YMCA child abuse prevention policies prohibit YMCA staff from transporting a child in their vehicles.

PROGRAM HOURS OF OPERATION

Before School: 6:00 am to bus pick up
After School: from school pick-up to 6:00 pm
School's

The children need to be picked up by 6:00 pm. Children can no longer be placed in Nursery area after 6 pm and children cannot be left at the Y unattended without an adult.

MEALS & SNACKS

- Before School no snacks or breakfast will be provided.
- After School one snack will be provided upon arrival to the classroom.
- Water bottles are necessary. They will be able to refill these throughout the day.
- Children will wash hands before and after eating. Hand sanitizers are available for their use.

RULES

Program Rules

- Follow directions.
- Keep hands and feet to yourself.
- Stay in assigned areas with a staff person at all times.
- Walk and talk quietly when inside
- Respect staff, others and their property.
- Use good manners at all times using appropriate language and actions.
- Violent games, toys and play are not allowed.
- Honesty is always the best policy.

General Child Care Safety

- No child may leave the Y without an authorized adult. **Staff have the right to request picture ID from people picking up children from the program.**
- Children must remain in the presence of childcare staff.
- Permission must be given by the childcare staff to leave the immediate group.
- No fighting, hitting, pinching, biting, kicking, spitting or any other physical harm to others will be tolerated.
- Theft and foul language will not be tolerated.
- Children and parents will be asked to follow YMCA Youth Development program rules. All property of the Y and childcare program will be respected.
- The group will clean up all food, garbage and activity messes with staff supervision before going to another activity.
- No food, other than their meals and snacks will be allowed.
- Gum is not allowed.
- All clothing, book bags, lunch boxes, etc. should be clearly marked with the child's name. The staff will not be responsible for personal items lost, stolen or broken.
- Parents are responsible for the discipline of their child only.
- Respect for the rights of others is required at all times.

HEALTH AND SAFETY

Cleaning and Sanitizing

Surfaces and Supplies will be sanitized regularly throughout the day and again at the end of each day.

Handwashing – A Healthy Center

Children and staff will also be washing their hands before and after eating, after large motor and/or outside activities, before and after cooking projects, after handling a pet, after using the bathroom and after wiping or blowing his or her nose.

Mask Policy

Children will be asked to wear a mask while participating in YMCA Child Care Program. **This must be supplied by child's family.** If child experiences distress while wearing the mask, child will be able to take the mask off temporarily. Child will not be expected to wear a mask while playing outside or during lunch and snack time.

Staff will wear masks when inside with the children. Staff will be able to take mask off outside.

Sick Child Policy

- Staff will follow Covid decision tree.
- Isolation- Child will be put in room separate from others and attended by Day Camp staff until parent arrives.

Symptoms not consistent with Covid 19 – Child's guardian is called and the child is asked to remain home until no symptoms are present plus 3 days.

Symptoms consistent with Covid 19 – If child shows symptoms consistent with Covid 19 while in YMCA care; they will be isolated in a designated space with a counselor present while social distancing until he/she can be picked up. For a confirmed case, follow doctor's and local health department instructions for care and isolation, report instructions to the Y.

If doctor is not contacted, child must stay home in isolation until 3 days after symptoms end.

If child is tested and test is negative, child must stay home in isolation for 3 days after symptoms end or follow doctor's instructions. Report doctor's instructions to the Y.

Parent must notify YMCA if someone in the house tests positive for Covid.

IMPORTANT A sick child is to be kept at home, for his or her own sake and that of others. Many communicable diseases begin with cold-like symptoms. A child is considered ill when he/she has the following:

- An elevated temperature of 100.4 degrees or higher
- Vomiting
- An unidentified rash or a contagious rash
- Diarrhea
- Weepy and red eyes (could be conjunctivitis (pink eye) which is very contagious)
- A communicable disease
- Any evidence of head lice
- Excessive cough and/or nasal discharge
- Mouth sores
- Any other symptoms that prevent your child from participating in the day's activities

The YMCA Youth Development Coordinator and/or Counselor should be informed about the nature of any illness.

If a child becomes ill while in our care, a staff member will contact the parents and request that the child is picked up. Parents need to come immediately (within 30 minutes). Until the sick child is picked up, the child will be isolated.

Medication Policy

Non-prescription medicines will be only given out with a note from parent`. Only prescription medicine in original bottles will be given at a YMCA 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 Coordinator/Counselors and fill out a medicine consent form. At this time, the medicine will be locked up out of the reach of the children. At no time are children permitted to be in possession of medicines.

Injuries and Accidents

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

- Attempts to contact parent/guardian
- Attempts to contact the parent/guardian through persons listed on the emergency information record.

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

- Call an ambulance or fire rescue
- Administer CPR, band-aids or ice packs if needed.

An accident report will be completed by the YMCA staff and filed.

Emergency Management

In the event of an emergency, our number one priority will be to ensure the safety and security of all program participants. As time permits, we will make every effort to inform parents and/or guardians of all pertinent information.

Inclement Weather

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.

Personal Belongings

Remember to label all items brought to the program. Encourage your child to be responsible for personal belongings. The YMCA cannot be responsible for lost or stolen items. We suggest leaving all personal items at home or in their classroom.

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

- Knives
- 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.

Electronics Policy

Children will be allowed to bring their own electronics from home. However, the YMCA cannot be responsible for lost or stolen items. Additionally, there are rules for the use of electronics.

- Electronics can only be used, outside of schoolwork, for a designated 30-minute time period
- Electronics time comes after snack, homework/reading time, and at least 20-30 minutes of physical activity
- Electronics may only be used at a desk or table.

Please talk to your children about internet safety and safe use of electronics before letting them bring their electronics to the YMCA. **YouTube, Tik Tok, social media (Facebook, Twitter, Instagram, etc.), surfing the web, or any inappropriate sites/apps are not allowed.** Movie/TV streaming sites can only be used if staff approves what will be watched. Any children on these apps/sites will have their electronics time revoked and will not be allowed to bring electronics to the YMCA. Electronics time is a privilege and will be revoked if behavior is poor.

DISCIPLINE

In order to provide all children in our program the safe, positive and enjoyable learning environment they deserve, we will be using a discipline plan that utilizes the following steps:

Step 1:

The coordinator will give specific instructions of what the child is to do.

Step 2:

The child will be given a reminder with a redirection consequence if appropriate behavior is not followed. The consequence not being a time out, but a move from the current situation to another situation (ie: If the child is throwing blocks in the block area, the redirection will be to go to the book area. This is a quiet area where the child can settle down).

Step 3:

The counselor will follow through by redirecting child to the alternative activity. If the child continues with inappropriate behavior, they will be placed in a time-out.

Step 4:

The length of the time-out is determined by the child's age - one minute as per the child's age.

Step 5:

If the child continues exhibiting inappropriate behavior, the coordinator/counselor will intervene.

Step 6:

If the behavior continues over an extended period of time, the Coordinator will ask the parents to attend a parent/coordinator conference where an action plan will be agreed upon and put into action for the child.

At any time, the Christian County YMCA may waive the disciplinary procedure and reserves the right to discharge any student without notice for misconduct.

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

Severe Behavior Clause

Our wishes are to reach all children so everyone can participate in a happy, environment. However, should a child be out of control, or in the judgment of the staff, jeopardizing the safety of the other children or him/her, he/she will be taken out of the group immediately, and a phone call will be made to the parent or guardian to have the child picked up as soon as possible. After a conference with the staff, the child may return to the program.

If negative behavior continues, a parent/staff conference will be set to elicit your help. If it is deemed that your child is unable to behave appropriately in our programs or that parents are unwilling to be involved in the correction of the inappropriate behavior, you will be asked to withdraw your child from the program. If asked to withdraw your child, we will do our best to assist you in finding alternate care arrangements.

Conflict Resolution

When children are having difficulties with each other, the staff will give the children involved reasonable opportunities to resolve their differences. The staff will mediate with the children and supply them with problem solving techniques that will help them deal with difficult situations.

Adult Rules of Conduct

Any parent/guardian, authorized person or site personnel who display any one of the following behaviors will not be allowed at the Christian County YMCA:

- Physical abuse, shaking, grabbing, hitting, pushing, etc.
- Verbal abuse
- Alcoholic beverage or drugs
- Smoking at the YMCA

If YMCA staff suspect a parent/guardian of alcohol/substance abuse or observes child abuse, the police will be called. The YMCA's first responsibility is the safety of the child.

CHILD ABUSE REPORTING

Please be aware that the Child Protection Law mandates the YMCA to 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.

Bathroom Accidents and Withholding of Food

Children will not be disciplined for bathroom accidents while in our care and the use of the bathroom will not be used as a form of punishment. Children prone to accidents should bring a change of clothes.

Children must be fully potty trained and able to take care of their own bathroom needs before they can register for the program.

The withholding of food or treats will not be used as a form of discipline. However, if a child is using inappropriate behavior, they will be moved to a table away from the group.

Internet and Social Networking

We strongly discourage any outside communication between staff and children and child-to-child without parent permission. We communicate to our staff that they need to continue to follow our mission and core values in the YMCA Youth Development including the use of the internet and on social networking websites. Please monitor your children's technology use and communication for their safety and well-being.

Restricted Parent Information

In the event of a court-ordered legal custody situation whereby either parent of the enrolled child has visitation restrictions; we must have in the child's file a written and dated statement along with a stamped copy of your legal custody papers that have been signed and dated by a judge. We must follow the law when it comes to restricting a parent's rights to information and access to their child. Unless we have court-ordered legal papers on file, parents will not be restricted.

In the event of a court-ordered legal custody situation whereby a parent is not allowed to pick up the child without the other's consent, we ask that you state in writing that you have legal custody and the person (name and relationship) who does not have a legal right to pick up your child while in our care. The written and dated statement must be on file with the YMCA along with a stamped copy of your legal custody papers, which have been signed by a judge.

COMMUNICATION

Regarding conflicts or behavior concerns at home or school, we ask that you communicate anything that may affect your child's behavior in the YMCA Program. Please keep us informed of such issues in order to prepare staff to properly respond to your child and be sensitive to your child's needs. The childcare staff should be informed of resolution strategies arranged between the parents and school for smooth implementation.

Mobile Apps



Check out our Twitter page:
@theccymca



Check out our Facebook pages:
Christian County YMCA
Christian County YMCA Kids Program
Christian County YMCA Aquatics

Parental Involvement

Involvement of parents in the program is essential and strongly encouraged, along with cooperation of all policies and procedures. Take time to talk to the staff about your child and ask your child about the program each day. You can also volunteer to help within the YMCA after discussing such involvement with the Associate Executive Director and the Youth Programs Director.

Tax Information

Please use the following information for the filing of Childcare tax credit/deductions:

Christian County YMCA
900 McAdam Drive
Taylorville, IL 62568

Tax ID number is 37-1071231

Year-end statements with the amount paid will be prepared upon written request. Please allow up to 1 week for statements to be prepared.

Policy Of Inclusion

The YMCA fully embraces the Americans with Disabilities Act and would like all special needs children to feel welcome in YMCA programs.

To the extent it is reasonably possible, and within the limitation of not-for-profits provided in the ADA, YMCA Youth Development programs 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.

YMCA Youth Development 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 YMCA staff member determines that a special needs child requires individual one-on-one attention, the YMCA shall immediately discuss this issue with the child's parents. Parents shall be reminded of the above policy. Together, the YMCA and parents shall attempt to work out a solution or refer the child to a more suitable program.

IEP/504 Plans

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 YMCA Program to help us assess and staff for any special needs.

Questions and Concerns

Questions and concerns about the policies and procedures of the YMCA Child Care Program can be directed to the Youth Programs Director or the Executive Director.